**Board of Trustees Meeting**
Orange County School of the Arts
Closed Session: Business Office
1107 N. Main Street
Open Session: DMS 101
906 N. Main Street
Santa Ana, CA 92701

# Regular Meeting Agenda
**September 25, 2025**
**3:30 PM Closed Session**
**5:00 PM Open Session**

**The Complete Meeting Packet can be found at https://www.ocsarts.net/about-us/board-of-trustees**

1. **Call to Order**
    a. Roll Call
    b. Adjourn to Closed Session

2. **Public Comment on Closed Session Agenda Items**

    To address the Board to make a public comment either related to a specific board closed session agenda item as a courtesy to the public, OCSA requests that speakers complete the form located on the table with the Board Agendas and hand it to the recording secretary before the meeting begins. All requests to address the Board are limited to three (3) minutes.

3. **Closed Session**
    a. Legal Matters
        i. Conference with legal counsel: Anticipated Litigation: Government Code sections 54954.5 (c) & 54956.9 (d) (2) & (e) (1)
            1. Number of cases: 6
    b. Student Matters
        i. Parent-requested hearing to challenge accuracy of student's educational record
    c. Personnel Matters
        i. Public employee discipline/dismissal/release/complaints/evaluation and employment: Government Code section 54957.

4. **Call to Order for Open Session**
    a. Roll Call
    b. Pledge of Allegiance

5. **Reportable Action from Closed Session**

6. **Mission & Core Values**

Public records related to the public session agenda that are distributed to the Governing Board less than 72 hours before a regular meeting may be inspected by the public at https://www.ocsarts.net/about-us/board-of-trustees In compliance with the Americans With Disabilities Act, please contact the Board secretary in advance of the meeting if you require accommodations.

**Regular Meeting Agenda**
**September 25, 2025**
**3:30 PM Closed Session**
**5:00 PM Open Session**

a. **Mission (who we are):**
   i. We provide an unparalleled arts and academic education in a creative, challenging, and nurturing environment to a diverse student body passionate about the arts, preparing them to reach their highest potential.
b. **Core Values (how we make decisions):**
   i. Student growth and education comes first.
   ii. Commitment to excellence, innovation, professionalism, and integrity.
   iii. Commitment to fostering a nurturing environment of creativity, respect, and collaboration.
   iv. Commitment to life-long artistic and scholarly development.

**7. Governance**
   a. Completion of required Ethics Training - Sept. 16, 2025
      i. Executive Management and BOT

**8. Public Comment on Open Session Agenda Items and Other Items Within the Jurisdiction of the Board**

To address the Board to make a public comment either related to a specific open session board agenda item or a non-agenda item as a courtesy to the public, OCSA requests that speakers complete the form located on the table with the Board Agendas and hand it to the recording secretary before the meeting begins. All requests to address the Board are limited to three (3) minutes.

**9. Consent Agenda**
   a. Approval of Minutes
   b. Schedule of Personnel Transactions - Monthly Staffing Update Report
   c. Standard Financial Reports - School Financial Report
   d. Schedule of Unbudgeted Expenditures - Review of Unbudgeted Expenditures
   e. Tao Rossini Agreement for Services with OCSA
   f. Field Trips

**10. Student Report** Student Council Presidents

**11. President & CEO's Report** – Update of School and Foundation Business G.Endelman

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**12. Administrator's Report**

a. Campus administration will update the Board on School Activities, Present Relevant Student Presentations, and Present Staff/Students for Commendation — B. Freeland

**13. Committee Reports and Action Items**

a. Operations
   i. Action Item - Approval of Emergency Operations Plan — A. Levine
   ii. Action Item - California Department of Education Guidance on Supporting Religious & Cultural Observances, Protecting Vulnerable Populations & Adoption of Antisemitism Resolution — G. Endelman
   iii. Update on 2026-27 projected student enrollment & anticipated budget impact — G. Endelman
b. Finance – Update from Finance Committee — P. Satkin

**14. Reports from the Board of Trustees on non-agendized items**

**15. Next Trustee Meeting and Agenda**

A. Next Board Meeting - October 30, 2025
B. Agenda Requests
C. Meeting Adjourned

Public records related to the public session agenda that are distributed to the Governing Board less than 72 hours before a regular meeting may be inspected by the public at https://www.ocsarts.net/about-us/board-of-trustees In compliance with the Americans With Disabilities Act, please contact the Board secretary in advance of the meeting if you require accommodations.

**OCSA**
**Board of Trustees**

**Open Session Minutes**

**Wednesday, August 28, 2025**

**Meeting called to order at: 4:00 PM**
**Adjourn to Closed Session at: 4:01 PM**
**Open Session called to order at: 5:00 PM**

1. **Roll call**

| | Name: |
|---|---|
| Trustee Present | Vince Foley<br>Jessica Herthel<br>Gary Humphreys<br>Paul Satkin |
| Staff: | Teren Shaffer, President & CEO<br>Gregory Endelman, COO<br>Abbe Levine, Assistant Principal<br>Shelley Stanphill, Learning Specialist |

2. **Mission & Core Values** – NONE

3. **Governance** – NONE

4. **Public Comment on Open Session Agenda Items and Other Items Within the Jurisdiction of the Board** – NONE

5. **Consent Slate**
   a. Approval of Minutes
      Motion to approve: Herthel
      Second: Satkin
      Approved unanimously – yes 4

   b. Schedule of Personnel Transactions – NONE
   c. Standard Financial Reports – NONE
   a. Schedule of Unbudgeted Expenditures - NONE

6. **Student Report –** NONE

7. **President & CEO's Report -** Update of School and Foundation Business T. Shaffer

   a. School Update

   - The litigation with Santa Ana Unified School District has concluded. Shaffer thanked the OCSA Board of Trustees, Finance Committee, F&M Bank, our partners in the City of Santa Ana, Orange County Department of Education, and Board of Education for their support and leadership in helping us through this very challenging time in OCSA's history.
   - U.S. News & World Report released its 2025 rankings on the "best high schools" in the nation. OCSA scored 98.43/100 as #1 out of 151 of ranked LA Metro area charter high schools and #7 out of 573 ranked California charter high schools. We will share this more broadly and want to thank our incredible faculty and staff and the success of our students.

- Iva Liu (CV ’27) was selected as one of 12 students across the U.S. to represent the National Debate Team.
- Henry Kim (IM/W ’27), Ryan Jung (CW ’26), Andrew Jung (DM ’26), Issac Chun (IM/S ’25), and Aryan Sharma (CW ’27) recently won 1st place at an international competition put on by NASA. The competition was called the “Plant the Moon Challenge 2025” and our team won for their hard work to discover how to grow a plant on the moon.
- Helena Donato-Sapp (CW ’27) was just appointed as State of California Commissioner for the Advisory Commission on Special Education (ACSE). She will serve a two-year term, providing recommendations to the State Board of Education, State Superintendent of Public Instruction, the Legislature, and the Governor. She will also be speaking on the power of the youth voice in the arts in the University of Notre Dame’s symposium, Beyond Our Screens: Reimagining Critical Media Literacy.
- Nico Ballesteros (FTV ’17) was featured in The Hollywood Reporter last week for making a new documentary called “In Whose Name?”
- RJ Higton (MT ’18) and special guest Melody Rose gave a master class to CMD students while in town – dance, singing and Broadway advice!
- Jonathan Formica (FTV ’08) was nominated for an Emmy for “Outstanding Documentary Series” for SNL50: Beyond Saturday Night Live.

b. Foundation Update

- Two new members have joined the Foundation Board of Directors. We welcome Jessica Miley and Kim Tavares. Nine new families have joined President’s Circle for a total of 51 families, and we expect to reach our goal of $165k. The next meeting is scheduled for September 9th.
- Encore is expected to reach or exceed the $100k goal with a total of 138 families.
- Our current Season Sponsors include Farmers & Merchants Bank, Pendry Newport Beach, Yamaha, University of San Diego Law, and City of Hope.
- We are starting to build out endowment efforts including an endowment task force and feasibility study.
- Season Premier is sold out with a Matt Morrison show package, Vegas package and Honda Center / Jonas Brother package as live auction items.
- The Finance Committee and Foundation Board Executive Committee with meet on September 18th.
- The Foundation Board’s first meeting and retreat is on October 9th.

c. Construction update – we are on track with Howard CDM to complete the project within the next few months.

**9. Administration Report –**

a. Update of School Business –
   - Levine reported on the start of the school year, which included one of the smoothest registration events we’ve ever had. Jumpstart was a great success with 100 current student leaders and 450 new student participants taking part in this important event. We also held a new parent orientation concurrently to welcome our new families.

- Levine shared that office hours are used at the start of the year to share safety and behavior expectations and practices with students.

- OCSA Ignite was a great start to the year with presentations, breakfast and lunch, and onboarding activities for new faculty and staff.

- Art Attack used to take place during blocks 2 and 5. Last year we introduced a Broadcast Journalism elective class which is a perfect stage to support Art Attack. As a result, rather than daily Art Attack announcements, it will be broadcast during the elective class which is during Block 3.

- Back to School Night has been reimagined because of current campus construction constraints. Parents will be able to visit teachers in any order they choose as an Open House event rather than a set schedule.

- We will move from 6-week grading periods to 9-week grading periods. This will not impact on the availability of information as parents have the ability to view their student's progress at any time.

- Dr. Endelman expressed gratitude to the entire administrative team for the countless hours they put in to making this school work. With increased enrollment, construction, and phenomenal programs, they continue to advance the Board of Trustees initiatives and ensure we are in alignment with our school's mission. He publicly expressed his gratitude to our six phenomenal site administrators and by extension, our incredible teaching faculty and welcome back our students who serve as examples of excellence in their individual classroom roles.

**8. Committee Reports and Action Items**

a) Operations –

i. LCAP (Local Control and Accountability Plan) – 2nd Read
Motion to approve: Satkin
Second: Foley
Approved unanimously – yes 4

ii. Public Random Lottery Preference Policy – 2nd Read
Motion to approve: Foley
Second: Herthel
Approved unanimously – yes 4

iii. Cure and Correct - A member of the public suggested that the OCSA Board may not have followed the requirements of the Brown Act in its July 31st meeting when the Board acted to approve these two employment contracts. Having reviewed the actions, OCSA believes they were lawfully taken. However, to ensure transparency, they are re-agendized here, in the open session of a regular meeting, for the Board to act on.

Employment contracts must be approved in the open session of a regular meeting. Additionally, the California Government Code requires that when a manager of a public entity such as a charter school is employed or receives a change in compensation, that the compensation of these individuals be summarized aloud before the vote.

Humphreys requested a motion and a second to approve the employment agreement of Teren Shaffer. The Chief Executive Officer's annual base salary shall be $354,375 to be paid in 12 months per year for the position of Chief Executive Officer.

Motion to approve: Satkin
Second: Foley
Approved unanimously: yes 4

Humphreys requested a motion and a second to approve the employment agreement of Gregory Endelmen. The Chief Operations Officer's annual base salary shall be $281,250 to be paid in 12 months per year for the position of Chief Operations Officer.

Motion to approve: Foley
Second: Satkin
Approved unanimously: yes 4

iv. Resolution to Approve Proposition 28 Allocation of Funds
Motion to approve: Herthel
Second: Foley
Approved unanimously: yes 4

**10. Finance – NONE**

**11. Reportable Action from Closed Session –**

a. Legal Matters

i. Legal Matters action taken July 31, 2025 – On July 31, the OCSA Board of Trustees approved a settlement agreement with the Santa Ana Unified School District, Case # 30-2019-01068167. The action has since become final and is now being reported for the Board minutes.

b. Personnel Matters

i. Action taken August 28, 2025 - In Closed Session, on motion of Foley, seconded by Satkin, the Board took action to ratify the termination of certificated employee number 301868, effective June 30, 2025.

**12. Next Trustee Meeting and Agenda**

a. Next BOT Meeting – September 24, 2025
b. Agenda Requests – NONE
c. Meeting adjourned – 5:33 PM

# POSITION & EMPLOYEE CHANGES

**ORANGE COUNTY SCHOOL OF THE ARTS**

**September 25, 2025**

## NEW HIRES

| NAME | DEPARTMENT | POSITION | EFFECTIVE | REPLACEMENT | NEW | ADDITIONAL SUPPORT | REPLACEMENT FOR |
|---|---|---|---|---|---|---|---|
| Simon Drew | CV | Conservatory Teacher | 9/2/2025 | ☐ | ☐ | ☐ | |
| Johann Eco | Academics | Long Term Academic Substitute Teacher | 9/9/2025 | ☐ | ☐ | ☐ | |
| Pauline Pham | Academics | Long Term Academic Substitute Teacher | 9/11/2025 | ☐ | ☐ | ☐ | |
| Marley Eder | IMW | Conservatory Teacher | 9/12/2025 | ☐ | ☐ | ☐ | |
| Kailun Ouyang | Academics | Student- Office Assistant | 9/9/2025 | ☐ | ☐ | ☐ | |
| Erin Pence | Academics | Support Staff Substitute | 9/15/2025 | ☐ | ☐ | ☐ | |
| Erin Fitzpatrick | PM | Conservatory Teacher | 9/18/2025 | ☐ | ☐ | ☐ | |
| Holly Jordan | CV | Dirk Voice Lesson Teacher | 9/22/2025 | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |

## TERMINATIONS & RESIGNATIONS

| NAME | DEPARTMENT | POSITION | EFFECTIVE | REHIRE ELIGIBLE | REHIRE ELIGIBLE | REASON |
|---|---|---|---|---|---|---|
| | | | | YES ☐ | NO ☐ | |
| | | | | YES ☐ | NO ☐ | |
| | | | | YES ☐ | NO ☐ | |
| | | | | YES ☐ | NO ☐ | |
| | | | | YES ☐ | NO ☐ | |
| | | | | YES ☐ | NO ☐ | |
| | | | | YES ☐ | NO ☐ | |
| | | | | YES ☐ | NO ☐ | |

## STATUS CHANGE

| NAME | FROM | TO | EFFECTIVE | RECLASSIFICATION | NEW | REPLACEMENT | REASON |
|---|---|---|---|---|---|---|---|
| Kelly Young | Support Staff Sub | Receptionist | 9/15/2025 | ☐ | ☐ | ☑ | **Replacement for Lorinda Zamora** |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |

## OPEN POSITIONS

| DEPARTMENT | POSITION | | EFFECTIVE | REPLACEMENT | NEW | ADDITIONAL SUPPORT | ADDITIONAL INFORMATION |
|---|---|---|---|---|---|---|---|
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |
| | | | | ☐ | ☐ | ☐ | |

**Orange County School of the Arts**
**Income Statement**
**FY 2025-2026**
**(UNAUDITED)**
**As of JULY 31, 2025**

| | YTD | | Var (Neg) Pos | | 25-26 Budget |
|---|---|---|---|---|---|
| | **Actual** | **Budget** | **$$** | **%** | |
| **REVENUE** | | | | | |
| State Apportionment | 558,888 | **558,888** | 0 | | 29,853,360 |
| Mandate Block Grant | 0 | **0** | 0 | | 113,824 |
| Lottery Revenue | 0 | **0** | 0 | | 642,096 |
| El Dorado SELPA | 133,767 | **133,767** | 0 | | 2,712,048 |
| Other State and Federal Rev | 0 | **0** | 0 | | 110,000 |
| Prop 28 Funding (Arts & Music in Schools) | 16,120 | **16,120** | 0 | | 286,000 |
| CYBHI Grant | 120,967 | **120,967** | (0) | | 135,000 |
| SB 740 Facility Reimb (CY) | 0 | **0** | 0 | | 3,141,049 |
| Parent Funding/ Other Donations | 1,821,000 | **1,820,000** | 1,000 | | 10,444,395 |
| SGV Personnel Services Agreement | 58,639 | **58,648** | (9) | | 703,774 |
| Ticket Sales/Prod Fees, Net | (12,553) | **(12,553)** | 0 | | (100,000) |
| Student Activities, Net | 84,949 | **84,949** | 0 | | 50,000 |
| Food Service, Net | (2,481) | **0** | (2,481) | | 425,000 |
| Miscellaneous Income, Net | (3,796) | **0** | (3,796) | | 550,000 |
| **TOTAL SCHOOL REVENUE** | **2,775,502** | **2,780,787** | **(5,285)** | -0.19% | **49,066,546** |
| **Contributions from Found//Legacy** | 0 | 0 | 0 | | 1,000,000 |
| **TOTAL REVENUE** | **2,775,502** | **2,780,787** | **(5,285)** | -0.19% | **50,066,546** |
| **EXPENSES** | | | | | |
| Payroll/Retirement/ER Payroll Tax | 1,724,517 | **1,720,000** | (4,517) | | 27,656,759 |
| Health Benefits/Opt Out Incentives | 300,351 | **300,000** | (351) | | 4,000,000 |
| Special Education Payroll | 188,598 | **180,000** | (8,598) | | 2,727,915 |
| Academics - Instructional Supp | 52,078 | **50,000** | (2,078) | | 557,000 |
| Special Education Expense | 4,946 | **5,000** | 54 | | 75,000 |
| CYBHI Grant Expenses | 0 | **0** | 0 | | 135,000 |
| CTEIG Grant Expense | 2,643 | **0** | (2,643) | | 0 |
| GSPP Grant Expenses | 200 | **0** | (200) | | 40,250 |
| A-G Grant Expense | 0 | **0** | 0 | | 47,759 |
| Arts, Music & Instructional Materials Grant Expe | 0 | **0** | 0 | | 503,143 |
| Learning Recovery Grant Expense | 16,127 | **15,971** | (156) | | 191,653 |
| Arts - Instructional Supplies | 76,774 | **75,000** | (1,774) | | 735,000 |
| Arts - Staff Development | 1,179 | **0** | (1,179) | | 185,000 |
| General & Administrative | 142,224 | **140,000** | (2,224) | | 1,195,331 |
| IT Services | 52,000 | **53,500** | 1,500 | | 642,000 |
| Contract Services | 19,856 | **20,000** | 144 | | 328,810 |
| Legal | 108,572 | **105,000** | (3,572) | | 750,000 |
| Utilities | 91,396 | **90,000** | (1,396) | | 1,138,000 |
| Insurance | 38,000 | **39,100** | 1,100 | | 469,200 |
| Building Maint & Security | 167,902 | **178,333** | 10,431 | | 2,494,692 |
| Facility Rent and Property Tax | 407,038 | **411,246** | 4,208 | | 4,431,813 |
| Technical | 2,159 | **2,000** | (159) | | 75,000 |
| Marketing | 6,419 | **6,250** | (169) | | 75,000 |
| **TOTAL EXPENSES** | **3,402,981** | **3,391,400** | **(11,581)** | -0.34% | **48,454,325** |
| **EBITDA** | **(627,480)** | **(610,613)** | **(16,867)** | | **1,612,221** |
| Interest | 39,002 | 39,002 | 0 | | 298,052 |
| Depreciation/Amortization | 72,340 | 72,340 | 0 | | 0 |
| **Net Change in Assets** | **(738,822)** | **(721,955)** | **(16,867)** | | **1,314,169** |

**Orange County School of the Arts**
**Income Statement by Month**
**FY 2025-2026**
**(UNAUDITED)**
**As of JULY 31, 2025**

| | Jul-25 | YTD Actual | YTD Budget | Variance (Neg) Pos |
|---|---|---|---|---|
| **REVENUE** | | | | |
| State Apportionment | 558,888 | 558,888 | 558,888 | 0 |
| Mandate Block Grant | 0 | 0 | 0 | 0 |
| Lottery Revenue | 0 | 0 | 0 | 0 |
| El Dorado SELPA | 133,767 | 133,767 | 133,767 | 0 |
| Other State and Federal Revenue | 0 | 0 | 0 | 0 |
| Prop 28 Funding (Arts & Music in Schools) | 16,120 | 16,120 | 16,120 | 0 |
| CTEIG 23-24 | 0 | 0 | 0 | 0 |
| CYBHI Grant | 120,967 | 120,967 | 120,967 | (0) |
| GSPP Grant | 0 | 0 | 0 | 0 |
| SB 740 Facility Reimb (CY) | 0 | 0 | 0 | 0 |
| SB 740 Facility Reimb (PY) | 0 | 0 | 0 | 0 |
| LLMF/CARES Act | 0 | 0 | 0 | 0 |
| Parent Funding Contributions/Donations | 1,821,000 | 1,821,000 | 1,820,000 | 1,000 |
| SGV Personnel Services Agreement | 58,639 | 58,639 | 58,648 | (9) |
| Ticket Sales/Production Fees, Net | (12,553) | (12,553) | (12,553) | 0 |
| Student Activities, Net | 84,949 | 84,949 | 84,949 | 0 |
| Food Service, Net | (2,481) | (2,481) | 0 | (2,481) |
| Miscellaneous Income, Net | (3,796) | (3,796) | 0 | (3,796) |
| **TOTAL SCHOOL REVENUE** | **2,775,502** | **2,775,502** | **2,780,787** | **(5,285)** |
| **Contributions from Foundation** | 0 | 0 | 0 | 0 |
| **TOTAL REVENUE** | **2,775,502** | **2,775,502** | **2,780,787** | **(5,285)** |
| **EXPENSES** | | | | |
| Payroll/Retirement/ER Payroll Tax | 1,724,517 | 1,724,517 | 1,720,000 | (4,517) |
| Health Benefits/Opt Out Incentives | 300,351 | 300,351 | 300,000 | (351) |
| Special Education Payroll | 188,598 | 188,598 | 180,000 | (8,598) |
| Academics - Instructional Supplies | 52,078 | 52,078 | 50,000 | (2,078) |
| Special Education Expense | 4,946 | 4,946 | 5,000 | 54 |
| CYBHI Grant Expenses | 0 | 0 | 0 | 0 |
| CTEIG Perkins Grant Expense | 2,643 | 2,643 | 0 | (2,643) |
| GSPP Grant Expenses | 200 | 200 | 0 | (200) |
| A-G Grant Expense | 0 | 0 | 0 | 0 |
| Arts, Music & Instructional Materials Grant Expense | 0 | 0 | 0 | 0 |
| Learning Recovery Grant Expense | 16,127 | 16,127 | 15,971 | (156) |
| Educator Effectiveness Grant | 0 | 0 | 0 | 0 |
| Arts - Instructional Supplies | 76,774 | 76,774 | 75,000 | (1,774) |
| Arts - Staff Development | 1,179 | 1,179 | 0 | (1,179) |
| General & Administrative | 142,224 | 142,224 | 140,000 | (2,224) |
| CARES Act Expenses | 0 | 0 | 0 | 0 |
| IT Services | 52,000 | 52,000 | 53,500 | 1,500 |
| Contract Services | 19,856 | 19,856 | 20,000 | 144 |
| Legal | 108,572 | 108,572 | 105,000 | (3,572) |
| Utilities | 91,396 | 91,396 | 90,000 | (1,396) |
| Insurance | 38,000 | 38,000 | 39,100 | 1,100 |
| Building Maintenance & Security | 167,902 | 167,902 | 178,333 | 10,431 |
| Facility Rent and Property Tax | 407,038 | 407,038 | 411,246 | 4,208 |
| Technical | 2,159 | 2,159 | 2,000 | (159) |
| Marketing | 6,419 | 6,419 | 6,250 | (169) |
| **TOTAL EXPENSES** | **3,402,981** | **3,402,981** | **3,391,400** | **(11,581)** |
| **EBITDA** | **(627,480)** | **(627,480)** | **(610,613)** | **(16,867)** |
| Interest | 39,002 | 39,002 | 39,002 | 0 |
| Depreciation/Amortization | 72,340 | 72,340 | 72,340 | 0 |
| Gain on transfer of RE Assets/Debt | 0 | 0 | 0 | 0 |
| **Net Change in Assets** | **(738,822)** | **(738,822)** | **(721,955)** | **(16,867)** |

**Orange County School of the Arts**
**Balance Sheet**
**FY 2025-2026**
**(UNAUDITED)**
**As of JULY 31, 2025**

| | Jun-25 | Jul-25 |
|---|---|---|
| **Assets** | | |
| Cash - Operating | 4,437,477 | 1,988,696 |
| Cash - Restricted | 5,534,092 | 5,548,909 |
| Cash - Reserves | 1,500,000 | 1,500,000 |
| Accounts Receivable | 4,162,860 | 4,470,626 |
| Net Fixed Assets | 13,534,487 | 13,755,163 |
| Prepaid Expenses | 330,046 | 668,195 |
| Deposits | 81,720 | 80,040 |
| Total Assets | 29,580,682 | 28,011,628 |
| **Liabilities** | | |
| Accounts Payable | 1,006,815 | 760,308 |
| Accrued Expense | 4,749,532 | 4,131,621 |
| Accrued Interest | 470,685 | 517,175 |
| Building Lease Payable | 11,586,559 | 11,586,559 |
| Notes Payable | 5,409,129 | 5,409,129 |
| Other Liabilities | 66,491 | 66,491 |
| Deferred Revenue | 12,303 | 0 |
| Total Liabilities | 23,301,515 | 22,471,283 |
| Prior Year Change in Assets | 6,096,967 | 6,279,167 |
| Current Year Change in Assets | 182,200 | (738,822) |
| Total Liabilities and Net Assets | 29,580,682 | 28,011,628 |

**Orange County School of the Arts**
**Statement of Cash Flows**
**FY 2025-2026**

| | Jul-25 |
|---|---|
| Change in Net Assets | (738,822) |
| Change in Accounts Receivable | (307,766) |
| Change in Prepaid Assets | (338,149) |
| Change in Deposits | 1,680 |
| Change in Accounts Payable | (246,507) |
| Change in Accrued Expenses | (571,422) |
| Change in Notes Payable | 0 |
| Change in Other Accrued Liabilities | (12,303) |
| Capital Expenditures/In-Kind | (293,015) |
| Deferred Financing | 0 |
| Depreciation & Amortization | 72,340 |
| Transfer of Assets to Legacy Fund | 0 |
| Net Cash from Operating Activities | (2,433,964) |
| Cash at Beginning of Period | 11,471,569 |
| Cash & Equivalents at the End of Period | 9,037,605 |

**Orange County School of the Arts**
**Accounts Payable Analysis**
**FY 2025-2026**

| | Current | 1 to 30 | 31 to 60 | 61 to 90 | Over 90 | Total |
|---|---|---|---|---|---|---|
| **JULY** | 509,489 | -40,387 | 7,982 | 44,588 | 238,636 | 760,308 |
| | 67.01% | -5.31% | 1.05% | 5.86% | 31.39% | |

**Orange County School of the Arts**
**Capital Expense Analysis**
**FY 2025-2026**

| | Jul-25 | YTD Actual | FY25-26 Budget | Variance (Neg) Pos | |
|---|---|---|---|---|---|
| Computer/Technical/Video/TV | 111,275 | 111,275 | 80,000 | (31,275) | E-Rate refund will offset |
| Textbooks, CR Furniture & Equipment | 0 | 0 | 70,000 | 70,000 | |
| Instrumental Music/Audio | 0 | 0 | 140,000 | 140,000 | |
| Building Improvements | 8,400 | 8,400 | 60,000 | 51,600 | |
| Furniture/Fixtures/Equipment | 173,340 | 173,340 | 50,000 | (123,340) | GSPP expense |
| | 293,015 | 293,015 | 400,000 | 106,985 | |

## AGREEMENT FOR SPECIAL SERVICES

## I. PARTIES

This Agreement for Special Services (the "Agreement") is made this 3rd day of September 2025, between the TAO ROSSINI, A Professional Corporation (hereinafter referred to as the "Law Firm") and ORANGE COUNTY SCHOOL OF THE ARTS (hereinafter referred to as "Client").

## II. RECITALS; PURPOSE; MATTERS

WHEREAS, Client is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, Client is in need of such special services and advice;

WHEREAS, the Law Firm is specially trained and experienced and competent to perform the special services required by the Client, and such services are needed on a limited basis;

WHEREAS, Client desires to retain and engage the Law Firm to perform legal and, upon request, non- legal consultant services on Client's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. The Law Firm agrees to provide Facilities and Business services to Client, including representation in administrative, arbitration, and court proceedings, as requested by client. The place and time for such services are to be designated by the Chief Operations Officer or designee.

## III. TERMS AND CONDITIONS

A. The term of this Agreement shall be for three years, commencing September 3, 2025, through June 30, 2028. Client hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates:

| | 2025-2026 | 2026-2027 | 2027-2028 |
|---|---|---|---|
| Senior Partners | $440.00 | $445.00 | $450.00 |
| Partners/Senior Counsel | $380.00 | $385.00 | $390.00 |
| Senior Associates | $315.00 | $320.00 | $325.00 |
| Associates | $295.00 | $300.00 | $305.00 |
| Electronic Technology Litigation Specialist | $225.00 | $230.00 | $235.00 |
| Non-Legal Consultants | $200.00 | $205.00 | $210.00 |
| Senior Paralegals/Law Clerks | $200.00 | $205.00 | $210.00 |
| Paralegals/Legal Assistants | $200.00 | $205.00 | $210.00 |

The Law Firm shall bill in quarter-hour increments. A fixed rate may be established for specially identified projects, subject to prior approval by Client.

B. In addition, Client hereby agrees to pay for reimbursable expenses and operational expenses incurred by the Law Firm. This administrative fee is in lieu of charging Client for Westlaw, photocopies, automobile mileage, parking, facsimiles, telephone, document preparation, and postage. This does not include items listed in paragraph D below.

C. The Law Firm shall not be obligated to advance costs on behalf of Client; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of Client with the CEO's or designee's prior approval in the event a particular cost item exceeds $2,000.00 in amount, and without the prior approval of Client in the event a particular cost item totals $2,000.00 or less. Typical cost advances include, but are not limited to, messenger fees, travel costs, bonds, witness fees, overnight delivery, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc.

D. A detailed description of the attorney work performed, and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to Client on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from Client by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of Client in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

E. Client agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of Client's receipt thereof shall be deemed to signify Client's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

F. Client agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of Client including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent Client.

G. Client has the right, at any time, and either with or without good cause, to discharge the Law Firm as Client's attorneys. In the event of such a discharge of the Law Firm by Client, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from Client shall be immediately due and payable.

H. The Law Firm reserves the right to discontinue the performance of legal services on behalf of Client upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for Client;

3. Upon the failure of Client to perform any of Client's obligations hereunder with respect to the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of Client to perform any of Client's obligations hereunder with respect to cooperation with the Law Firm in connection with the Law Firm's representation of Client.

I. In the event that the Law Firm ceases to perform legal services for Client as hereinabove provided, Client agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, Client agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, Client will promptly execute an appropriate Substitution of Attorney form.

J. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

K. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of Client Law Firm understands and agrees that Law Firm and all of Law Firm's employees shall not be considered officers, employees or agents of the Client, and are not entitled to benefits of any kind or nature normally provided employees of the Client and/or to which Clients employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Law Firm assumes the full responsibility for the acts and/or omissions of Law Firm's employees or agents as they relate to the terms and conditions under this Agreement. Law Firm shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Law Firm's employees.

## IV. CONSENT TO LAW FIRM COMMUNICATION

As part of our commitment to client service, the Law Firm will send Client periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help Client with daily legal concerns. The Law Firm will send those and other additional service notices to Client via regular mail and/or electronic mail at the email address which Client designates, or the email used in Client's daily communications with Law Firm. These email notices are a convenient way to keep Client administrators apprised of important legal changes. By execution of this Agreement, Client, and designated contact(s), consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

## V. BINDING ARBITRATION

If any dispute arises out of, or related to, a claimed breach of this Agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

## VI. NOTICES

All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service; or (b) by U.S. Mail, mailed either by registered, overnight, or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the fifth day after deposit in any U.S. Post Office. The address to which notices, or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this Paragraph. As of the date of this Agreement, the addresses of the parties are as follows:

**To the Client:**

Orange County School of the Arts
Attn: Gregory Endelman, Ed.D.
Chief Operations Officer
1010 N. Main Street
Santa Ana, CA 92701
Telephone: 714.560.0900, ext. 6105
Email: Gregory.Endelman@ocsarts.net

**To the Law Firm:**

Tao Rossini, A Professional Corporation
Attn: Terry Tao
14603 Whittier Boulevard
Whittier, CA 90605
Telephone: 714-761-3007
Email: ttt@taorossini.com

## VII. DOCUMENT RETENTION POLICY.

Law Firm will retain its files and documents electronically on each matter handled for Client for five (5) years after the matter is closed. Law Firm also retains original documents (for example, documents with wet signatures) that are not forwarded directly to the client for five (5) years after the matter is closed. After that time, the Law Firm reserves the right to destroy those files. At Client's request, the Law Firm will provide Client with copies or the originals at Client's expense before the files are destroyed. The Law Firm will then destroy those files and documents unless Client has previously asked the Law Firm in writing to deliver those files to Client.

## VIII. DURATION

This Agreement shall be effective September 3, 2025, through June 30, 2028, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

## IX. HOLD HARMLESS

Law Firm agrees to and does hereby indemnify, hold harmless and defend the Client and its Governing Board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the Law Firm or any person, firm or corporation employed by the Law Firm, either directly or by independent contract, upon or in connection with the services called for in this Agreement, however caused, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the Client or its officers, employees or agents.

A. Any injury to or death of any person(s), including the Client's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the Law Firm, or any person, firm or corporation employed by the Law Firm, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this Agreement, whether said injury or damage occurs either on or off Client's property, except for liability for damages which result from the sole negligence or willful misconduct of the Client or its officers, employees or agents.

B. Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this Agreement.

## X. INSURANCE

Law Firm shall insure Law Firm's activities in connection with the services under this Agreement and agrees to carry insurance to ensure Law Firm's ability to adhere to the indemnification requirements under this Agreement.

Law Firm shall, at Law Firm's sole cost and expense, maintain in full force and effect the following insurance coverages from a California licensed insurer with an A-VIII, or better, rating from A.M. Best or an approved self-insurance program, sufficient to cover any claims, damages, liabilities, costs, and expenses (including attorney fees) arising out of or in connection with Law Firm's fulfillment of the obligations under this Agreement:

Comprehensive or Commercial Form General Liability Insurance, including bodily injury, property damage and contractual liability with minimum limits as follows:

(a) Each Occurrence $1,000,000.00

(b) General Aggregate $2,000,000.00

1. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single limit not less than $1,000,000.00 per occurrence. (Required only if the Law Firm drives on behalf of the Client in the course of performing services.)

2. Professional Liability Insurance with a limit of $2,000,000.00 per occurrence, if applicable.

3. Workers' Compensation and Employers Liability Insurance in a form and amount covering Law Firm's full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws. The policy shall be endorsed with the insurer's waiver of rights of subrogation against the Client.

B. No later than thirty (30) days from execution of this Agreement by the Client and Law Firm, and prior to commencing the services under this Agreement, Law Firm shall provide Client with certificates of insurance evidencing all coverages and endorsements required hereunder.

Law Firm shall provide prior written notice to the Client thirty (30) days in advance of any non-renewal, cancellation, or modification of the required insurance. The certificates of insurance providing the coverages referred to in clauses (a) and (b) above shall name Client, its Governing Board, officers, and employees, as additional insureds with appropriate endorsements. In addition, the certificates of insurance shall include a provision stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by Client shall be excess and noncontributory." Failure to maintain the above-mentioned insurance coverages shall be cause for termination of this Agreement.

## XI. SUCCESSOR ENTITIES

This Agreement may be assigned and transferred to any successor entity of the Law Firm as long as the majority of the Law Firm's shareholders', partners', and/or corporate officers' interests are the same for both entities. The Client agrees that the Chief Business Officer, is authorized to sign a new agreement with the successor entity.

## XII. ENTIRE AGREEMENT/AMENDMENT

This Agreement and any exhibits attached hereto constitute the entire Agreement between the parties and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated and may be amended only by a written amendment executed by both parties to the Agreement. This Agreement incorporates by this reference, any exhibits, which are attached hereto and incorporated herein.

## XIII. NONDISCRIMINATION

Law Firm agrees that Law Firm will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, sex, marital status, age, or other characteristics protected by federal or state laws.

## XIV. HEADINGS

The headings contained in this Agreement are provided exclusively for reference and the convenience of the parties. No legal significance of any type shall be attached to the headings.

## XV. COUNTERPARTS

This Agreement may be signed and delivered in two counterparts, each of which, when so signed and delivered, shall be an original, but such counterparts together shall constitute the one instrument that is the Agreement, and the Agreement shall not be binding on any party until the parties have signed it.

## XVI. AUTHORIZED SIGNATURES

The individual signing this Agreement warrants that they are authorized to do so. The Client and Law Firm understand and agree that a breach of this warranty shall constitute a breach of the Agreement and shall entitle the non-breaching party to all appropriate legal and equitable remedies against the breaching party.

## XVII. GOVERNING LAW

The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Los Angeles County, California. This Agreement is made in and shall be performed in Los Angeles County, California.

## XVIII. EXECUTION DATE

This Agreement is entered into this 3rd day of September 2025.

"Law Firm"

TAO ROSSINI, APC

Dated: September 5, 2025

By: _____
Terry Tao

"CLIENT"

ORANGE COUNTY SCHOOL OF THE ARTS

Dated: 9-5-2025

By: _____
Gregory Endelman, Ed.D.
Chief Operations Officer

OrangeCountySchoolofthearts

**EMPLOYEE REQUEST FOR OFF-CAMPUS PERFORMANCE, FIELD TRIP, OR OVERNIGHT TRIP APPROVAL AND ACKNOWLEDGMENT**

Date of Application (MM/DD/YY): 8-29-25

Is this an overnight trip? ☑ YES ☐ NO

Activity/Performance/Trip Name: Ballroom - US Nationals

Location/Address of proposed performance/trip: BYU Marriott Center 725 E. University Pkwy, Provo, UT 84602

Date(s) of proposed performance/trip: (MM/DD/YY): March 9th through March 15th 2026
(If this is an overnight trip, you must attach itinerary, accommodation and supervision plans)

Check all periods missed: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☑ Entire School Day ☐ None

Time of performance/trip - Departure: March 9th 12pm Return: March 15th 12pm

Purpose of performance/trip: To Compete at the National Level

Department: BR

Class/Performing group: Latin and Smooth Formation Teams

Estimated number of students participating: (Please attach list of names and ID numbers): 28

Estimated number of chaperones participating: 8-10
(Recommended overnight trips adult to student ratios: 1:8 for grades 7-8; 1:12 for grades 9-12.)

Estimated total cost for performance/trip: $900

Method of funding: Link for Parents to pay - Also fundraising

Method of transportation to/from event: Airplane to Provo + Vans from Hotel to Stadium (evening November

OCSA Employee requesting performance/trip: Robert Prach

---

**OFF-CAMPUS PERFORMANCE OR FIELD TRIP REQUIREMENTS:**

- I am aware of the provisions of Education Code Section 35330, which states: "All persons making the field trip or excursion shall be deemed to have waived all claims against the district, a charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."
- I understand and agree to abide by the OCSA Off-Campus Performance, Field Trip and Overnight Trip Policy and all OCSA rules and regulations.
- When planning trips, I shall consider student safety, objectives of instruction, the most effective use of instructional time, the distance from school, School and student expense, and transportation and supervision requirements.
- I understand I must obtain written approval of any one-day off-campus performance or field trip from an administrator a minimum of thirty (30) days prior to the performance/trip departure date.
- In addition to approval from the Dean of Arts, I understand I must obtain approval from the OCSA Board of Trustees for any overnight trips a minimum of ninety (90) days in advance of the performance/trip departure date. I understand that Board approval must be granted before any obligations associated with the performance/field trip are committed; including at least six (6) months in advance for international travel.
- I understand and agree to be responsible for ensuring adequate student supervision during the off-campus performance or field trip. I shall determine supervisory responsibilities for all chaperones.

- I understand it is my responsibility and I agree to remain with students for the entire duration of the off-campus performance or field trip from the time of departure until the return to campus.
- I understand and agree that some work in preparation for or attendance of the field trip may not be compensated.
- I understand and agree to ensure substitute coverage is secured for participating OCSA employees for the duration of the performance/trip in advance of the performance/trip departure date.
- I understand I am required to and agree to immediately notify an OCSA administrator if any medical emergency or serious disciplinary incident occurs during an off-campus performance or field trip.
- 
- I certify that, if the proposed field trip is part of the required class curriculum, no student will be excluded from participation due to a lack of resources or insufficient funds.
- I agree to keep with me the signed parent permission forms for all attending students for the duration of the trip. After the trip has concluded, I agree to submit the signed and completed parent permission forms to the Director of the Conservatory (for Conservatory Teachers) or Office Manager of the Academic Office (for Academic Teachers) for record keeping.
- If the proposed field trip is occurring during a regular school day and will be missing class time, I agree to submit a final list of students attending, times and dates of the field trip via email to attendance, health office, deans and all academic/elective teachers at least one (1) week prior to the performance/trip departure date.

**I have read the foregoing statement. I understand and agree to the above-described terms and conditions.**

**Employee Signature:** _____ **Dated:** 8-29-25

**DEAN/DIRECTOR APPROVAL**

Director of Conservatory : _____ Date : 8-29-25

Dean: _____ Date : 9/9/25

**BOARD APPROVAL OF OVERNIGHT TRIPS (AT LEAST 90 DAYS PRIOR TO PERFORMANCE/TRIP)**

Board Trustee Signature:_____ Date : _____

Board Trustee Signature:_____ Date : _____

Itinerary

Monday, March 9 2026 – 12pm – Meet at John Wayne airport to board a plane and fly directly to Provo Airport.

- Go to Avis Rental cars in at Provo Airport to board 3 15-passenger Vans that will be driven by staff and volunteers.
- 3pm get checked in to the hotel – Residence Inn Provo South University
- 5pm eat dinner at the mall that is next to the hotel
- 7pm take the vans to the Utah Valley University Gymnasium to practice.
- 9pm back to the hotel for snack in the lobby and then lights out.

Tuesday, March 10 2026 10am

- 8am complimentary breakfast at hotel.
- 9am - Drive vans from hotel to Marriot center to compete as couples and formations
- 12pm – Eat lunch at the BYU food court
- Continue watching dance events and competing
- 7pm – chaperones pick up dinner for students to eat in hotel lobby.

Wednesday, March 11 2026

- 8am – eat complimentary breakfast at hotel
- 9am - Drive vans from hotel to Marriot center to compete as couples and formations
- 12pm – Eat lunch at the BYU food court
- Continue watching dance events and competing
- 7pm – chaperones pick up dinner for students to eat in hotel lobby.

Thursday, March 12 2026

- 8am – eat complimentary breakfast at hotel
- 9am - Drive vans from hotel to Marriot center to compete as couples and formations
- 12pm – Eat lunch at the BYU food court
- Continue watching dance events and competing
- 7pm – chaperones pick up dinner for students to eat in hotel lobby.

Friday, March 13 2026

- 8am – eat complimentary breakfast at hotel
- 9am - Drive vans from hotel to Marriot center to compete as couples and formations
- 12pm – Eat lunch at the BYU food court
- Continue watching dance events and competing
- 7pm – chaperones pick up dinner for students to eat in hotel lobby.

Saturday, March 14 2026

- 8am – eat complimentary breakfast at hotel
- 9am - Drive vans from hotel to Marriot center to compete as couples and formations
- 12pm – Eat lunch at the BYU food court
- Continue watching dance events and competing

- 7pm – chaperones pick up dinner for students to eat in hotel lobby.

Sunday, March 15 2026

- 8am – eat complimentary breakfast at the hotel.
- 9am – Board Vans and drive all students to the Provo Airport to fly back to John Wayne Airport by 12pm.

Ballroom Utah Trip Chaperone Plan:

These Chaperones will Fly with the students and stay with them the entire trip and will drive the Vans from the hotel to the stadium and back while in Provo.

The employee chaperones:
Robert Porch - Director - Van Driver
Kris and Briana Suakjian - Smooth Team Coaches
Erik Cyr - Latin Team Head Coach - Van Driver
Viktoria Antoniuk - Latin Team Assistant Coach
Brittney Porch - Costumes and Photo/video

Parent Chaperones:
Jason Lee - Van Driver
Steve Brown - Van Driver
Katie and Michael Majerus
Denise and Steve Okada-Lam
Denise and Jay Torres Cancino

Orange County School of the Arts

# Emergency Operations Plan



This information is provided as a guideline for actions in the event of an emergency. Understand that all situations in a critical incident cannot be predicted.

Always remember that the first priority is the safety and protection of life.

| | |
|---|---|
| Santa Ana Police | 714-834-4211 |
| Orange County Sheriff | 714-647-7000 |
| Orange County Fire | 714-573-6000 |
| OCSA Security | 949-565-5215 |
| OCSA Text-a-Tip | 657-529-6272 |

| | |
|---|---|
| OC Transportation Authority | 714-560-6282 |
| FBI | 310-477-6565 |
| Red Cross | 714-481-5300 |

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# Evacuation Maps and Procedures



# EVACUATION ASSEMBLY & EMERGENCY EQUIPMENT LOCATIONS

OrangeCountySchoolofthearts

1010 N. Main Street, Santa Ana, CA 92701 | 714.560.0900 | www.ocsarts.net




## EMERGENCY EQUIPMENT

**Emergency Door Release**
Pull station at Office Manager Desk, Tower Room 100

**Medical Supplies**
Health Office inside Media & Arts Center

**Automatic External Defibrillator (AED)* Locations**

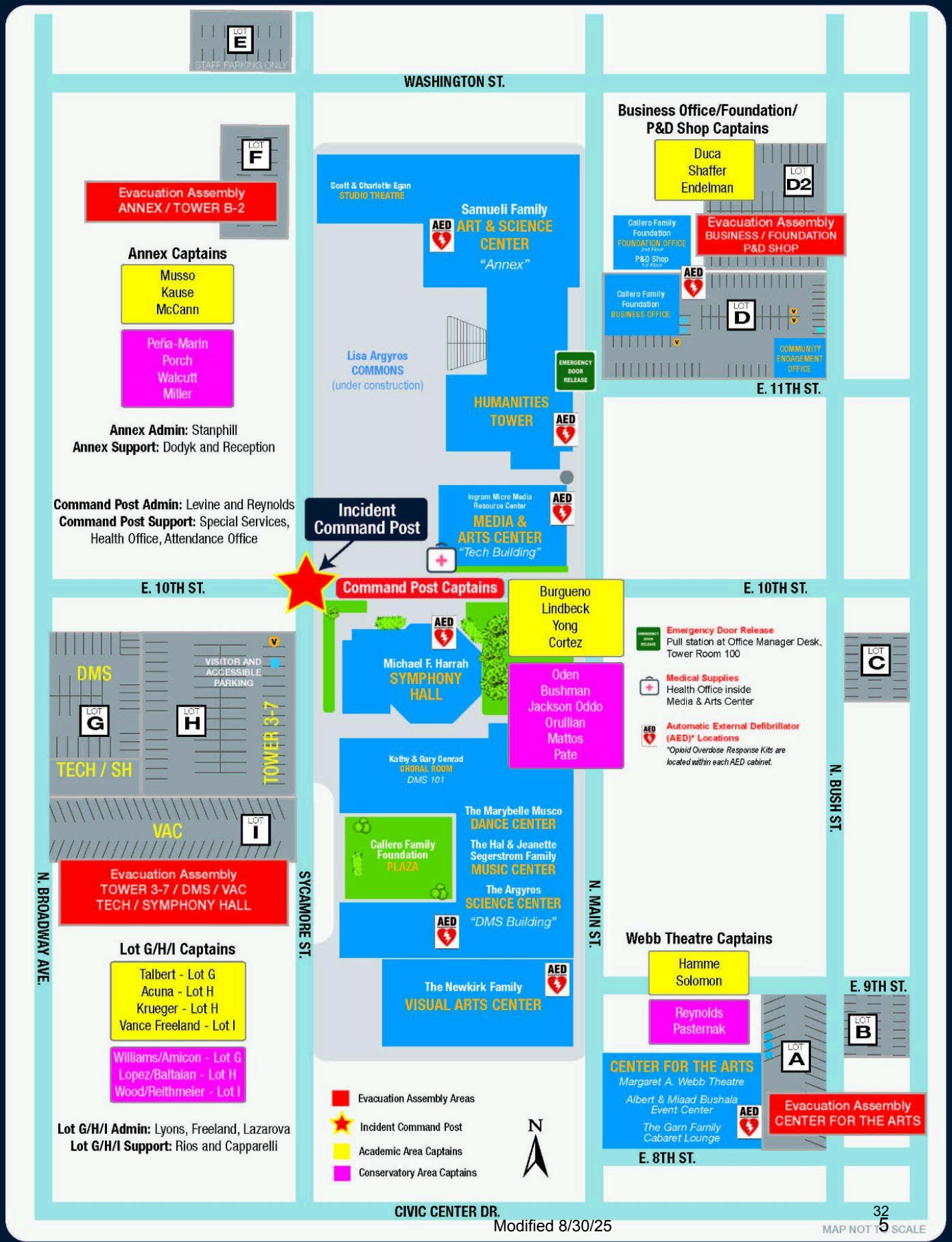
**Annex,** *Outside Room A14*
**Tower,** *Lobby*
**Tower,** *Floor 2 Kitchen*
**Tower,** *Floor 5 Elevator*
**DMS,** *Lobby*
**DMS,** *Floor 2 Elevator*
**Visual Arts Center,** *Arts Office*
**Center for the Arts,** *Lobby*
**Business Office,** *Lobby*

**Opioid Overdose Response Kits are located within each AED cabinet.*

# EVACUATION ASSEMBLY AREA CAPTAINS

OrangeCountySchoolofthearts

1010 N. Main Street, Santa Ana, CA 92701 | 714.560.0900 | www.ocsarts.net



# ASSEMBLY AREA ADMIN DUTIES

- Monitor radio for instructions from Command Post and requests from Area Captains
- Report to Command Post over radio when accountability forms have been collected
- Answer questions and direct students, staff, and visitors
- Respond to urgent and emergency situations
- Assist Incident Commander in incident decisions, including when to end emergency or drill evacuation and when to instigate reunification

# ASSEMBLY AREA CAPTAIN DUTIES

**Duties for All Evacuation Gathering Areas**

- Monitor radio for instructions from Command Post
- Ensure that each room has filled out an Accountability Form
- Assist in keeping students calm during drill or emergency
- Assist in dismissing students after drill or emergency is complete

**Additional Notes for Command Post Captains**

- Assist in gathering Accountability Forms from all evacuation gathering points
- Check all rooms against master list to assure all students are accounted
- Monitor radio for requests from evacuation gathering points
- Ensure Accountability Forms are gathered from Webb and P&D Shop

**Additional Notes for Business Office and Webb Captains**

- Assist staff members in safely evacuating buildings
- Check that each staff member is accounted
- Report to Command Post over radio when accountability forms have been collected and area is cleared
- Send a runner to deliver Accountability Forms to Command Post
- Wait for instructions or “all clear” from Incident Commander

# ASSEMBLY AREA SUPPORT DUTIES

- Form a perimeter around student assembly areas
- Assist in gathering Accountability Forms
- Assist students and teachers in crossing street to evacuation gathering points
- Assist teachers in finding their places and lining students up by room number
- Deliver all collected Accountability Forms to Command Post

**If Reunification is necessary, all Area Captains and Assembly Area Support Staff (other than those at the Business Office or CFTA) will report to the Reunification Location. At the Reunification Location, Area Captains will work at Parent/Guardian Check-In and Support Staff will work as Runners.*

**In an emergency situation, Channel 2 is reserved for emergency communication on the radio. Channel 4 will be opened as needed for non-emergency communication (for example, in a Reunification Plan).*

Orange County School of the Arts

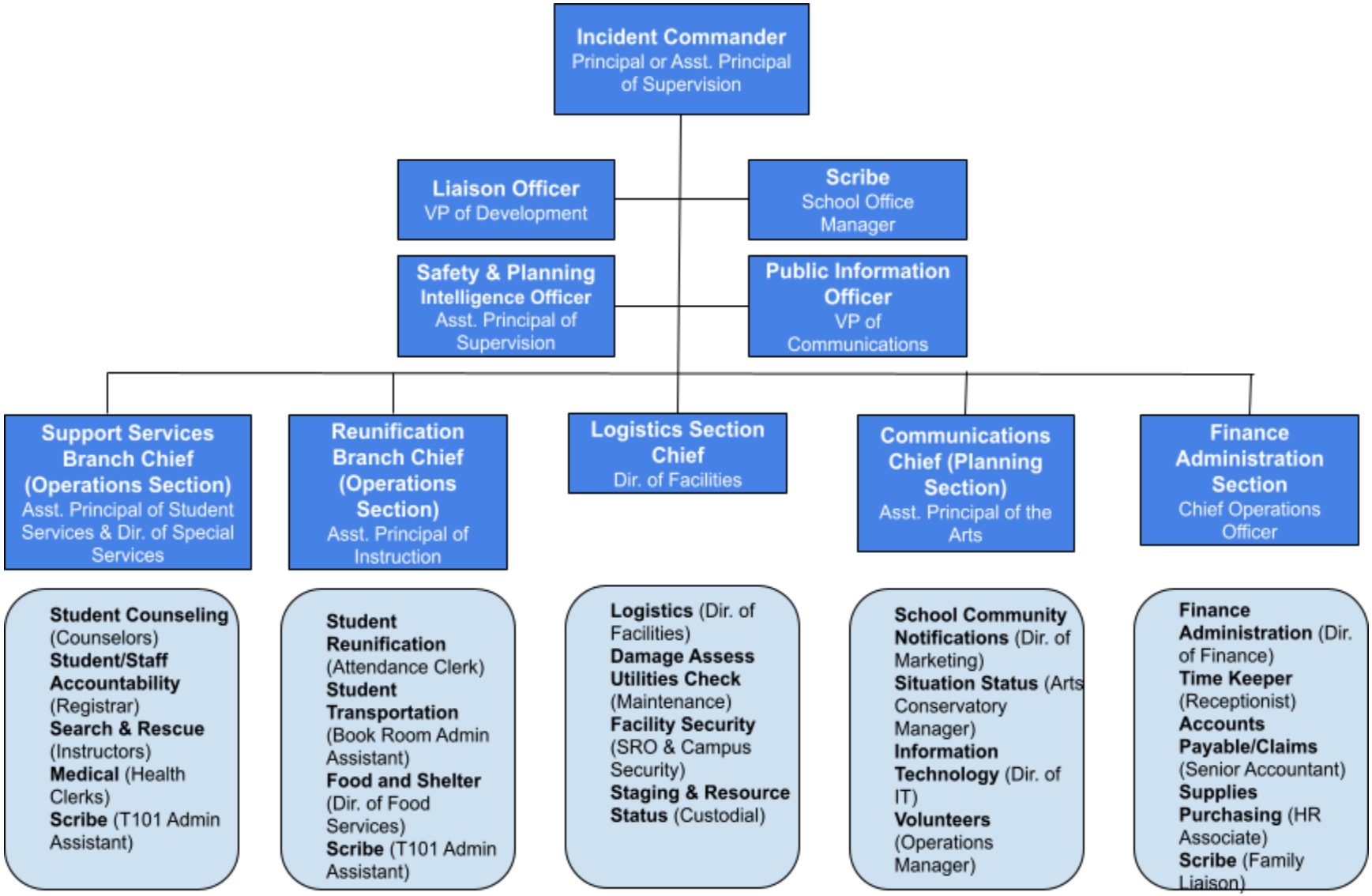
# OFF-SITE EVACUATION

1010 N. Main Street, Santa Ana, CA 92701 | 714.560.0900 | www.ocsarts.net

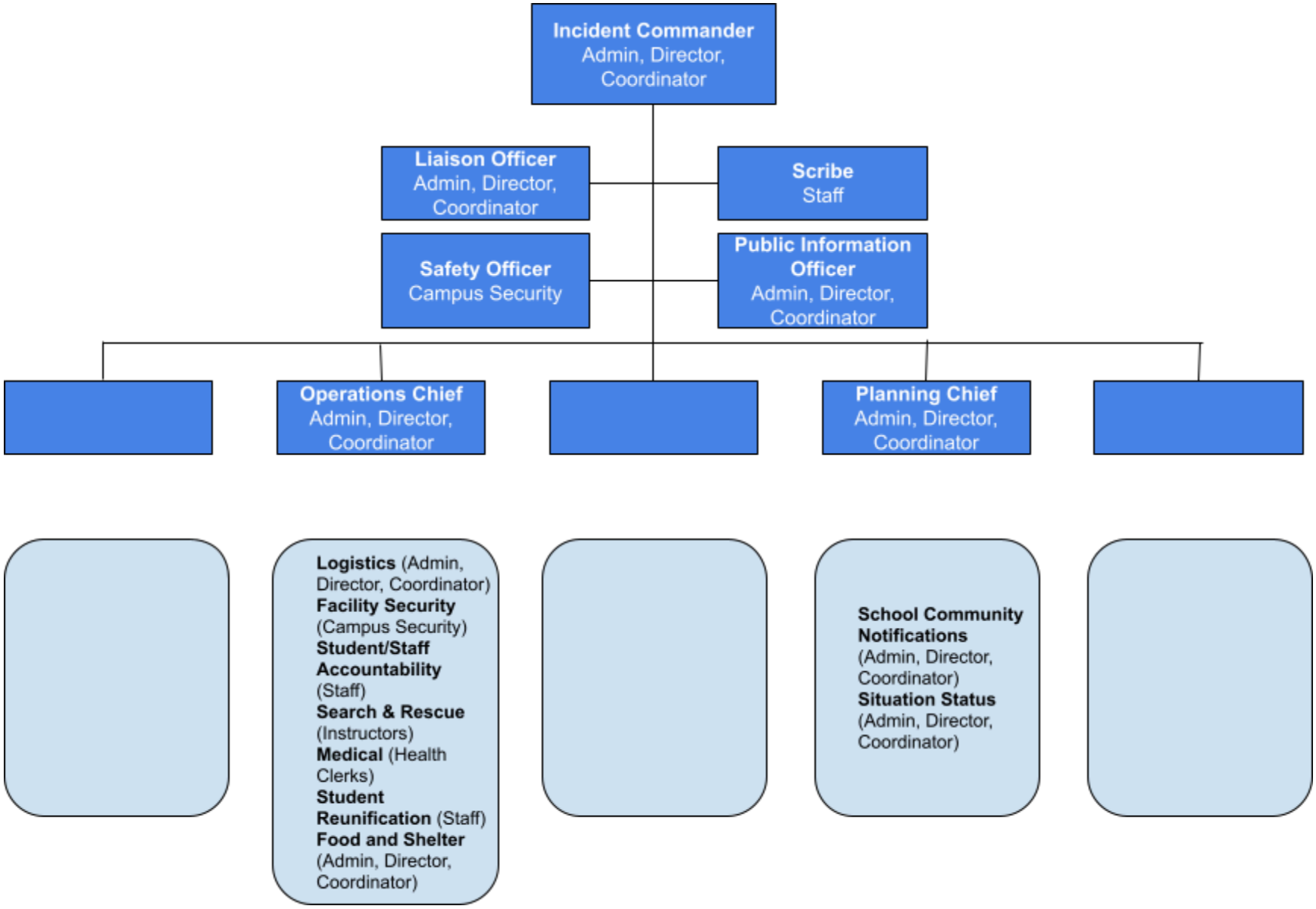



Modified 8/30/25

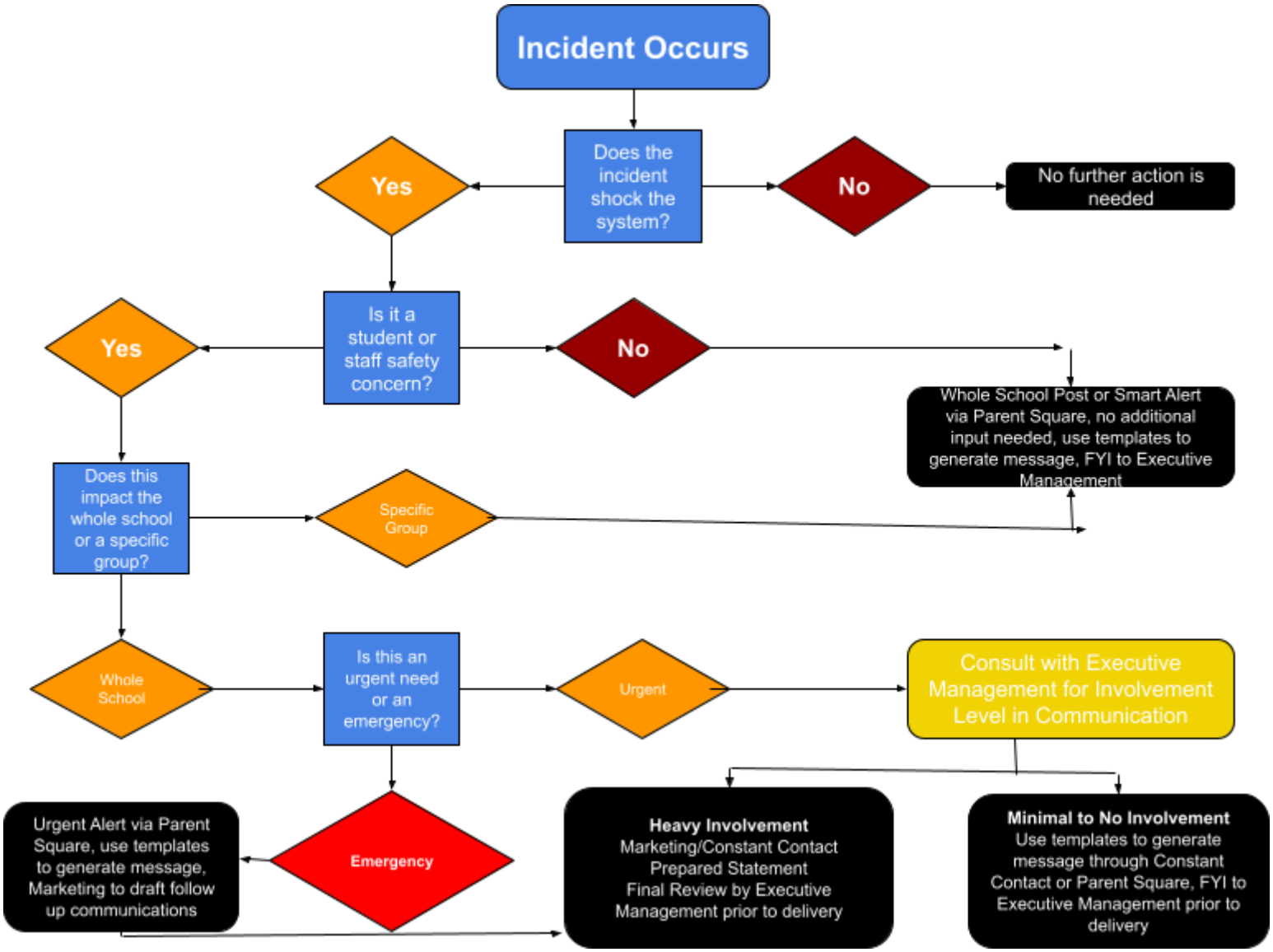
# Incident Command Structure: Regular School Hours
# (8:00 AM-5:00 PM M-Th & 8:00AM-3:00PM F)



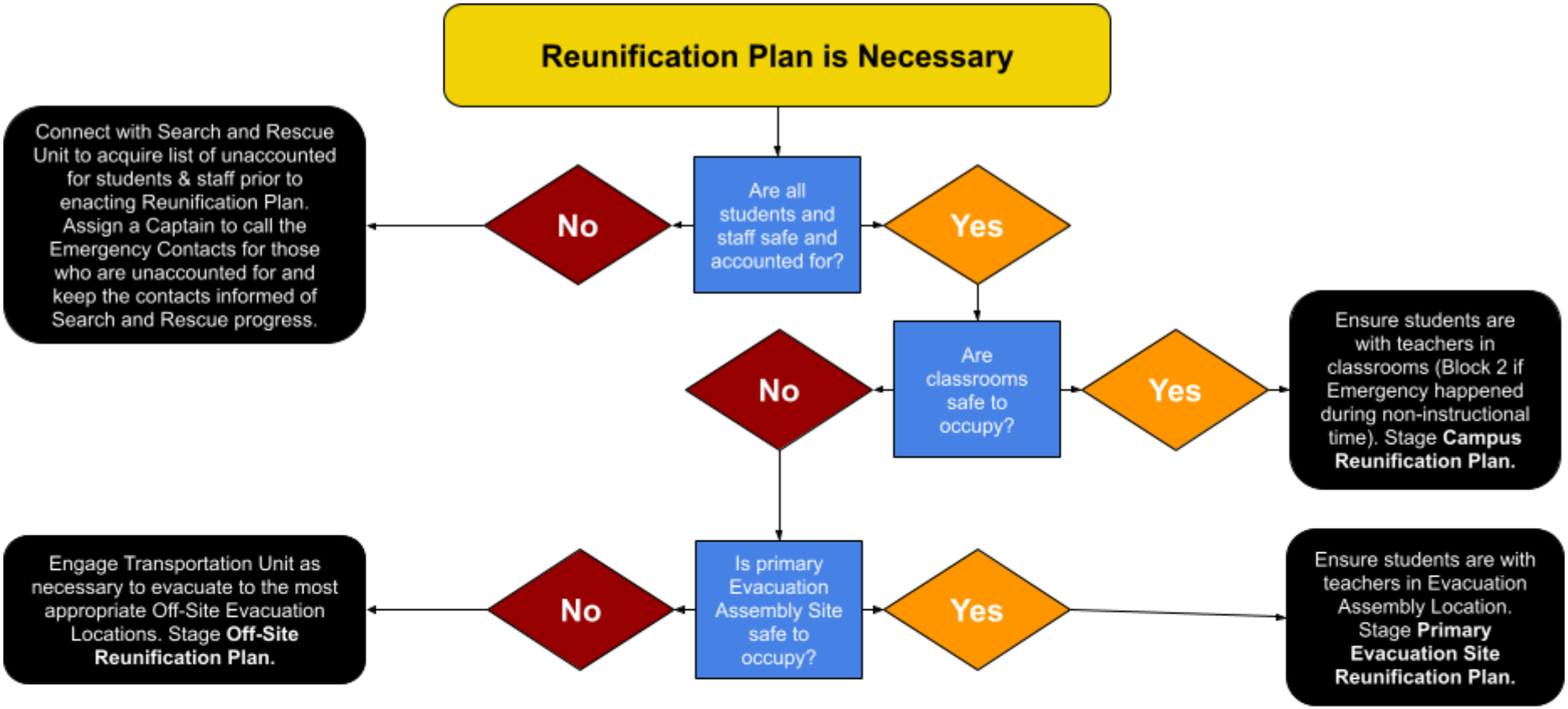
# Incident Command Structure: After Hours & Weekends



# Incident Response Flowchart: Emergency Communication



# Incident Response Flowchart: Reunification



## Reunification Plans

| **Campus Reunification Plan**<br>*(Students wait in classrooms. Parents check in at the Humanities Tower.)* | **Primary Evacuation Assembly Site Reunification Plan**<br>(*Students wait at Campus Evacuation Assembly Sites. Parents check in at Old Orange County Courthouse.*) | **Off-Site Reunification Plan**<br>(*Students have been transported to off-site Evacuation Area*). | **Reunification Plan Tools and Resources** |
|---|---|---|---|
| **Stage Reunification Location:**<br>Establish a Parent/Guardian Check In Area with six tables in front of Attendance Office and a Reunification Area in the Container Lot. Send a Smart Alert instructing families about Reunification Plan.<br><br>**Parent/Guardian Check In Area:**<br>Parents/guardians to line up by Counselor/Last Name. Runners to pass out Student Reunification Sheets for waiting parents to fill out.<br>Captains will:<br>Confirm that there is no Restrained Contact<br>Check off the Student Reunification Check-List<br>Write the Student Evacuation Location (Room #) on sheet<br>Return the sheet to the guardian and send them to wait in **Reunification Location**<br><br>**Reunification Location:**<br>Runners will:<br>Collect and organize Reunification Sheets by Room #<br>Call classrooms to release students to lobby<br>Check-Off Required Questions on Reunification Sheet with student and release them to guardian<br>Turn in Reunification Sheet to Attendance Clerk | **Stage Reunification Location:**<br>Establish a Parent/Guardian Check In Area with six tables in the parking lot on Civic Center Dr. between Sycamore and Broadway and a Reunification Area in the lot on Sycamore and Civic Center across from the YMCA. Send a Smart Alert instructing families about Reunification Plan.<br><br>**Parent/Guardian Check In Area:**<br>Parents/guardians to line up by Counselor/Last Name. Runners to pass out Student Reunification Sheets for waiting parents to fill out.<br>Captains will:<br>Confirm that there is no Restrained Contact<br>Check off the Student Reunification Check-List<br>Write the Student Evacuation Location (Room #) on sheet<br>Return the sheet to the guardian and send them to wait in **Reunification Location**<br><br>**Reunification Location:**<br>Runners will:<br>Collect and organize Reunification Sheets by Evacuation Location<br>Retrieve students from their Evacuation Locations<br>Check-Off Required Questions on Reunification Sheet with student and release them to guardian<br>Turn in Reunification Sheet to Attendance Clerk | **Stage Reunification Location:**<br>When arriving with students to Off-Site Evacuation Location, establish an area for students to remain with teachers, ordered by Evacuated Room #. Ensure they have someone holding the Room # sign. Establish a Parent/Guardian Check In Area some distance away from students, and a Reunification Area. Send a Smart Alert instructing families about Reunification Plan.<br><br>**Parent/Guardian Check In Area:**<br>Parents/guardians to line up by Counselor/Last Name. Runners to pass out Student Reunification Sheets for waiting parents to fill out.<br>Captains will:<br>Confirm that there is no Restrained Contact<br>Check off the Student Reunification Check-List<br>Write the Student Evacuation Location (Room #) on sheet<br>Return the sheet to the guardian and send them to wait in **Reunification Location**<br><br>**Reunification Location:**<br>Runners will:<br>Collect and organize Reunification Sheets by Evacuation Location<br>Retrieve students from their Evacuation Locations<br>Check-Off Required Questions on Reunification Sheet with student and release them to guardian<br>Turn in Reunification Sheet to Attendance Clerk | • Copies of **Student Reunification Check-List**<br>• Copies of **Parent/Guardian Reunification Sheets**<br>• Compact Tables<br>• Last Name Sandwich Board Signs<br>• Copies of the **Restrained Contact List**<br>• 100 pens<br>• **Emergency Locator Cards** |

*Student Drivers may check themselves out through the Admin at their Evacuation Assembly Site by completing the Reunification Sheet for themselves, and for any siblings they are transporting. Admin will call their guardian to confirm they have permission to drive themselves, and they will wait in the Reunification Location for their sibling.

# Emergency Action Steps at a Glance

OCSA has a comprehensive Evacuation and Emergency Plan in place that all staff members know and practice during the school year. Staff members are trained to assist with search and rescue, first aid, student safety, and procedures for releasing students and reunifying them with their parent and/or guardian. Teachers are prepared to stay on campus for as long as their assistance is needed.

| Situation | Signal | Action |
|---|---|---|
| **FIRE** | Intermittent bell | Evacuate |
| **EARTHQUAKE** | Building shaking<br>Possible Intermittent bell | Duck and cover<br>Evacuate when appropriate/safe |
| **BOMB THREAT** | PA announcement: "Attention Students and Staff. There has been a bomb threat. Law enforcement has requested we calmly evacuate to our Evacuation Areas while the threat is investigated. This is not a drill. Please proceed to your evacuation area." | CALL 911/Homeland Security<br>Sweep the Evacuation areas and ensure they are safe<br>Evacuate when appropriate/safe |
| **INTRUDER** | PA announcement: "Attention Students and Staff. There is an intruder. This is not a drill. The campus will go on Lock Down." | Lock down all rooms, and keep students away from doors and windows - employ run, hide, fight training |
| **SECURE CLASSROOM** | PA announcement: "Attention Students and Staff. Due to [insert situation], please lock classroom doors (proceed to the nearest classroom & lock doors) until further notice. Do not leave campus." | Lock doors and stay inside<br>Wait for an update via AERIES Communications or PA |
| **LOSS OF POWER** | Lights shut off and phones/electrical equipment do not work | Remain in classroom for further instructions |
| **CLASSROOM INCIDENT** | Various actions will indicate a classroom emergency in progress - this could include a student altercation, a medical crisis, etc. | Call Health Office or Front Desk, **CALL 911** if a student has a head injury, is unconscious, or not breathing and move students away from emergency |
| **OVERDOSE** | Spot an overdose: Blue/grey nails and lips, slow breathing or absence of breathing, rattling / snoring sounds, unresponsiveness, pinpoint pupils | Call Health Office or Front Desk, **CALL 911** if the person is unresponsive, and retrieve/use Naloxone / Narcan |

Students with disabilities may require specialized support to comply with evacuation protocols, disaster procedures, routines and/or crisis response. These supports may be outlined in a student's Individualized Education Program, Section 504 Plan or Individualized Health Plan (IHP) to ensure safety and accessibility during emergencies.

# CLASSROOM ACTION STEPS

## VIOLENT INTRUDER

### RUN - If an escape is possible

Take note of nearest exits

Communicate escape route and predetermined safe off-site assembly point

Evacuate regardless of others' decisions to stay or follow; leave personal belongings

Assist others, warn people and prevent others from entering area

Assemble students, create a list of students you have with you, and await instructions from either administration or law enforcement via AERIES communications

### HIDE - If evacuation is not possible

Bring students in hallway into classrooms

Lock classroom doors

Barricade door(s) with available items

Cover windows and door openings

Silence all phones, TVs, and computers

Turn off all lights, remain silent

Create list of all students in your room

Remain sheltered until given the all clear or law enforcement evacuates you from the room

### FIGHT - As a last resort

Prepare to defend yourself with anything readily available (books, stapler, fire extinguisher, chair)

Throw items at violent intruder

Target vulnerable/sensitive parts of the body (face, eyes, etc.)

Physically attack the violent intruder

## EARTHQUAKE & EVACUATION

**In the event of an earthquake,** when the shaking begins, immediately take cover and hold on until the shaking stops

**In the event of an evacuation,** the incident will be triggered by a fire alarm or a PA announcement

Gather your attendance list and keys and ensure students have their cell phones and any self-carry authorized medication

Evacuate to your building's designated Evacuation Assembly Area - be sure to lock your classroom behind you

Help to keep students calm while evacuating the building

Take attendance and designate a student to deliver to your Evacuation Assembly Captains or the Command Post

Remain with your students and await further directions from OCSA Administration, law enforcement, or fire personnel

Release students ONLY to a staff member or runner who is reuniting a student with a parent/guardian

## LOCKDOWN & LOCKOUT

**LOCKDOWN** - PA announcement of **"This is a lockdown. This is not a drill."** Instructors must secure all doors and prevent entry to your classroom

**LOCKOUT** - PA announcement to keep everyone inside due to police activity or dangerous activity near school

## OPIOID OVERDOSE

**Recognize signs of overdose**

- blue/grey nails or lips
- slow breathing or absence of breathing
- rattling/snoring sounds
- unresponsiveness
- pinpoint pupils

**Call Health Office or Front Desk**

**Call 911 if person is unresponsive**

**Retrieve Opioid Overdose Response Kit**

Use Naloxone/Narcan

- follow instructions on box
- there are two doses per box
- use one dose in one nostril first and wait 2-3 minutes
- if still unresponsive, use the other dose in the other nostril

## EMERGENCY DURING NON-INSTRUCTIONAL TIME EVACUATE TO YOUR BLOCK 2 ASSEMBLY AREA

Stay calm and disperse the crowd, if necessary. Remain with the injured person to provide comfort and reassurance. If a criminal act has caused injuries, identify and detain witnesses. Secure the scene.

If the injury is serious or life threatening, dial 911 and be prepared to:

- State the nature of the emergency.
- State your name and a phone number at your location.
- State the building address and room number or area of the building.
- Remain on the phone until told to hang up.
- Contact The Receptionist Desk to notify security that emergency personnel are responding.
- Ask security to meet emergency officials at the street.

If the injury is not serious or life threatening:

- Locate a CPR or First Aid certified person to assist.
- Send another individual to Health Office or call Health Office from your phone
- Administer first aid, if indicated.
- Avoid handling bodily fluids or clothing stained by them.
- If simple first aid is not enough, transport the person to the nearest medical center as listed at the back of these quick reference emergency procedures.
- Request that school officials notify the person's emergency contact of any decision to transport for medical care.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Contact Health Office (x4101) or OCSA Receptionist | Instructor | Student |
| Apply First Aid | Instructor | Campus Security |
| Contact 911/OCFA (714-573-6000) if injury becomes life threatening | Administrator | Health Office |
| Contact parents or significant other | Administrator | Health Office |
| Complete any necessary paperwork following the incident | Health Office | Administrator |

If you encounter any suspicious mail or package (one with handwritten or poorly typed address; oily stains, discoloration or odor; excessive tape or string; protruding wires or aluminum foil) or you encounter a substance you think may be biological in nature:

- Do not touch, shake, open, move around or allow other staff or individuals to handle the item.
- Evacuate and isolate the area or room that contains the suspected substance.
- Immediately notify **SECURITY**, who will evaluate the situation and call 911 and/or notify the FBI and/or County Health Department. Dial 911 to report the incident.
- Mark the room or area “DO NOT ENTER.”
- Contain and isolate any individuals that may have been contaminated.
- Wear protective gloves, if available; then wet lightly any potentially contaminated area or person. Remove and triple bag any potentially contaminated clothing.
- Do not eat or drink while handling suspicious mail, package or substance.
- Wash hands with soap and warm water.

It is safest to assume that all blood and bodily fluids contain bloodborne pathogens such as HIV and Hepatitis. Avoid contact with bodily fluids, if possible. If contact is unavoidable:

- Wear protective gloves if available.
- Wash all exposed skin with soap and water.
- Flush eyes with water.
- Do not eat, drink, smoke, apply cosmetics or handle contact lenses in the area in which the exposure occurred.
- Arrange to inspect and decontaminate any equipment or furnishings in the area, before it is reused.

Report the incident as soon as possible to Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Evacuate Room/Floor/Building Effected | Teachers | Campus Security |
| Gather information on scope and extent of damage, hazard | Maintenance/Custodial | Campus Security |
| Seal and isolate location of emergency | Maintenance/Custodial | Campus Security |
| Call 911/OCFA (714-573-6000) to report address, building, floor, room, campus location (compass directions) | Administrator/Receptionist | Administrator/Receptionist |
| Radio campus supervisors to inform them of response by OCFA | Room 100 Office Manager | Room 100 Administrative Assistant |
| Shutdown electricity and gas to affected building if safe to do so and if necessary | Maintenance/Custodial | Campus Security |
| Ensure orderly evacuation of students and staff | Teachers | Campus Security |
| Establish Command Post | Administrative Team | Administrative Team |
| Contact Foundation Office Staff to report to Command Post for PIO Support | Room 100 Office Manager | Room 100 Administrative Assistant |
| Verify attendance of all classes | Registrar/Attendance Clerk | Room 101 Staff |
| Report missing students and staff to Command Staff and fire department | Registrar/Attendance Office | Room 101 Staff |
| Establish perimeter around school campus; designate teachers for Facility Security | School Police/Campus Security | Maintenance/Custodial |
| Establish Action Plan | Administrative Team | Administrative Team |
| Communicate Action Plan to Section Leaders | Room 100 Office Manager | Room 100 Administrative Assistant |
| Communicate notice on OCSA Emergency Twitter | Foundation Staff | Foundation Staff |
| Establish medical triage location for possible injuries | Health Office | Health Office |
| Establish biohazard, chemical detox location | OCFA | OCFA |
| Formulate parent reunification plan | Attendance Office | Room 101 Staff |
| Update staff every 15 minutes until conclusion of incident | Room 100 Office Manager | Foundation Staff |
| Update OCSA Emergency Twitter every 30 minutes | Foundation Staff | Foundation Staff |

Although most bomb threats are hoaxes, all threats must be treated as if they are real. If a bomb threat is received by phone:

- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words. Ask:
    - Where is the bomb located? (building, floor, room, etc.)
    - When will it go off?
    - What does it look like?
    - What kind of bomb is it?
    - What will make it explode?
    - Why?
    - What is your name?
- Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

For all bomb threats:

- Call Administrative Staff in order to call 911.
- Prohibit any radio frequency transmissions and use of cell phones, PDAs, etc.
- Evacuate any suspected area and alert other staff.
- Advise all individuals not to touch, move or disarm any object or item.
- Advise all individuals not to change any equipment or electrical switches.
- All action regarding disposal or handling of the bomb or device will be handled by the local police agency or fire department.

If you have a written threat:

- Handle the note carefully and minimally – just enough to make a copy.
- Protect the original note from further handling or loss.
- Wait for further instructions from emergency personnel.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Contact SAPD (714-834-4211) to report bomb threat | Administrative Team | School Counselor |
| Lock down all access doors in Access Control | Dean of Supervision/IT Staff | Dean of Supervision/IT Staff |
| Establish Command Post | Administrative Team | Administrative Team |
| Contact Foundation Office Staff to report to Command Post for PIO Support | Room 100 Office Manager | Room 100 Administrative Assistant |
| Establish Action Plan | Administrative Team | Administrative Team |
| Gather information on location, floor, room, etc. | School Resource Officer/Maintenance & Operations Staff | Campus Security |
| Gather floor plans for law enforcement use | Maintenance & Operations Staff/Administration/School Resource Officer | Maintenance & Operations Staff/Administration/School Resource Officer |
| Establish perimeter around school campus; designate teachers for Facility Security | Police/Campus Security | Maintenance/Custodial |
| Communicate the prohibition to use electronic equipment | Administration/Room 100 Administrative Assistant | Room 100 Office Manager/ Room 101 Admin Asst |
| PIO communicates emergency messages to OCSA platforms | Foundation Staff | Foundation Staff |
| Monitor media coverage of incident | Foundation Staff | Foundation Staff |
| Establish medical triage location for possible injuries | Health Office | Health Office |
| Formulate parent reunification plan | Attendance Office | Room 100 Office Manager/ Room 101 Admin Asst |
| Update staff every 15 minutes until conclusion of incident | Room 100 Administrative Assistant | Foundation Staff |
| Update OCSA Community | Foundation Staff | Foundation Staff |
| Maintain facility security and student supervision | Police/Campus Security | Maintenance/Custodial |

Any protest, misbehavior, or similar incident that disrupts or has the potential to disrupt the orderly functions of the workplace or the school site can escalate to a point where it is a danger.

If the incident is not serious, attempt to have those involved return to their normal routine. If the behavior could result in injury or further disruption, try to isolate the disruptive persons or their leaders. Initiate a lock down, if necessary. (See LOCKDOWN procedure.)

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

Once the incident is contained, determine what disciplinary action to take, if any. Invite Administrative Team members to discern the basis for the problem and take action to address those concerns.

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Secure perimeter of incident | Campus Security | Teachers/Maintenance Staff |
| Establish Command Post | Administrative Team | Administrative Team |
| Establish Action Plan | Administrative Team | Administrative Team |
| Contact SRO/SAPD (714-834-4211) if situation becomes out of control | Administrative Team/Receptionist | Administrative Team/Receptionist |
| Initiate Lockdown if necessary (see Lockdown Action Steps) | Administrative Team | Administrative Team |
| Detain students/persons involved | Campus Security | Teachers |
| Assign behavior consequences if necessary | Administrative Team | Administrative Team |
| Be prepared for medical injuries | Health Office | Health Office |
| Contact law enforcement if criminal acts have occurred | Administrative Team | Administrative Team |
| Update staff every 15 minutes until conclusion of incident | Administrative Team | Administrative Team |

Remain calm and be patient. Remain in your work area unless instructed otherwise. Heed the instructions of emergency officials or command and evacuation personnel.

- Check for fires, smoke, fumes, electrical hazards, gas leaks or other potential hazards.
- If there are injuries, give first aid.
- Do not attempt to move seriously injured people.
- Call your prearranged family contact.
- Do not use the telephone again, except to dial 911 to report a life-threatening emergency.
- Keep a radio on for information and updates.
- Report all injuries and hazards to the Health Office and/or command personnel.
- Site emergency personnel will dial 911 to report the disaster, if the incident seems to be isolated to this location. If the disaster seems to be widespread, site emergency personnel will assume control of the situation until emergency officials arrive.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your site.

- Assist handicapped persons and anyone with manageable injuries.
- Do not attempt to move anyone who is severely injured.
- DO NOT run, use elevators, or close doors behind you.
- DO NOT smoke, light matches or activate any equipment or electrical switches.
- STAY AWAY from any structures, debris or utility lines.
- Bring Emergency Accountability Forms with you when evacuating. If you do not have forms, command personnel will have additional forms available.
- Bring Emergency Kit with you when evacuating. Further directions will be given to open if needed.
- Report attendance and injuries to command personnel.
- Assemble with your class in the designated area and remain there until instructed otherwise.
- Do not attempt to reenter the building until it has been officially declared safe.
- Keep radios on for information and updates.

If officials are not present, assess the situation to determine whether the danger is outside or inside. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building.

In the event of instructions to “shelter in place” or “lock down” the facility, all entrances will be locked and no one will be permitted to exit or enter the building(s) until emergency officials determine that it is safe to do so. Keep a radio on for information and updates.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Signal alarm or PA announcement to evacuate all buildings | Administrative Team | Administrative Team |
| Ensure orderly evacuation of students and staff | Teachers/Support Staff | Teachers/Custodial |
| Establish Command Post | Administrative Team | Administrative Team |
| Contact Foundation Office Staff to report to Command Post for PIO Support | Room 100 Office Manager | Room 100 Administrative Assistant |
| Gather information on scope and extent of damage (locations, floors, rooms, etc.) | Maintenance & Operations Staff | SRO/Campus Security |
| Utility check for damages; all utilities, all buildings | Maintenance & Operations Staff | Maintenance & Operations Staff |
| Shutdown utilities if necessary | Maintenance & Operations Staff | Maintenance & Operations Staff |
| Verify attendance of all classes | Registrar/Attendance Office | Attendance Office |
| Backup all data on servers and shutdown | IT Staff/Webmaster | IT Staff/Webmaster |
| Mobilize Search and Rescue team; organize supplies, search locations | Instructional Staff | Instructional Staff |
| Report missing students and staff to Search and Rescue team | Registrar/Attendance Clerk | Attendance/Room 101 Staff |
| Establish perimeter around school campus; designate teachers for Facility Security | School Resource Officer/ Campus Security | Maintenance/Custodial |
| Establish Action Plan | Administrative Team | Administrative Team |
| Communicate Action Plan to Section Leaders | Room 100 Administrative Assistant | Room 100 Office Manager |
| PIO communicates emergency messages to OCSA platforms | Foundation Staff | Foundation Staff |
| Establish medical triage location for possible injuries | Health Office | Health Office |
| Formulate parent reunification plan | Attendance Office | Room 101 Staff |
| Custodial organization of supplies, food, water | Maintenance & Operations Staff | Food Service Staff |
| Update staff every 15 minutes until conclusion of incident | Room 100 Administrative Assistant | Foundation Staff |
| Update OCSA Community | Foundation Staff | Foundation Staff |
| Maintain facility security and student supervision | Campus Security/Teachers | Maintenance/Custodial |

If you are inside,

- Move away from windows, mirrors, tall bookcases, file cabinets or high stacked items and out from under beams, architectural elements and suspended light fixtures.
- Drop to the floor and, if possible, crawl under a sturdy table or desk.
- If not possible, stand in a corner or against a solid wall.
- Close eyes, clasp both hands behind neck, and cover ears and head with forearms.
- Do not move or evacuate the building unless instructed to do so by emergency personnel.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your site.

- Assist handicapped persons and anyone with manageable injuries.
- Do not attempt to move anyone who is severely injured.
- Take your purse or wallet you. Do not take time to collect all belongings or to shut down computers.
- DO NOT run, use elevators, or close doors behind you.
- DO NOT smoke, light matches or activate any equipment or electrical switches.
- STAY AWAY from any structures, debris or utility lines.
- Bring Emergency Accountability Forms with you when evacuating. If you do not have forms, command personnel will have additional forms available.
- Bring Emergency Kit with you when evacuating. Further directions will be given to open if needed.
- Report attendance and injuries to command personnel.
- Assemble with your division in the designated area and remain there until instructed otherwise.
- Do not attempt to reenter the building until it has been officially declared safe.
- Be prepared for after shocks.
- Keep a radio on for information and updates.

If you are outside,

- Move away from buildings/areas subject to falling debris, glass, electrical wires, poles or trees.
- The safest place is in the open. Take cover in a doorway or archway if you cannot get to a clear area.
- Stay low, close eyes, and cover ears and head with forearms.
- Do not enter buildings until they have been officially declared safe.
- Be prepared for after shocks.
- Keep a radio on for information and updates.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Signal alarm or PA announcement to evacuate all buildings | Room 101 Staff | Room 101 Staff |
| Ensure orderly evacuation of students and staff | Teachers/Support Staff | Teachers/Custodial |
| Establish Command Post | Administrative Team | Administrative Team |
| Contact Foundation Office Staff to report to Command Post for PIO Support | Room 100 Office Manager | Room 100 Administrative Assistant |
| Gather information on scope and extent of damage (locations, floors, rooms, etc.) | School Resource Officer/Maintenance & Ops Staff | Learning Specialist/Campus Security |
| Utility check for damages; all utilities, all buildings | Maintenance & Ops Staff | Maintenance & Ops Staff |
| Shutdown utilities if necessary | Maintenance & Ops Staff | Maintenance & Ops Staff |
| Verify attendance of all classes | Registrar/Attendance Clerk | Attendance Clerk/Room 101 Admin Assistant |
| Backup all data on servers and shutdown | IT Staff/Webmaster | IT Staff/Webmaster |
| Mobilize Search and Rescue team; organize supplies, search locations | Instructional Staff | Instructional Staff |
| Report missing students and staff to Search and Rescue team | Registrar/Attendance Clerk | Attendance Clerk/Room 101 Admin Assistant |
| Establish perimeter around school campus; designate teachers for Facility Security | School Resource Officer/Maintenance & Ops Staff | Maintenance/Custodial |
| Establish Action Plan | Administrative Team | Administrative Team |
| Communicate Action Plan to Section Leaders | Room 100 Administrative Assistant | Room 100 Office Manager |
| PIO communicates emergency messages to OCSA platforms | Foundation Staff | Foundation Staff |
| Establish medical triage location for possible injuries | Health Office | Health Office |
| Formulate parent reunification plan | Attendance Office | Room 101 Staff |
| Custodial organization of supplies, food, water | Maintenance & Operations Staff | Food Service Staff |
| Update staff every 15 minutes until conclusion of incident | Room 100 Administrative Assistant | Foundation Staff |
| Update OCSA Community | Foundation Staff | Foundation Staff |
| Maintain facility security and student supervision | Campus Security/Teachers | Maintenance/Custodial |

Evacuation of the building or work area may seem necessary to protect individuals from unknown or suspected danger, potential injury, or toxic exposure.

Evacuation should not be automatic. You may be safer where you are. Heed the instructions of emergency officials or command and evacuation personnel.

If instructed to do so or if circumstances deem necessary, calmly exit the building by way of the designated or nearest safe exit and report to the designated assembly area for your site.

- Take your purse or wallet and cellular phone with you. Do not take time to collect belongings or to shut down computers.
- Assist handicapped persons and anyone with manageable injuries.
- Do not attempt to move anyone who is severely injured.
- DO NOT run, use elevators, or close doors behind you.
- DO NOT smoke, light matches or activate any equipment or electrical switches.
- STAY AWAY from any structures, debris or utility lines.
- Bring Emergency Accountability Forms with you when evacuating. If you do not have forms, command personnel will have additional forms available.
- Bring Emergency Folder with you when evacuating.
- Report attendance and injuries to command personnel as quickly as possible.
- Assemble with your division in the designated area and remain there until instructed otherwise.
- Do not attempt to reenter the building until it has been officially declared safe.
- Do not leave the site unless instructed to do so.

If officials are not present, assess the situation to determine whether the danger is outside or inside. If evacuation is chosen, identify and/or clear a safe route; then proceed to a safe area at a distance from the building.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Ensure orderly evacuation of students and staff | Teachers | Campus Security |
| Campus Security assist in the direction of classes to evacuation area | Campus Security | Maintenance/Custodial |
| Establish Command Post | Administrative Team | Administrative Team |
| Contact Foundation Office Staff to report to Command Post for PIO Support | Room 100 Office Manager | Room 100 Administrative Assistant |
| Verify attendance of all classes | Attendance Office/Room 101 Staff | Attendance Office/Room 101 Staff |
| Report missing students and staff to Command Staff | Attendance Office/Room 101 Staff | Attendance Office/Room 101 Staff |
| Establish perimeter around school campus; designate teachers for Facility Security | School Resource Officer/Campus Security | Maintenance & Operations Staff |
| Establish Action Plan | Administrative Team | Administrative Team |
| Communicate Action Plan to Section Leaders | Room 100 Administrative Assistant | Room 100 Office Manager |
| PIO communicates emergency messages to OCSA platforms | Foundation Staff | Foundation Staff |
| Be prepared for medical injuries | Health Office | Health Office |
| Formulate parent reunification plan | Attendance Office | Room 101 Staff/Business Office Staff |
| Update staff every 15 minutes until conclusion of incident | Room 100 Administrative Assistant | Foundation Staff |
| Update OCSA Community | Foundation Staff | Foundation Staff |

# EXPLOSION, HAZARDOUS MATERIALS, OR CHEMICAL SPILL

For an explosion,

- Remain calm.
- Immediately drop to the floor, close eyes, clasp both hands behind neck, and cover ears and head with forearms.

When the explosion(s) have stopped,

- Keep everyone inside the location unless instructed to evacuate.
- Close windows, shut off vents, turn off fans, seal gaps at windows and doorways.
- Do not smoke, light matches or activate any electrical or equipment switches.
- Avoid inhaling toxic fumes if possible.
- Monitor individuals for any signs of injury and report as soon as possible to command or emergency personnel.

For hazardous materials or chemical spill,

- Stay away from the hazard source. Do not touch or step in any of the material.
- Do not eat or drink anything; it may be contaminated.
- Isolate any individuals that may have become contaminated.
- Monitor individuals for any signs of medical distress and report as soon as possible to command or emergency personnel.

If evacuation is indicated,

- Proceed uphill, upstream or upwind of the material, fumes or smoke.
- Bring Emergency Accountability Forms with you when evacuating. If you do not have forms, command personnel will have additional forms available.
- Bring Emergency Kit with you when evacuating. Further directions will be given to open if needed.
- Quickly assemble in an area away from the exit door and any emergency operations.
- Do not return to the building unless instructed to do so.

Dial 911 as soon as possible and report the incident to The Receptionist Desk or Security (press buttons on phone) and/or supervisor. Submit any requested documentation immediately.

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Evacuate Room/Floor/Building Effected | Teachers | Campus Security |
| Gather information on scope and extent of damage, hazard | School Resource Officer/Campus Security | Maintenance & Operations Staff |
| Seal and isolate location of emergency | Maintenance/Custodial | Campus Supervisors |
| Call 911/OCFA to report address, building, floor, room, campus location (compass directions) | Administrative Team | Administrative Team |
| Radio campus supervisors to inform them of response by OCFA | Room 100 Office Manager | Room 100 Administrative Assistant |
| Shutdown electricity and gas to effected building if safe to do so and if necessary | Maintenance/Custodial | Campus Security |
| Ensure orderly evacuation of students and staff | Support Staff | Campus Supervisors |
| Establish Command Post | Administrative Staff | Administrative Staff |
| Contact Foundation Office Staff to report to Command Post for PIO Support | Room 100 Office Manager | Room 100 Administrative Assistant |
| Verify attendance of all classes | Attendance Office/Room 101 Staff | Attendance Office/Room 101 Staff |
| Report missing students and staff to Command Staff and OCFA | Attendance Office/Room 101 Staff | Attendance Office/Room 101 Staff |
| Establish perimeter around school campus; designate teachers for Facility Security | School Resource Officer/Campus Security | Maintenance & Operations Staff |
| Establish Action Plan | Administrative Team | Administrative Team |
| Communicate Action Plan to Section Leaders | Room 100 Administrative Assistant | Foundation Staff |
| PIO communicates emergency messages to OCSA platforms | Foundation Staff | Foundation Staff |
| Establish medical triage location for possible injuries | Health Office | Health Office |
| Establish biohazard, chemical detox location | OCFA | OCFA |
| Formulate parent reunification plan | Attendance Office | Room 101 Staff |
| Update staff every 15 minutes until conclusion of incident | Room 100 Administrative Assistant | Foundation Staff |
| Update OCSA Community | Foundation Staff | Foundation Staff |

If you smell smoke or see flames, contact The Receptionist Desk or Security (press buttons on phone), or Mike Ciecek x6400. That person will assess the situation and take appropriate action. If the situation is already out of hand and assistance is not available, dial 911 and be prepared to:

- State the nature of the emergency.
- State your name and a phone number at your location.
- State the building address and room number or area of the building.
- Remain on the phone until told to hang up.
- Ask someone to meet emergency officials at the street.
- Use the fire extinguisher nearest you, if personal safety permits.
- DO NOT USE A FIRE EXTINGUISHER ON AN ELECTRICAL FIRE. EVACUATE IMMEDIATELY.

Use nearest designated evacuation route exit and assembly area unless otherwise instructed.

- If smoke is present, stay close to the floor.
- Cover your mouth and nose with a wet cloth.
- Do not open hot doors. Before opening a door, touch it near the top to see if it is warm.
- Close doors behind you as you exit. Do not use elevators.
- Hold handrails. If no broken glass, remove high heels to avoid tripping.
- Bring Emergency Accountability Forms with you when evacuating. If you do not have forms, command personnel will have additional forms available.
- Bring Emergency Kit with you when evacuating. Further directions will be given to open if needed.
- After exit, quickly assemble in an area away from the exit door and any emergency operations.
- Report attendance and injuries to command personnel.
- Do not return to the building until you are instructed to do so.
- Keep building entrances and access roads clear for emergency personnel and vehicles.

If evacuation is not possible:

- Put closed doors between yourself and the smoke and heat.
- Stay close to the floor.
- Cover your mouth and nose with a wet cloth.
- Seal cracks around windows and doors.

Report the incident as soon as possible to The Receptionist Desk or Security (press buttons on phone). Submit any requested documentation immediately.

| VERIFIED FIRE ACTION STEPS | | |
|---|---|---|
| Action Step | Primary Person Responsible | If Primary Not Available |
| Evacuate Building Effected | Teachers | Campus Supervisors |
| Gather information on scope and extent of fire (location, ignition point, etc.) | Maintenance & Operations Staff | Room 100 Staff |
| Call 911/OCFA to report address, building, floor, room, campus location (compass) | Administrative Team | Administrative Team |
| Radio campus supervisors to inform them of response by OCFA | Room 100 Office Manager | Room 100 Administrative Assistant |
| Shutdown electricity and gas to effected building if safe | Maintenance & Operations Staff | Maintenance & Operations Staff |
| Ensure orderly evacuation of students and staff | Teachers/Support Staff | Teachers/Custodial |
| Establish Command Post | Administrative Team | Administrative Team |
| Contact Foundation Office Staff to report to Command Post for PIO Support | Room 100 Office Manager | Room 100 Administrative Assistant |
| Verify attendance of all classes | Attendance Clerk/Room 101 Staff | Attendance Clerk/Room 101 Staff |
| Report missing students and staff to Command Staff and fire department | Attendance Clerk/Room 101 Staff | Attendance Clerk/Room 101 Staff |
| Establish perimeter around school campus; designate teachers for Facility Security | School Resource Officer/Campus Security | Maintenance/Custodial |
| Establish Action Plan | Administrative Team | Administrative Team |
| Communicate Action Plan to Section Leads | Room 100 Administrative Assistant | Room 100 Office Manager |
| PIO communicates emergency messages to OCSA platforms | Foundation Staff | Foundation Staff |
| Establish medical triage location for possible injuries | Health Office | Health Office |
| Formulate parent reunification plan | Attendance Office | Room 101 Staff |
| Update staff every 15 minutes until conclusion of incident | Room 100 Administrative Assistant | Foundation Staff |
| **FALSE ALARM ACTION STEPS** | | |
| Evacuate Building Effected | Teachers | Campus Security |
| Gather information on scope and extent of fire (location, ignition point, etc.); verify false alarm | Maintenance & Operations Staff/Campus Security | Maintenance & Operations Staff/Campus Security |
| Call OCFA and alarm company to verify false | Maintenance & Operations Staff | Maintenance & Operations Staff |
| Establish Command Post | Administrative Team | Administrative Team |
| Ensure orderly evacuation of students and staff | Teachers/Support Staff | Teachers/Custodial |
| Verify attendance of all classes | Attendance Office | Room 101 Staff |
| Reset alarm panel and pull stations, open all fire doors | Maintenance & Operations Staff | Maintenance & Operations Staff |
| Ensure orderly return to building for all classes | Teachers/Support Staff | Teachers/Custodial |

A lockdown is called when there is a need to shelter and protect students and staff from violent intruders, disputes, and active shooters (defined as one more individuals armed with a firearm who has/have already shot or attempted to shoot someone with the firearm and continues to shoot others, actively seeks or attacks others, or has access to students and staff).

A lockout is called when there is an actual or potential threat in the area (such as criminal activity in the area or dangerous animal on school grounds), and all students and staff should be kept inside. All activities held outside would return to buildings and classrooms.

If a violent intruder or a threat to safety is identified in the building or in the immediate area, a lockdown may be declared by command or emergency personnel. In this situation, immediate action is required.

PA announcement of **"This is a lockdown/lockout. This is not a drill."** Instructors must secure all doors and prevent entry into your classroom.

If in the building,

- Lock all classroom doors
- Bring students in hallways into classrooms
- Keep students and staff away from doors and windows
- Move students and staff out of line of sight of any corridor windows.
- Move to a secure (concealed or walled) area of the building (not a bathroom)
- Barricade doors with heavy objects and furniture
- Cover windows and close blinds
- Silence all electronic devices (phones, TVs, computers, etc.)
- Turn off all lights, remain silent
- If gunshot or explosion is heard, drop to the floor and seek cover
- Move a telephone into the secure area and call 911 as soon as possible
- Create list of all students in your room
- Notify police to cover or contain students and staff who may be outside the building
- If a medical emergency arises, render first aid and report to command or emergency personnel.
- Maintain a silent and calm environment
- Remain sheltered until given the all clear or law enforcement evacuates you
- Guard outside exits to prevent anyone from leaving the building
- Update locked down personnel at 5-10 minute intervals, as information is received from command or emergency personnel. If possible, monitor email and listen for announcements over PA

If outside,

- Proceed immediately to designated secure areas and remain there until instructed otherwise by command or emergency personnel, even if the school/work day is over
- If unable to proceed to designated secure areas, duck and hide wherever possible
- If you leave campus, notify administration or police as soon as possible
- Silence all electronic devices

Report the incident immediately to The Receptionist Desk AND Security (press buttons on phone). Submit any requested documentation immediately.

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Order Lockdown of all buildings and rooms | Administrative Team | Academic Advisors |
| Contact 911/SAPD (714-834-4211) to report the lockdown situation and reason for it | Administrative Team | Academic Advisors |
| Lock down all access doors in Access Control | Administrative Team/IT Staff | Administrative Team/IT Staff |
| Establish Command Post | Administrative Team | Administrative Team |
| Contact Foundation Staff to report to Command Post for PIO Support | Room 100 Office Manager | Room 100 Administrative Assistant |
| Establish Action Plan | Administrative Team | Administrative Team |
| Gather information on location, floor, room, etc. | Police/Campus Security | Learning Specialist |
| Gather floor plans for law enforcement use | Director of Maintenance & Operations | Director of Maintenance & Operations |
| Establish perimeter around school campus; designate teachers for Facility Security | Police/Campus Security | Maintenance/Custodial |
| Communicate with classrooms via email or telephone | Learning Specialist/Room 100 Administrative Assistant | Room 100 Office Manager/ Room 101 Admin Assistant |
| PIO communicates emergency messages to OCSA platforms | Foundation Staff | Foundation Staff |
| Monitor media coverage of incident | Foundation Staff | Foundation Staff |
| Establish medical triage location for possible injuries | Health Office | Health Office |
| Formulate parent reunification plan | Attendance Office | Room 101 Staff |
| Update staff every 15 minutes until conclusion of incident | Room 100 Administrative Assistant | Foundation Staff |
| Update OCSA Community | Foundation Staff | Foundation Staff |
| Maintain facility security and student supervision | Campus Security/Teachers | Maintenance/Custodial |

| Building Address | Electrical Shutoff Location | Electrical Shutoff Procedures | Water Shutoff Location | Water Shutoff Procedures | Gas Shutoff Location | Gas Shutoff Procedures | Person(s) Responsible |
|---|---|---|---|---|---|---|---|
| Center for the Arts<br>801 N. Main St. | Basement electrical room, just outside elevator lobby | Select service disconnect on main panel | Exterior, N/W corner of building on Main St. | Use T-Wrench to close valve to off position | Exterior, N/W corner of building on Main St. | Use T-Wrench to turn valve to off position | 1. Eric Hamme<br>2. Jeremy Sewell |
| Visual Arts Building<br>902 N. Main St. | Interior of building, north wall, inside Room 110 | Select service disconnect on main panel | Exterior, N/W corner of building on Sycamore St. | Use T-Wrench to close valve to off position | Exterior, N/W corner of building on Sycamore St. | Use T-Wrench to turn valve to off position | 1. Paige Oden<br>2. Patrick Williams<br>3. Randy Au |
| Dance, Music, & Science Center<br>906 N. Main St. | Interior N/W corner of building, Room 103C | Select service disconnect on main panel | Exterior, N/E corner of building on Main St. | Use T-Wrench to turn valve to off position | Exterior, S/W corner of building on Sycamore St. | Use T-Wrench to turn valve to off position | 1. Debbie Peurrung<br>2. Oscar Avelar |
| Symphony Hall<br>920 N. Main St. | S/W corner of building, exterior location | Select service disconnect | East side of property on Main St. | Use T-Wrench to turn valve to off position | NA | NA | 1. Debbie Peurrung<br>2. Oscar Avelar |
| Media & Arts Center<br>1000 N. Main St. | Interior south side of building, electrical room across from Room 105A | Shut off breakers on electrical panel | South side of building in 10th St. sidewalk | Use T-Wrench to turn valve to off position | NA | NA | 1. Debbie Peurrung<br>2. Oscar Avelar |
| Humanities Tower<br>1010 N. Main St. | Basement electrical room, directly across from elevator | Select service disconnect on main panel | Exterior west side, near driveway on Sycamore St. | Use T-Wrench to turn valve to off position | Exterior west side, near driveway on Sycamore St. | Use T-Wrench to turn valve to off position | 1. Debbie Peurrung<br>2. Oscar Avelar |
| Annex<br>1110 N. Main St. | Interior N/W electrical room inside Studio Theatre | Select service disconnect on main panel | Exterior west side, in driveway on Sycamore St. | Use T-Wrench to turn valve to off position | NA | NA | 1. Debbie Peurrung<br>2. Oscar Avelar |
| Business Office<br>1107 N. Main St. | Interior, service room across from reception | Select service disconnect on main panel | Exterior, S/W corner of building on Main St. | Use T-Wrench to turn valve to off position | NA | NA | 1. Greg Endelman<br>2. Jena Duca |
| Foundation Office<br>1111 N. Main St. | interior, small closet to the left as you enter from east side of building | Shut off breakers on electrical panel | Exterior, west side on Main St. | Use T-Wrench to turn valve to off position | NA | NA | 1. Kelly Andrews<br>2. Anna Belmer |

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Communicate with classrooms and direct teachers and students to wait for further instructions | Administrative Team | Room 101 Staff |
| Check/verify extent of loss of power for campus and surrounding buildings | Maintenance & Custodial Staff | Campus Security |
| Designate 2 person teams to check elevators and bathrooms in each campus building | Administrative Team | Administrative Team |
| Shutdown servers and backup data for all critical systems at school | IT Staff | Webmaster |
| Designate Building Leads to communicate with teachers and students in each building | Administrative Team | Administrative Team |
| Building Leads establish Floor Leads as the point of contact for each floor | Teachers | Teachers |
| Contact Southern California Edison to report loss of power (800-611-1911) | Maintenance & Custodial Staff | Maintenance & Custodial Staff |
| Establish Command Post and Action Plan for incident | Administrative Team | Administrative Team |
| Communicate Action Plan to Building Leads | Room 100 Administrative Assistant | Room 100 Office Manager |
| PIO communicates emergency messages to OCSA platforms | Foundation Staff | Foundation Staff |
| Communicate with Building Leads every 15 minutes | Room 100 Administrative Assistant | Room 100 Office Manager |
| Communicate with Southern California Edison every 30 minutes | Maintenance & Custodial Staff | Maintenance & Custodial Staff |
| Evacuate building if situation requires | Administrative Team | Administrative Team |

Perpetrators in these situations are unpredictable and may create panic and chaos at the location. This makes it difficult to establish a specific plan of action. Therefore, you must be aware of certain guidelines when making your decisions.

**RUN - If an escape is possible**

- Take note of nearest exits
- Communicate escape route and predetermined safe offsite assembly point
- Evacuate regardless of others' decisions to stay or follow; leave personal belongings
- Assist others, warn people and prevent others from entering area
- Assemble students, create a list of students you have with you, take attendance and make your way towards your Evacuation Assembly Area.

**HIDE - If evacuation is not possible**

- Bring students in hallway into classrooms
- Lock classroom doors
- Barricade door(s) with available items
- Cover windows and door openings
- Silence all phones, TVs, and computers
- Turn off all lights, remain silent
- Create list of all students in your room
- Remain sheltered until given the all clear or law enforcement evacuates you from the room

**FIGHT - As a last resort**

- Prepare to defend yourself with anything readily
- available (books, stapler, fire extinguisher, chair)
- Throw items at violent intruder
- Target vulnerable/sensitive parts of the body (face, eyes, etc.)
- Physically attack the violent intruder

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Order Lockdown of all buildings and rooms | Administrative Team | Academic Advisors/Learning Specialist |
| Contact 911/SAPD (714-834-4211) to report the lockdown situation and reason for it | Administrative Team | Administrative Team |
| Lock down all access doors in Access Control | Administrative Team /IT Staff | Administrative Team /IT Staff |
| Establish Command Post | Administrative Team | Administrative Team |
| Contact Foundation Staff to report to Command Post for PIO Support | Room 100 Office Manager | Room 100 Administrative Assistant |
| Establish Action Plan | Administrative Team | Administrative Team |
| Gather information on location, floor, room, etc. | Police/Campus Security | Maintenance & Custodial Staff |
| Gather floorplans for law enforcement use | Administrative Team/ Police/Maintenance | Administrative Team/ Police/Maintenance |
| Establish perimeter around school campus; designate teachers for Facility Security | SRO/Campus Security | Maintenance/Custodial |
| Communicate with classrooms via email or telephone | Room 100 Office Staff | Room 101 Office Staff |
| PIO communicates emergency messages to OCSA platforms | Foundation Staff | Foundation Staff |
| Monitor media coverage of incident | Foundation Staff | Foundation Staff |
| Establish medical triage location for possible injuries | Health Office | Health Office |
| Formulate parent reunification plan | Attendance Office | Room 101 Staff |
| Update staff every 15 minutes until conclusion of incident | Room 100 Administrative Assistant | Foundation Staff |
| Update OCSA Community | Foundation Staff | Foundation Staff |
| Maintain facility security and student supervision | Campus Security/Teachers | Maintenance/Custodial |

Storm, Tornado, Hurricane

- If outdoors, stop all activities and seek shelter. If possible, avoid assembling or seeking shelter in gymnasiums, auditoriums or other structures with large, open roof spans.
- Assemble in windowless rooms or hallways located in the center of the building and on the ground floor.
- Close doors, windows and blinds.
- If weather becomes severe enough, crawl under a sturdy table or desk and close eyes, clasp hands behind neck, and cover ears and head with forearms.
- Report wet or broken electrical lines, or broken gas lines.
- Be aware of hazardous debris and contaminated food and water.
- Watch for or call for assistance.

Extreme Cold

- Dress in several layers of warm, loose-fitting clothing. Remove extra layers when you feel too warm.
- Stay indoors and stay dry. Conserve heat.
- Close off unneeded rooms; cover windows with blankets; stuff rags or towels in cracks under doors.
- Stay awake, but avoid exertion; and as you sit, keep moving your arms and legs to improve circulation.
- Eat well balanced meals. Drink warm, sweet beverages to maintain body temperature. Do not drink alcoholic beverages, which will cause your body to lose heat more rapidly.
- Be careful of the potential hazards of space heaters, fireplaces and candles. Never use a charcoal grill indoors. Ensure adequate ventilation if using a propane gas camp stove or heater indoors.
- Recognize the symptoms of hypothermia: shivering/exhaustion, confusion, fumbling hands, memory loss or slurred speech, drowsiness, bright red/cold skin, loss of consciousness. If any symptoms are present, take the person's temperature and begin warming the person: offer warm beverages; remove any wet clothing; warm the center of the body first; use skin-to-skin contact; wrap the entire body in blankets, including head and neck. Also administer CPR if the person is not breathing, even if there is no pulse. *A TEMPERATURE OF 95 DEGREES OR LOWER IS A LIFE THREATENING EMERGENCY – DIAL 911.*

Extreme Heat

- Wear light-colored clothing and take advantage of shade and air conditioning.
- Limit outdoor activities and drink water or other non-alcoholic/ caffeine-free beverages.
- DO NOT leave people or pets in vehicles with windows closed or only partially open.
- Since hot weather increases fire hazard, be careful with possible sources of ignition.
- Be aware of the symptoms of heat emergencies:
    - **Heat cramps** (muscle cramps): Get the person to a comfortable position in a cooler place. Lightly stretch the affected muscle. Give half glass of non-alcoholic, caffeine-free liquid every 15 minutes – drink slowly.
    - **Heat exhaustion** (cool, moist, pale or flushed skin; heavy sweating; headache; nausea or vomiting; dizziness or exhaustion. Body temperature will be near normal.): Get the person to a comfortable position in a cooler place. Remove or loosen clothing and apply cool, wet cloths (towels or sheets) to the entire body. If the person is conscious, give half glass of non-alcoholic, caffeine-free liquid every 15 minutes - drink slowly. Watch carefully for changes in condition.
    - **Heat stroke** (hot, red skin; changes in consciousness; rapid, weak pulse; and rapid, shallow breathing. Body temperature can be very high. Skin may be wet or dry.): *HEAT STROKE IS A LIFE THREATENING EMERGENCY – DIAL 911.*

Poor Air Quality or Smog

- Limit or cancel outdoor activities.

| Action Step | Primary Person Responsible | If Primary Not Available |
|---|---|---|
| Monitor/verify extent of weather incident | Room 101 Staff | Room 101 Staff |
| Possible Lockdown of all buildings/move students and staff away from windows | Administrative Team | Room 101 Staff |
| Communicate to keep all students inside | Administrative Team | Administrative Team |
| Establish Command Post | Administrative Team | Administrative Team |
| Contact Foundation Office Staff to report to Command Post for PIO Support | Room 100 Office Manager | Room 100 Administrative Assistant |
| Establish Action Plan | Administrative Team | Administrative Team |
| Be prepared to shutdown utilities if necessary | Maintenance & Operations Staff | Campus Security |
| Communicate with classrooms via email or telephone | Assistant Principal/Room 100 Administrative Assistant | Room 100 Office Manager/Room 101 |
| PIO communicates emergency messages to OCSA platforms | Foundation Staff | Foundation Staff |
| Monitor media coverage of incident | Foundation Staff | Foundation Staff |
| Establish medical triage location for possible injuries | Health Office | Health Office |
| Implement bridges and decks to assist students and staff out of flooding | Campus Security | Maintenance/Custodial |
| Formulate parent reunification plan | Attendance Office | Room 101 Staff |
| Update staff every 15 minutes until conclusion of incident | Room 100 Administrative Assistant | Foundation Staff |
| Update OCSA Community | Foundation Staff | Foundation Staff |
| Maintain facility security and student supervision | Police/Campus Security/Teachers | Maintenance/Custodial |

# Incident Command Structure Job Descriptions

## INCIDENT COMMAND POST SECTION

**INCIDENT COMMANDER**

**Regular Hours:** Principal or Assistant Principal of Student Supervision
**After Hours/Weekends:** Admin, Director, or Coordinator
**Location:** Command Post

The Incident Commander has complete authority and responsibility for the overall operations of the incident. This includes activating, directing, and managing the Command Post; establishing objectives and strategies; approving action plans developed by Command Post staff to implement objectives and strategies; and approving requests for ordering or releasing resources through mutual aid. The Incident Commander directs the emergency response for a major disaster to minimize casualties and injuries, sets priorities and delegates tasks, and provides the Campus Operations Director with current information on the status of the emergency response. The Incident Commander is responsible for:

- Establishing the basic policies which govern the Emergency Management Organization and ensuring those policies and procedures are followed
- Authorizing deviations of procedures for implementing the emergency plan
- Declaring an emergency when required
- Functioning as the highest level of authority during an emergency
- Establishing immediate priorities for the use of personnel and resources
- Ordering and/or releasing resources
- Adjudicating conflicting demands for support
- Managing the recovery process
- Assessing the situation and/or obtain a briefing from the prior Incident Commander
- Developing and determining incident objectives and strategies and tactics
- Establishing an Incident Command Post
- Ensuring planning meetings are scheduled as required
- Ensuring that adequate safety measures are in place through approving and authorizing the implementation of Incident Action Plans
- Coordinating activities for all Command and General Staff
- Coordinating with key people and officials
- Keeping the Campus Operations Director informed of the incident status
- Liaison for First Responders
- Authorizing the release of information to the news media
- Ordering the demobilization of the incident when appropriate

**PUBLIC INFORMATION OFFICER (PIO)**

**Regular Hours:** VP of Communications
**After Hours/Weekends:** Admin, Director, or Coordinator
**Location:** Command Post

The Public Information Officer (PIO) is responsible for preparing and disseminating emergency public information regarding the incident size, cause, ongoing situation, resources, and other matters of interest associated with the emergency. The PIO, with the assistance of the Communications Unit, provides information to employees, students, parents, and the general campus community. The PIO is the point of contact for the public and the news media,

coordinating releases for the school and with other agencies, and holding news conferences as necessary. The PIO is responsible for establishing a Rumor Control Center and assisting with plans for the rapid release of emergency instructions and information to the public through all available means. The PIO shall:

- Determine from the Incident Commander if there are any limits on information release
- Establish “news center” site as a media reception area, away from Command Post
- Develop materials for use in media briefings
- Obtain the Incident Commander’s approval of media releases
- Inform media and conduct media briefings
- Arrange for tours and other interviews or briefings that may be required
- Obtain media information that may be useful to incident planning
- Maintain current information summaries and/or displays on the incident and provide information on status of incident to assigned personnel
- Maintain a log of activities

**LIAISON OFFICER**

**Regular Hours:** VP of Development
**After Hours/Weekends:** Admin, Director, Coordinator, or other Staff
**Location:** Command Post

The Liaison Officer is the contact person for the personnel assigned to the incident by assisting or cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command. Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff. The Liaison Officer functions as the point of contact for the supporting agencies and mutual aid agency representatives. The Liaison Officer assists with intergovernmental communications and liaison. This may include representatives from other law enforcement agencies, fire services, emergency medical providers, city and county agencies, and private organizations. The Liaison Officer shall:

- Determine an operating area with necessary supplies and equipment
- Be a contact point for Agency Representatives
- Maintain a list of assisting and cooperating agencies and Agency Representatives
- Assist in establishing and coordinating inter-agency contacts
- Keep agencies supporting the incident aware of incident status
- Monitor incident operations to identify current or potential inter-organizational problems
- Participate in planning meetings, provide current resource status, including limitations and capability of assisting agency resources
- Maintain a log of activities

**SAFETY & PLANNING INTELLIGENCE OFFICER**

**Regular Hours:** Assistant Principal of Student Supervision
**After Hours/Weekends:** Campus Security
**Location:** Command Post

The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring student and personnel safety, as well as developing, overseeing, and managing the appropriate response elements involved in the disaster/emergency incident. The Safety Officer has the authority to stop all unsafe activity on an incident that is deemed to be outside the scope of the incident action plan.
The Safety Officer’s function is to develop and recommend measures for assuring student and personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Only one

Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety Assistants may have specific responsibilities such as assessing hazardous materials incidents. The Safety Officer & Planning Intelligence Officer shall:

- Assist in the development of the Incident Action Plan and supervise the execution of the Incident Action Plan
- Review the Incident Action Plan for safety implications
- Make or approve expedient changes to the Incident Action Plan as necessary
- Participate in planning meetings
- Gather intelligence on the incident for use in planning meetings
- Identify hazardous situations associated with the incident
- Exercise emergency authority to stop and prevent unsafe acts that are outside the scope of the Incident Action Plan
- Investigate accidents that have occurred within the incident area
- Assign assistants as needed
- Ensure safe tactical operations
- Anticipate necessary materials and resources needed for the incident and request additional resources to support tactical operations
- Maintain close communication with the Incident Commander
- Coordinate with units in the Operations Section, Support Services Section, and Reunification Section as necessary
- Anticipate changes in the incident situation
- Maintain a log of activities

**COMMAND POST SCRIBE**

**Regular Hours:** Tower Room 100 Office Manager
**After Hours/Weekends:** Staff
**Location:** Command Post

The Command Post Scribe is responsible for maintaining a log and time record of all activities within the Command Post. The Scribe will record time and description of all communications, Incident Action Plans, mobilization/demobilization of units and maintain all records for the Command Staff.

## OPERATIONS SECTION - SUPPORT SERVICES BRANCH

### STUDENT COUNSELING UNIT

**Regular Hours:** Assistant Principal of Student Services and School Counselors
**After Hours/Weekends:** N/A
**Location:** Student Support Command Post

The Student Counseling Unit is responsible for:

- Assisting students with stress management
- Responding to student grief situations
- Maintaining a log of activities
- Developing a continuance of education plan if disruption to education is anticipated
- Developing a plan to address any adjustments to extracurricular activities disrupted by incident
- Assisting the Student Reunification Unit with student-parent reunification

### STUDENT/STAFF ACCOUNTABILITY UNIT

**Regular Hours:** Registrar, T101 Administrative Assistant
**After Hours/Weekends:** Staff
**Location:** Student Support Command Post

The Student/Staff Accountability Unit is responsible for:

- Maintaining an updated list of class sections each semester with student totals for each section
- Maintaining an accurate list of enrolled students at the school
- Receiving and verifying all emergency attendance sheets
- Coordinating with the Attendance Clerk for known student absences
- Communicating with the Search and Rescue Unit for students known to still be inside campus buildings
- Developing a plan for student supervision until reunification can take place
- Preparing reports and records, maintaining a log of activities

Assisting the Student Reunification Unit with student-parent reunification

### SEARCH AND RESCUE UNIT

**Regular Hours:** Instructors/Staff
**After Hours/Weekends:** Instructors/Staff
**Location:** Student Support Command Post

The Search and Rescue Unit is responsible for:

- Organizing search and rescue teams
- Searching predetermined areas of the campus, in established patterns, after a disaster
- Locating endangered, trapped, disabled and/or isolated persons
- Coordinating with the Student/Staff Accountability Unit to determine known absences and/or missing individuals

- Rescuing any trapped or injured persons according to established rescue plans
- Assisting injured persons with first aid
- Sending for help if the person cannot be safely moved
- Extinguishing small fires

**MEDICAL UNIT**

| | |
|---|---|
| **Regular Hours:** | Director of Special Services and Health Office |
| **After Hours/Weekends:** | Staff |
| **Location:** | Student Support Command Post |

The Medical Unit is responsible for:

- Developing a Medical Aid Plan
- Coordinating and obtaining medical aid for students, employees, and visitors during the emergency/disaster
- Preparing reports and records
- Maintaining a log of activities

**SUPPORT SERVICES SCRIBE**

| | |
|---|---|
| **Regular Hours:** | Tower Room 101 Administrative Assistant |
| **After Hours/Weekends:** | N/A |
| **Location:** | Command Post |

The Support Services Section Scribe is responsible for maintaining a log to record the activities of the Operations Section.

## OPERATIONS SECTION - STUDENT REUNIFICATION BRANCH

### STUDENT REUNIFICATION UNIT

**Regular Hours:** Attendance Clerk
**After Hours/Weekends:** Staff
**Location:** Command Post/Identified Reunification Site

The Student Reunification is responsible for:

- Maintaining an accurate record of student attendance each day, as well as emergency cards for each student
- Assisting the Student/Staff Accountability Unit in receiving and verifying emergency attendance sheets during an emergency/disaster
- Developing a Student-Parent Reunification Plan with Student Reunification Chief
- Preparing reports and records
- Maintaining a log of activities

### STUDENT TRANSPORTATION UNIT

**Regular Hours:** Book Room Admin Assistant
**After Hours/Weekends:** N/A
**Location:** Command Post/Identified Reunification Site

The Student Transportation Unit is responsible for:

- Coordinating and providing transportation for evacuations as necessary
- Coordinating and providing vehicles to transport critical supplies and emergency workers as necessary
- Maintaining a log of activities

### FOOD AND SHELTER UNIT

**Regular Hours:** Director of Food Services
**After Hours/Weekends:** Admin, Director, Coordinator, or Staff
**Location:** Stage in Lot F near ceramics kiln and emergency container

The Food and Shelter Unit is responsible for:

- Developing and implementing a plan for distribution of food, water, and shelter
- Providing emergency shelter, food, water, and basic necessities for students, employees, and visitors following an emergency/disaster
- Coordinates with the Logistics Unit for building and utility status

### REUNIFICATION SECTION SCRIBE

**Regular Hours:** T101 Admin Assistant
**After Hours/Weekends:** N/A
**Location:** Lot F

The Reunification Section Scribe is responsible for maintaining a log to record the activities of the Reunification Section.

**LOGISTICS SECTION**

**LOGISTICS UNIT**

**Regular Hours:** Director of Facilities
**After Hours/Weekends:** Admin, Director, or Coordinator
**Location:** Command Post

The Logistics Unit is responsible for overseeing and managing the supply and staffing needs of the disaster/emergency. The Logistics Unit will:

- Acquire the resources needed to assist emergency responders
- Develop a long range plan for needs like food, water, and bathroom facilities
- Maintain close communication with the Incident Commander & Safety Officer
- Coordinate units within the Operations Section
- Maintain a log of activities

**DAMAGE ASSESSMENT AND UTILITIES CHECK UNIT**

**Regular Hours:** Maintenance, Custodial, and other staff
**After Hours/Weekends:** Maintenance, Custodial, or other staff
**Location:** Stage in Lot F near emergency container

Damage Assessment and Utilities Check Unit is responsible for:

- Checking all facilities for damage
- Checking all utilities and disconnecting or shutting down if necessary
- Maintaining communication with the Safety Officer and Logistics Unit
- Coordinating with the Search and Rescue Unit to locate injured students and staff
- Maintaining a log of activities

**FACILITY SECURITY UNIT**

**Regular Hours:** Campus Security
**After Hours/Weekends:** Campus Security and Instructors
**Location:** Stage around campus perimeter

The Facility Security Unit is responsible for:

- Preventing unauthorized individuals from entering campus buildings during a disaster/emergency
- Reporting individuals trying to access buildings during an incident
- Assisting law enforcement to provide perimeter security

**STAGING & RESOURCE STATUS UNIT**

**Regular Hours:** Maintenance, Custodial, and other staff
**After Hours/Weekends:** Maintenance, Custodial, or other staff
**Location:** Stage in Lot F near ceramics kiln and emergency container

The Staging Unit is responsible for gathering and preparing supplies needed for campus operations and emergency responders. The Staging Unit will:

- Bring the disaster supplies contained within the container in the Parking Lot F parking lot

to the Command Post
- Respond to requests for additional materials from the Logistics Unit
- Maintain communication with the Logistics Unit
- Establish a list of available resources and quantities of each resource
- Gather and prepare resources for the Operations Section and emergency responders
- Prepare reports and records
- Maintain a log of all activities

**PLANNING SECTION - COMMUNICATIONS BRANCH**

**SCHOOL COMMUNITY NOTIFICATIONS UNIT**

**Regular Hours:** Director of Marketing
**After Hours/Weekends:** Admin, Director, Coordinator or Staff
**Location:** Business Office/Parking Lot D

The School Community Notifications Unit is responsible for:

- Connecting with the Communications Chief for direction on what needs to be urgently communicated with the school community and when regarding the emergency incident
- Utilizing Smart and Urgent Alerts in AERIES Communications to keep the school community informed about updates to the ongoing incident, including any specific instructions to students, staff, and parents
- Determining if and when prepared email updates will go out to the community regarding the incident
- Maintaining ongoing communication with the Public Informations Officer
- Maintain a log of all activities

**SITUATION STATUS UNIT**

**Regular Hours:** Arts Conservatory Manager
**After Hours/Weekends:** N/A
**Location:** Command Post

The Situation Status Unit is responsible for:

- Disseminating the status of the incident to all units at regular intervals
- Maintaining communication with the Safety Officer
- Developing reports that can be approved by the Safety Officer for distribution
- Developing reports that can be read by the Public Information Officer during media briefings
- Maintaining a log of all activities

**INFORMATION TECHNOLOGY UNIT**

**Regular Hours:** Director of IT and IT Staff
**After Hours/Weekends:** NA
**Location:** IT Office and Server Room/Parking Lot F

The Information Technology Unit is responsible for reestablishing and maintaining necessary IT systems during an emergency/disaster. The Information Technology Unit will:

- Secure the software and database systems for the school
- Ensure that school information has been backed up and archived appropriately
- Reestablish internet connections in the school and the Command Post
- Provide the Command Post with 2 work stations and a printer when ICS is activated
- Maintain communications with the Logistics Unit
- Maintain a log of all activities

**VOLUNTEER UNIT**

**Regular Hours:** Operations Manager
**After Hours/Weekends:** NA
**Location:** Business Office/Parking Lot D

The Volunteer Unit is responsible for coordinating volunteers who arrive at the school during an emergency/disaster. The Volunteer Unit will:

- Develop an action plan for registering volunteers and their capabilities
- Maintain a record of all volunteers and their abilities when they arrive at the school
- Maintain communication with the Logistics Unit
- Assign volunteers to necessary jobs requested from the Logistics Unit
- Maintain a log of all activities

**FINANCE SECTION**

**FINANCE CHIEF**

**Regular Hours:** Director of Finance
**After Hours/Weekends:** N/A
**Location:** Business Office/Parking Lot D

The Finance Chief is responsible for tracking incident related costs, personnel records, requisitions, and administrating procurement contracts required by the Logistics Section. The Finance Chief will:

- Develop a plan for acquiring necessary materials required for the disaster/emergency
- Develop a plan to maintain fiscal solvency during the disaster/emergency
- Track all purchases and expenditures related to the disaster/emergency
- Maintain communications with the Incident Commander
- Maintain a log of all activities

**TIME KEEPER UNIT**

**Regular Hours:** Humanities Tower Receptionist
**After Hours/Weekends:** N/A
**Location:** Command Post

The Time Keeper is responsible for recording the events that are a part of the disaster/emergency. The Time Keeper Unit will:

- Record the times of all events that occur during the disaster/emergency
- Maintain communication with the Finance Chief
- Maintain communication with the section scribes
- Develop reports of all events
- Create a “master log” of all activities from all sections for incident debrief once the disaster/emergency is concluded

**ACCOUNTS PAYABLE/CLAIMS UNIT**

**Regular Hours:** Director of Human Resources
**After Hours/Weekends:** N/A
**Location:** Business Office/Parking Lot D

The Accounts Payable/Claims Unit is responsible for paying for all necessary materials needed during the disaster/emergency. In addition, the Accounts Payable Unit will take steps to ensure that all staff members are paid on their normal schedule. The Accounts Payable Unit will:

- Provide the funding in order to purchase the necessary equipment and resources for emergency responders and the overall disaster/emergency
- Work closely with the Purchasing Unit to acquire necessary resources
- Develop a plan to maintain fiscal solvency for future purchases
- Develop a plan to maintain the payroll for staff
- Maintain communication with the Finance Chief
- Develop reports of all items/resources purchased during the incident
- Maintain a log of all activities

**PURCHASING UNIT**

**Regular Hours:** Payroll Technician
**After Hours/Weekends:** N/A

**Location:** Business Office/Parking Lot D

The Purchasing Unit is responsible for purchasing the necessary materials and resources during the disaster/emergency. The Purchasing Unit will:

- Purchase all materials and resources necessary for emergency responders and the overall disaster/emergency
- Work closely with the Accounts Payable Unit to acquire the necessary funding
- Receive direction from the Finance Chief on purchases necessary
- Develop a plan for purchasing and acquiring materials when necessary
- Maintain communication with the Finance Chief
- Develop reports of items purchased
- Maintain a log of all activities

**FINANCE SECTION SCRIBE**

**Regular Hours:** Purchasing Administrative Assistant
**After Hours/Weekends:** N/A
**Location:** Business Office/Parking Lot D

The Finance Section Scribe is responsible for maintaining a log to record the activities of the Finance Section.

# Instructional Continuity Plan

Senate Bill 153, Chapter 38, Statutes of 2024 (hereinafter SB 153) adds a provision to California Education Code (EC) Section 32282 requiring local educational agencies (LEAs) to adopt a plan to ensure all students can access instruction during a natural disaster or emergency.

Inclusion of this Instructional Continuity Plan (ICP) in the school's Comprehensive School Safety Plan is required to obtain approval of a Form J-13A waiver request. This plan is intended to minimize disruptions to instruction and provide support for pupils' social-emotional, mental health, and academic needs. This Instructional Continuity Plan will be reviewed and updated annually within the Safety Committee and in line with the CSSP timeline.

**Communication**
As required, OCSA will engage with pupils and their families as soon as practicable, but no later than five calendar days following an emergency. The protocol for engagement with pupils and their families is designed to establish two-way communication. Current methods include:

- Short messaging service (SMS)
- Email
- School Portal
- Social Media

Following an emergency, the school will primarily use email communications, in partnership with our Communications Team and school administration, along with posts and text alerts through ParentSquare. The frequency of communication will be determined by the nature of the emergency. However, parents can expect daily communication as the nature of the emergency response and instructional continuity plan is being communicated, then, once the plan is in place, families should expect weekly communication updates.

In the event of unforeseen impacts to communications, such as power outages and damage to infrastructure, these three methods of communication are still practicable. Should alternate means of communication be necessary, the school will use printed copies of student emergency cards to divide up the school population in order to communicate via phone.

**Instruction and Assessment**
As required, OCSA will provide access to in-person or remote instruction as soon as practicable, but no more than 10 instructional days following an emergency.

Outlined below are the conditions in which in-person instruction will resume:

- Evacuation orders lifted
- Power and utilities functioning
- Healthy air quality
- Access to safe and clean water
- Campus free from debris and hazards
- Internet fiber lines connected and functioning
- Sufficient staff available
- Kitchens operational for meals

As required by law, OCSA remote instruction will align with EC sections 51747 and 51749.5, governing Independent Study instruction modalities. Remote instruction will be designed to meet instructional standards that are, at minimum, equivalent to those applicable in independent

study programs.

If an emergency closure is shorter than 15 days, OCSA will utilize a short term independent study practice to make sure students are completing work on their own via instructions from teachers on Google Classroom. However, if the closure persists, a virtual instructional delivery system will be put into place, to deliver remote instruction. Google Meet will be used for instructional minutes once the duration of the emergency has been established.

As required, remote instruction, including Conservatory instruction, will be offered and will align with expectations of access and equity.

Forms will be sent out to all students and families to determine who will need access to a computer or wifi during the emergency. Those supplies will be delivered or made available for campus pick-up. Classroom materials and/or textbooks will also be made available for families in pick-up events or based on an individual students' needs. Digital materials will be distributed utilizing Google Classroom.

Google Classroom will be the collection site for schoolwork, and teachers will continue to use Aeries to house digital gradebooks. Various other online platforms that teachers utilize for curriculum delivery during in-person learning may continue to be used.

Teachers will continue to meet in teams and with administration to prioritize essential learning and plan digital assessments. Go Guardian continues to work in a virtual setting and teachers will continue to hold digital Office Hours via Google Meet to provide extra support for students.

OCSA staff would be provided with additional training and/or professional development early in the emergency to remind them of the structures we have in place to transition to virtual learning. If need be, home visits will occur to get teachers set up with the appropriate equipment. We will utilize other resources such as OCDE as needs arise.

OCSA provides support to pupils and families to enroll in or be temporarily reassigned to another site, school district, county office of education, or charter school if an emergency or natural disaster disrupts in-person learning. Students, in this scenario, would be encouraged to re-enroll in their home school or other school of choice during temporary reassignment.

**Well-being, Access, and Support Services**

Students with disabilities, those experiencing homelessness, foster youth, or English Learners will continue to have equal access to instructional resources. These groups will receive additional follow up from school counselors to make sure they have the materials, devices, and supports necessary for school success. OCSA includes emergency plans in all student IEPs designed to identify and provide support for pupils' social-emotional, mental health, and academic needs. IEP meetings will continue virtually.

Our students with disabilities will continue to have access to their Case Carriers during Academic Lab time (virtually, if remote learning is in place) and Office Hours. OCSA includes emergency plans in all student IEPs designed to identify and provide support for pupils' social-emotional, mental health, and academic needs. IEPs will continue to be provided and maintained through Google Meets. During a prolonged emergency, IEP teams will use the plans laid out in the IEPs to update goals and services for students. School Psychologists and other support providers will use their virtual platforms to continue assessing and meeting student

needs.

Teachers will continue to meet EL students' specific needs during their digital Office Hours and the ELD class will continue to meet virtually. Google Meet utilizes Closed Captioning to support all students.

Our School Psychologists and School Counselors will continue to meet with students virtually via Google Meet. Our school nurse can also make house visits, if necessary, and will be available to phone home when needed. We have a great relationship with public health officers and will continue to follow their local guidance.

Our Cafeteria staff has a local back up of items to distribute meals when and where appropriate. We would work with local Red Cross and FEMA representatives to assist our local community as needs arise.

**To:** OCSA Board of Trustees
**From:** Gregory Endelman, Ed.D., Chief Operations Officer
**Date:** September 25, 2025 Board Meeting
**Subject:** California Department of Education Resources to Support Safe & Inclusive Schools

## Background

The California Department of Education (CDE), under the direction of State Superintendent Tony Thurmond, has issued guidance to schools to promote safe and inclusive practices. These resources include:

1. Inclusive practices to support all students' cultural observances for the Fall of 2025.
2. Resources in anticipation of the anniversary of the October 7, 2023 Hamas-led attack in Israel and the ongoing war in Gaza and the greater Middle East region.
3. Proactive measures to combat antisemitism and to strengthen efforts in diversity, equity, inclusion, and belonging for Jewish students and staff.

The CDE is encouraging educators across the state to focus on *empathy rather than advocacy* during this time, and to ensure that schools remain safe, inclusive, and supportive spaces for all students.

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## Financial Implications

There are no direct financial implications associated with this guidance. However, indirect impacts may occur if schools need to provide supplemental training, professional development, or student support services (e.g., counseling, wellness programming). These can be managed within existing resources.

OCSA is well-positioned to respond, given our ongoing commitment to our coalition for antiracism and inclusion and current board policies.

CALIFORNIA DEPARTMENT OF EDUCATION

TONY THURMOND
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

September 19, 2025

Dear County and District Superintendents and Charter School Administrators:

# Inclusive Practices to Support All Students' Cultural Observances, Fall 2025

California's students, families, and educators represent the exceptional diversity of our great state.

As Californians of many backgrounds prepare for cultural and religious observances in the coming months, the California Department of Education (CDE) would like to make sure that all educators have access to information and resources that support: (1) inclusion of all students and families; (2) compliance with California *Education Code* Section 48205 regarding excused absences for religious or cultural observances; and (3) compliance with Title VI of the Civil Rights Act and California *Education Code* Section 220, which protects students from discrimination on the basis of real or perceived race, ethnicity, national origin, or religion.

The fall of 2025 includes many cultural or religious observances that may be commemorated within our diverse school communities, including but certainly not limited to Mawild Al-Nabi (September 5), Rosh Hashanah (September 22–24), Yom Kippur (October 1–2), Sukkot (October 6–13), Diwali (Lakshmi Puja on October 20), All Saints' Day (November 1), and Día de los Muertos (November 1–2).

**The CDE recommends remaining in proactive communication with local cultural organizations to maintain awareness of which specific cultural and religious events are observed in your community and how those observances may impact students' academic participation.**

The CDE encourages educators to be mindful of potential family obligations when scheduling major exams and deadlines. In the case of cultural or religious observances that may extend over multiple days, local educational agencies may choose to consider short-term independent study, per California *Education Code* sections 51744–51749.6: https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=4.&chapter=5.&part=28.&lawCode=EDC&title=2.&article=5.5.

Participation in independent study must always be the choice of the student and the parent/guardian of a minor student. Local educational agencies shall not require or otherwise obligate a student's participation in an independent study program. The CDE encourages mindfulness of religious and cultural observances when determining

deadlines for independent study assignments as there may be restrictions on a student's ability to work while engaging in a religious observance.

The CDE Calendar of Events at https://www.cde.ca.gov/re/pn/fb/cdecalendar.asp includes many of the observances that may be relevant to students and families. This resource continues to be updated.

By ensuring that all students feel safe and welcome at school during times of religious or cultural observances, we celebrate the incredible diversity of California and of our local communities across the state.

Sincerely,

Tony Thurmond
State Superintendent of Public Instruction

TT:es

**California Department of Education**
**Official Letter**

October 2, 2024

Dear County and District Superintendents and Charter School Administrators:

# Resources to Support Safe, Inclusive Schools on the Anniversary of October 7, 2023

This letter is to provide resources that support all local education agencies (LEAs) to provide safe, inclusive learning environments during the anniversary of the October 7 Hamas-led attack in Israel and the start of the continually escalating war in Gaza and the greater Middle East region. We encourage all educators to consider making this a time for empathy, not advocacy, in recognition of the fact that many of our students have directly experienced loss as a result of the October 7 attack and the military strikes across the region, and students may have experienced or may be experiencing bullying, harassment, or other forms of antisemitism, Islamophobia, or xenophobia.

California's public education system supports some of the most diverse school communities in the nation. Please recognize that many of our Jewish and Israeli American students know someone who was killed or taken hostage in the attack of unarmed civilians on October 7, and many of our Arab American, Palestinian American, and Muslim students know someone who has been killed in and around Gaza during the many military strikes that have taken place since the start of the war. Make effort to ensure these students feel safe at school.

All students, regardless of background, must have access to safe, inclusive learning environments that support them to build the academic skills they need to learn, grow, and thrive.

If educators, staff, or students choose to use this as a time for teachable moments, please remember to use the guidance in California's state standards for how to teach about global conflict. Developmentally appropriate guidance for the teaching of controversial issues, geopolitical conflict, and world history can be found on the CDE History-Social Science Framework web page at https://www.cde.ca.gov/ci/hs/cf/hssframework.asp.

Rather than imparting our views on students, let's ensure that our classrooms are always safe spaces in which our students can have safe, structured discussion that allows for multiple viewpoints and experiences to be shared without consequence for expressing one's views or beliefs.

In support of educators' efforts to create safe and inclusive classrooms on and after October 7, this letter gathers broad guidance about best practices for supporting students impacted by war and how to discuss times of war and conflict with children of all ages. We encourage educators to use these research-based recommendations to ensure that the needs of the most impacted children are met during this challenging time.

The National Child Traumatic Stress Network, on their website at https://www.nctsn.org/sites/default/files/resources/fact-sheet/talking-to-children-about-war.pdf, emphasizes the importance of maintaining a normal school routine, especially to support students who may have directly suffered loss, while acknowledging that it is okay to be upset and providing outlets for students' desire to help those in need.

UNICEF has also provided parent-facing guidance for talking to children about conflict and war (at https://www.unicef.org/parenting/how-talk-your-children-about-conflict-and-war) that may support developmentally appropriate discussions at home and in the classroom. It suggests:

- Find out what children know and how they feel.
- Keep discussions calm and age-appropriate.
- Spread compassion, not stigma.
- Focus on the helpers.

County, district, and school leaders are also encouraged to maintain awareness of relevant local board policies and to maintain open, collaborative relations with fellow community leaders who may help school leaders remain aware of the specific needs of their school communities. The San Diego County Office of Education has provided guidance for the San Diego community, which can be found on their website at https://www.sdcoe.net/about-sdcoe/news/post/~board/news/post/resources-for-educators-families-to-discuss-the-events-in-israel-and-gaza-with-students, that may be useful for fellow county and district leaders who seek to make a model for making resources available locally.

Sincerely,

Tony Thurmond
State Superintendent of Public Instruction
California Department of Education

Last Reviewed: Wednesday, October 02, 2024

# Resolution of the Orange County School of the Arts

# Board of Trustees:

**Condemning Antisemitism and Supporting Jewish Students, Staff, Families, and Community Members**

**WHEREAS,** the Board of Trustees of the Orange County School of the Arts recognizes the inherent dignity, safety, and belonging of every member of its community, including students, staff, families, and community members who identify as Jewish; and

**WHEREAS,** antisemitism is on the rise both nationally and in California, with the Anti-Defamation League (ADL) reporting that antisemitic incidents in the United States surged to over 8,800 in 2023 — the highest number since tracking began in 1979, representing a 140% increase over the previous year; and

**WHEREAS,** California experienced more than 500 reported antisemitic incidents in 2023 alone, including harassment, vandalism, and assaults, making it one of the highest reported states in the nation; and

**WHEREAS,** history demonstrates that antisemitism not only harms Jewish communities but also fuels broader cycles of hate and violence against other marginalized groups, undermining the safety and inclusivity of all; and

**WHEREAS,** State leaders, including Governor Gavin Newsom and State Superintendent of Public Instruction Tony Thurmond, have publicly called for California schools to take proactive measures to combat antisemitism and to strengthen efforts in diversity, equity, inclusion, and belonging for Jewish students and staff; and

**WHEREAS,** the Orange County School of the Arts has committed to policies and practices that reject hate in all its forms; and

**WHEREAS,** the school celebrates Jewish American Heritage Month each May and Holocaust Remembrance Day (Yom HaShoah), and has established a standing Committee on Anti-Racism and Inclusion to ensure that OCSA policies and practices are proactive, inclusive, and affirming of all community members.

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## NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Commitment to Safety & Inclusion**
   The Orange County School of the Arts formally condemns antisemitism in all its forms and commits to protecting Jewish students, staff, families, and community members from harassment, discrimination, and hate.

2. **Educational Initiatives**
   The school will continue to provide education and awareness programming, including curricular and extracurricular opportunities, that deepen understanding of Jewish history, culture, and

contributions, as well as the dangers of antisemitism and hate.

3. **Community Partnerships**
   OCSA affirms its commitment to community partners and initiatives, ensuring ongoing professional development, student programming, and policy guidance that fosters a culture of respect and equity.

4. **Standing Committee on Anti-Racism and Inclusion**
   The school's Standing Committee will continue to evaluate and recommend practices to ensure Jewish voices are included in decision-making and that OCSA's anti-hate and inclusion policies remain strong and effective.

5. **Call to Action**
   The Board of Trustees joins state leaders in calling upon other schools, districts, and community organizations to stand in solidarity against antisemitism, affirm Jewish belonging, and recognize that combating antisemitism is inseparable from combating all forms of hate.

Adopted this 25th day of the month of September 2025.

| | |
|---|---|
| Gary Humphreys, Chair | Jessica Herthel, Secretary |
| Vince Foley, Trustee | Paul Satkin, Trustee |

**To:** OCSA Board of Trustees
**From:** Gregory Endelman, Ed.D., Chief Operations Officer
**Date:** September 25, 2025 Board Meeting
**Subject:** 2026–27 Projected Enrollment

## Background

Each October, Orange County School of the Arts (OCSA) initiates the enrollment process for the following school year. This process begins with projecting target enrollment figures based on the design and needs of the individual conservatory programs while accounting for facility capacities and broader operational considerations.

For the 2026–27 school year, the School Administration, Admissions Office, and Executive Management collaborated to review program needs, enrollment patterns, and operational impacts. Following this analysis, the target enrollment has been set at **2,390 students**, compared to the current enrollment of **2,450 students**.

This adjustment will primarily be achieved by creating additional openings in the high school program while strategically reducing sections in the middle school program.

## Financial Implications

The reduction in overall enrollment will naturally decrease some revenue tied to middle school enrollment. However, this impact will be offset by two significant factors:

1. **Increased High School Funding:** The State of California provides higher per-pupil funding for high school students than for middle school students. As the enrollment balance shifts toward high school, OCSA will benefit from a stronger revenue stream.

2. **Operational Efficiencies in Middle School:** The planned closure of select middle school sections will reduce costs. Notably, the elimination of the "everyday" double-block math course for 7th grade—which currently replaces one elective period—will both streamline instructional delivery and increase elective opportunities without increasing staffing.

Taken together, these changes ensure that the financial stability of OCSA is not only maintained but strengthened, through a reduction in total student population and adjustment in resources.

## Staff Recommendations

Based on the collaborative analysis and alignment with OCSA's long-term strategic goals, staff recommends the following:

- **Approval of the projected 2026–2027 enrollment target of 2,390 students.**
- **Support for the expansion of high school enrollment** to leverage higher state funding levels.
- **Endorsement of the planned middle school program adjustments**, including the closure of select sections and the reduction of the double-block 7th grade math course, to maximize both efficiency and elective opportunities.

OrangeCountySchoolofthearts

# 2026-2027 OPEN ENROLLMENT SPACE

## Estimated and Subject to Change

| CONSERVATORY | Grade 7 | Grade 8 | Grade 9 | Grade 10 | Grade 11 | Grade 12 |
|---|---|---|---|---|---|---|
| Acting | 20-25 | 0-1 | 12-14 | 0-2 | 0-1 | 0 |
| Arts & Enterprise | 20-25 | 0-1 | 0-4 | 0-2 | 0-1 | 0 |
| Ballet & Contemporary Dance | 10-12 | 0-1 | 0-2 | 0-2 | 0-1 | 0 |
| Ballet Folklórico Dance | 10-12 | 0-1 | 0-2 | 0-2 | 0-1 | 0 |
| Ballroom Dance | 10-12 | 0-1 | 0-2 | 0-2 | 0-1 | 0 |
| Classical Voice | 10-12 | 0-1 | 8-10 | 0-2 | 0-1 | 0 |
| Commercial Dance | 10-12 | 0-1 | 5-8 | 0-2 | 0-1 | 0 |
| Creative Writing | N/A | N/A | 40-44 | 0-2 | 0-1 | 0 |
| Culinary Arts & Hospitality | N/A | N/A | 34-36 | 0-2 | 0-1 | 0 |
| Design & Media | N/A | N/A | 20-24 | 0-2 | 0-1 | 0 |
| Film & Television | N/A | N/A | 20-24 | 0-2 | 0-1 | 0 |
| Instrumental Music: Jazz | 8-10 | 0-1 | 3-5 | 0-2 | 0-1 | 0 |
| Instrumental Music: Piano | 8-10 | 0-1 | 2-4 | 0-2 | 0-1 | 0 |
| Instrumental Music: Strings | 15-20 | 0-1 | 0-2 | 0-2 | 0-1 | 0 |
| Instrumental Music: Winds | 8-10 | 0-1 | 4-6 | 0-2 | 0-1 | 0 |
| Integrated Arts | 20-25 | 0-1 | 12-14 | 0-2 | 0-1 | 0 |
| Musical Theatre | 8-10 | 0-1 | 27-30 | 0-2 | 0-1 | 0 |
| Popular Music | 8-10 | 0-1 | 0-4 | 0-2 | 0-1 | 0 |
| Production & Design | 8-10 | 0-1 | 12-14 | 0-2 | 0-1 | 0 |
| Visual Arts | 20-24 | 0-1 | 16-18 | 0-2 | 0-1 | 0 |

**ORANGE COUNTY SCHOOL OF THE ARTS**
**25-26 OPERATING BUDGET**
**board approved 6/25/26**

**24-25 2322 enrollment at P-2**
**24-25 2226.18 ADA at P-2**

| | 25-26 Budget | | 24-25 Unaudited Actuals | | 24-25 RECAST | |
|---|---|---|---|---|---|---|
| **REVENUE:** | | | | | | |
| State ADA Funding | 29,853,360 | LCFF wrksht; Enrolled 2450, ADA 2,352 | 27,622,013 | P-2 | 27,852,870 | LCFF wrksht; Enrolled 2332, ADA 2,249.71 |
| CARES ACT | 0 | | 1,389 | | 0 | |
| Arts, Music & Instructional Materials Grant | 0 | | 0 | | 0 | |
| Learning Recovery Block Grant | 0 | | 0 | | 0 | |
| Prop 28 (Arts & Music in Schools) | 286,000 | | 271,084 | | 271,000 | |
| Mandate Block Grant | 113,824 | | 101,862 | | 101,862 | |
| CTEIG | 0 | unknown | 190,437 | | 168,000 | 24-25 prelim alloc |
| GSPP Grant | 0 | | 301,352 | | 301,352 | |
| Lottery Revenue | 642,096 | | 677,621 | | 560,175 | |
| El Dorado SELPA Funding | 2,712,048 | | 2,663,446 | | 2,474,719 | |
| CYBHI Grant | 135,000 | | 0 | | 0 | |
| Other State and Federal Revenue | 110,000 | Title funds | 114,393 | | 109,851 | |
| Facility Grant (SB740) | 3,141,049 | 93% of Eligibility | 4,182,533 | incl 23-24 true up | 1,900,257 | |
| Parent Funding Contributions | 10,444,395 | Avg per student $3,560 | 9,944,102 | | 9,110,603 | |
| SGV Personnel Services Agreement | 703,774 | | 700,026 | | 700,026 | |
| Student Activities, Net | 50,000 | | (105,566) | | 50,000 | |
| Food Services, Net | 425,000 | | 435,042 | | 425,000 | |
| Productions, Net | (100,000) | | (3,745) | | (100,000) | |
| Miscellaneous | 550,000 | | 854,007 | | 550,000 | |
| **TOTAL SCHOOL REVENUE** | **49,066,546** | | **47,949,994** | | **44,475,715** | |
| Contribution Foundation/Legacy Fund | 1,000,000 | $1.m Foundation | 1,150,957 | | 2,250,000 | $1m Legacy; $1.25m Foundation |
| **TOTAL REVENUE** | **50,066,546** | | **49,100,951** | | **46,725,715** | |
| **EXPENSES:** | | | | | | |
| Payroll/Retirement/ER Payroll Tax | 30,384,674 | | 29,164,704 | | 27,377,851 | |
| Health Benefits/Opt Out Incentives | 4,000,000 | Hard costs/claims | 4,308,396 | | 4,000,000 | Hard costs/claims |
| Arts Staff Dev/supplies/paper/equip | 920,000 | | 977,062 | | 684,400 | |
| Academic Expenses | 557,000 | | 531,631 | | 516,500 | |
| Special Ed Expense (non-payroll) | 75,000 | | 74,304 | | 40,000 | |
| CYBHI Grant Expenses | 135,000 | | 0 | | 0 | |
| General & Administrative | 1,195,331 | | 1,297,566 | | 1,270,977 | + bond svcs, letter of credit fees |
| CARES ACT | 0 | | 16,151 | | 16,151 | fully expended |
| Educator Effectiveness Grant | 0 | | 54,404 | | 54,404 | fully expended |
| Arts, Music & Instructional Materials Grant Expenses | 503,143 | use towards facilities | 500,000 | | 500,000 | use towards facilities |
| Learning Recovery Block Grant Expenses | 191,653 | learning specialist (excl from PR) | 117,030 | | 108,808 | |
| A-G Grant | 47,759 | MH trainees | 7,275 | | 22,000 | |
| CTEIG Program Expenses | 0 | 24-25 unknown | 128,822 | | 168,000 | |
| GSPP Grant Expenses | 40,250 | | 3,523 | | 91,242 | |
| IT Services | 642,000 | incr 3% | 626,981 | | 612,000 | |
| Contract Services | 328,810 | | 461,273 | | 366,700 | add Edgility |
| Insurance | 469,200 | incr 15% | 431,337 | | 408,000 | |
| Legal | 750,000 | SAUSD , DOE, Title IX | 943,330 | | 750,000 | SAUSD , DOE, HR |
| Utilities | 1,138,000 | incr 5% | 1,024,160 | | 1,285,000 | |
| Building Maint | 1,914,692 | | 1,844,909 | | 1,900,000 | |
| Security | 580,000 | | 563,783 | | 570,000 | |
| Legacy Fund Rent | 4,104,857 | Full campus | 4,108,000 | | 4,108,000 | Full campus |
| McNabb Lease (bldg/parking lot) | 228,000 | 1111 N Main St | 228,000 | | 228,000 | 1111 N Main St |
| City parking lease/prop tax/pest ctrl/sewer | 98,956 | incl OC Media Tower storage | 58,370 | | 97,588 | |
| Technical | 75,000 | | 54,329 | | 75,000 | |
| Marketing | 75,000 | | 68,422 | | 75,000 | |
| **TOTAL EXPENSES** | **48,454,325** | | **47,593,763** | | **45,325,621** | |
| **EBITDA** | **1,612,221** | | **1,507,188** | | **1,400,094** | |
| Interest Accrued on $5.1m Legacy note | 298,052 | | 397,118 | | 516,426 | |
| SAUSD settlement | 570,000 | | 0 | | 0 | |
| GSPP Capital Expenses | 52,600 | | 0 | | 0 | |
| Deferred Maintenance | 200,000 | | 0 | | 0 | |
| Capital Expenses | 400,000 | | 454,484 | | 400,000 | |
| **NET CHANGE IN ASSETS** | **91,569** | | **1,052,704** | | **483,668** | |

**OCSA**
**CONSOLIDATED BALANCE SHEET**
**AS OF JUNE 30, 2025**

| | CONS BS | OCSA | FOUND | LEGACY |
|---|---|---|---|---|
| **ASSETS:** | | | | |
| Cash | 7,130,933 | 2,937,477 | 1,618,073 | 2,575,383 |
| Cash Restricted | 7,543,084 | 5,534,092 | 508,991 | 1,500,000 |
| Cash Permanantly Restricted | 560,285 | 0 | 560,285 | 0 |
| Cash Reserves | 3,000,000 | 3,000,000 | 0 | 0 |
| Due to (From) OCSA from Foundation | 0 | 84,018 | (84,018) | 0 |
| Due from OCSA to Legacy | 0 | (66,491) | 0 | 66,491 |
| Due to/from Legacy/Foundation | 0 | 0 | 0 | 0 |
| Due from SGV/CSAF | 1,534,467 | 1,538,637 | (4,169) | 0 |
| Note Receivable - OCSA | 5,409,129 | 0 | 0 | 5,409,129 |
| Note Receivable - CSASGV | 1,530,000 | 0 | 855,000 | 675,000 |
| Pledge Receivable/net of Discount | 918,920 | 0 | 918,920 | 0 |
| Other Receivables (OCSA state apportionments/grants) | 2,969,692 | 2,540,205 | 26,487 | 403,000 |
| Interest Receivable | 470,685 | 0 | 0 | 470,685 |
| Fixed Assets, net | 75,870,212 | 13,534,487 | 0 | 62,335,724 |
| Other Assets (Misc/Prepaids/Deposits) | 563,815 | 411,766 | 87,122 | 64,926 |
| | **107,501,222** | **29,514,191** | **4,486,691** | **73,500,340** |
| **LIABILITIES:** | | | | |
| AP and Accrued Expenses | 6,436,351 | 5,756,347 | 58,772 | 621,232 |
| Accrued Interest - FMB | 83,315 | 0 | 0 | 83,315 |
| Note Payable, Legacy Fund | 5,409,129 | 5,409,129 (1) | 0 | 0 |
| Note Payable - FMB / 1107 N Main | 0 | 0 | 0 | 0 |
| FMB Notes Payable, Net | 36,502,063 | 0 | 0 | 36,502,063 |
| Accrued Interest | 470,685 | 470,685 | 0 | 0 |
| Other Liabilities | 18,314,907 | 11,598,862 | 632,130 | 6,083,916 |
| | 0 | | | |
| PY's Change in Assets | 37,052,559 | 6,096,967 | 3,097,514 | 27,858,078 |
| CY Change in Assets | 3,232,211 | 182,200 | 698,275 | 2,351,737 |
| | **107,501,222** | **29,514,191** | **4,486,691** | **73,500,340** |

**Orange County School of the Arts**
**Income Statement**
**FY 2025-2026**
**(UNAUDITED)**
**As of JULY 31, 2025**

| | YTD | | Var (Neg) Pos | | 25-26 Budget |
|---|---|---|---|---|---|
| | Actual | Budget | $$ | % | |
| **REVENUE** | | | | | |
| State Apportionment | 558,888 | **558,888** | 0 | | 29,853,360 |
| Mandate Block Grant | 0 | **0** | 0 | | 113,824 |
| Lottery Revenue | 0 | **0** | 0 | | 642,096 |
| El Dorado SELPA | 133,767 | **133,767** | 0 | | 2,712,048 |
| Other State and Federal Rev | 0 | **0** | 0 | | 110,000 |
| Prop 28 Funding (Arts & Music in Schools) | 16,120 | **16,120** | 0 | | 286,000 |
| CYBHI Grant | 120,967 | **120,967** | (0) | | 135,000 |
| SB 740 Facility Reimb (CY) | 0 | **0** | 0 | | 3,141,049 |
| Parent Funding/ Other Donations | 1,821,000 | **1,820,000** | 1,000 | | 10,444,395 |
| SGV Personnel Services Agreement | 58,639 | **58,648** | (9) | | 703,774 |
| Ticket Sales/Prod Fees, Net | (12,553) | **(12,553)** | 0 | | (100,000) |
| Student Activities, Net | 84,949 | **84,949** | 0 | | 50,000 |
| Food Service, Net | (2,481) | **0** | (2,481) | | 425,000 |
| Miscellaneous Income, Net | (3,796) | **0** | (3,796) | | 550,000 |
| **TOTAL SCHOOL REVENUE** | **2,775,502** | **2,780,787** | **(5,285)** | -0.19% | **49,066,546** |
| **Contributions from Found//Legacy** | 0 | 0 | 0 | | 1,000,000 |
| **TOTAL REVENUE** | **2,775,502** | **2,780,787** | **(5,285)** | -0.19% | **50,066,546** |
| **EXPENSES** | | | | | |
| Payroll/Retirement/ER Payroll Tax | 1,724,517 | **1,720,000** | (4,517) | | 27,656,759 |
| Health Benefits/Opt Out Incentives | 300,351 | **300,000** | (351) | | 4,000,000 |
| Special Education Payroll | 188,598 | **180,000** | (8,598) | | 2,727,915 |
| Academics - Instructional Supp | 52,078 | **50,000** | (2,078) | | 557,000 |
| Special Education Expense | 4,946 | **5,000** | 54 | | 75,000 |
| CYBHI Grant Expenses | 0 | **0** | 0 | | 135,000 |
| CTEIG Grant Expense | 2,643 | **0** | (2,643) | | 0 |
| GSPP Grant Expenses | 200 | **0** | (200) | | 40,250 |
| A-G Grant Expense | 0 | **0** | 0 | | 47,759 |
| Arts, Music & Instructional Materials Grant Expe | 0 | **0** | 0 | | 503,143 |
| Learning Recovery Grant Expense | 16,127 | **15,971** | (156) | | 191,653 |
| Arts - Instructional Supplies | 76,774 | **75,000** | (1,774) | | 735,000 |
| Arts - Staff Development | 1,179 | **0** | (1,179) | | 185,000 |
| General & Administrative | 142,224 | **140,000** | (2,224) | | 1,195,331 |
| IT Services | 52,000 | **53,500** | 1,500 | | 642,000 |
| Contract Services | 19,856 | **20,000** | 144 | | 328,810 |
| Legal | 108,572 | **105,000** | (3,572) | | 750,000 |
| Utilities | 91,396 | **90,000** | (1,396) | | 1,138,000 |
| Insurance | 38,000 | **39,100** | 1,100 | | 469,200 |
| Building Maint & Security | 167,902 | **178,333** | 10,431 | | 2,494,692 |
| Facility Rent and Property Tax | 407,038 | **411,246** | 4,208 | | 4,431,813 |
| Technical | 2,159 | **2,000** | (159) | | 75,000 |
| Marketing | 6,419 | **6,250** | (169) | | 75,000 |
| **TOTAL EXPENSES** | **3,402,981** | **3,391,400** | **(11,581)** | -0.34% | **48,454,325** |
| **EBITDA** | **(627,480)** | **(610,613)** | **(16,867)** | | **1,612,221** |
| Interest | 39,002 | 39,002 | 0 | | 298,052 |
| Depreciation/Amortization | 72,340 | 72,340 | 0 | | 0 |
| **Net Change in Assets** | **(738,822)** | **(721,955)** | **(16,867)** | | **1,314,169** |

**Orange County School of the Arts**
**Income Statement by Month**
**FY 2025-2026**
**(UNAUDITED)**
**As of JULY 31, 2025**

| | Jul-25 | YTD Actual | YTD Budget | Variance (Neg) Pos |
|---|---|---|---|---|
| **REVENUE** | | | | |
| State Apportionment | 558,888 | 558,888 | 558,888 | 0 |
| Mandate Block Grant | 0 | 0 | 0 | 0 |
| Lottery Revenue | 0 | 0 | 0 | 0 |
| El Dorado SELPA | 133,767 | 133,767 | 133,767 | 0 |
| Other State and Federal Revenue | 0 | 0 | 0 | 0 |
| Prop 28 Funding (Arts & Music in Schools) | 16,120 | 16,120 | 16,120 | 0 |
| CTEIG 23-24 | 0 | 0 | 0 | 0 |
| CYBHI Grant | 120,967 | 120,967 | 120,967 | (0) |
| GSPP Grant | 0 | 0 | 0 | 0 |
| SB 740 Facility Reimb (CY) | 0 | 0 | 0 | 0 |
| SB 740 Facility Reimb (PY) | 0 | 0 | 0 | 0 |
| LLMF/CARES Act | 0 | 0 | 0 | 0 |
| Parent Funding Contributions/Donations | 1,821,000 | 1,821,000 | 1,820,000 | 1,000 |
| SGV Personnel Services Agreement | 58,639 | 58,639 | 58,648 | (9) |
| Ticket Sales/Production Fees, Net | (12,553) | (12,553) | (12,553) | 0 |
| Student Activities, Net | 84,949 | 84,949 | 84,949 | 0 |
| Food Service, Net | (2,481) | (2,481) | 0 | (2,481) |
| Miscellaneous Income, Net | (3,796) | (3,796) | 0 | (3,796) |
| **TOTAL SCHOOL REVENUE** | **2,775,502** | **2,775,502** | **2,780,787** | **(5,285)** |
| **Contributions from Foundation** | 0 | 0 | 0 | 0 |
| **TOTAL REVENUE** | **2,775,502** | **2,775,502** | **2,780,787** | **(5,285)** |
| **EXPENSES** | | | | |
| Payroll/Retirement/ER Payroll Tax | 1,724,517 | 1,724,517 | 1,720,000 | (4,517) |
| Health Benefits/Opt Out Incentives | 300,351 | 300,351 | 300,000 | (351) |
| Special Education Payroll | 188,598 | 188,598 | 180,000 | (8,598) |
| Academics - Instructional Supplies | 52,078 | 52,078 | 50,000 | (2,078) |
| Special Education Expense | 4,946 | 4,946 | 5,000 | 54 |
| CYBHI Grant Expenses | 0 | 0 | 0 | 0 |
| CTEIG Perkins Grant Expense | 2,643 | 2,643 | 0 | (2,643) |
| GSPP Grant Expenses | 200 | 200 | 0 | (200) |
| A-G Grant Expense | 0 | 0 | 0 | 0 |
| Arts, Music & Instructional Materials Grant Expense | 0 | 0 | 0 | 0 |
| Learning Recovery Grant Expense | 16,127 | 16,127 | 15,971 | (156) |
| Educator Effectiveness Grant | 0 | 0 | 0 | 0 |
| Arts - Instructional Supplies | 76,774 | 76,774 | 75,000 | (1,774) |
| Arts - Staff Development | 1,179 | 1,179 | 0 | (1,179) |
| General & Administrative | 142,224 | 142,224 | 140,000 | (2,224) |
| CARES Act Expenses | 0 | 0 | 0 | 0 |
| IT Services | 52,000 | 52,000 | 53,500 | 1,500 |
| Contract Services | 19,856 | 19,856 | 20,000 | 144 |
| Legal | 108,572 | 108,572 | 105,000 | (3,572) |
| Utilities | 91,396 | 91,396 | 90,000 | (1,396) |
| Insurance | 38,000 | 38,000 | 39,100 | 1,100 |
| Building Maintenance & Security | 167,902 | 167,902 | 178,333 | 10,431 |
| Facility Rent and Property Tax | 407,038 | 407,038 | 411,246 | 4,208 |
| Technical | 2,159 | 2,159 | 2,000 | (159) |
| Marketing | 6,419 | 6,419 | 6,250 | (169) |
| **TOTAL EXPENSES** | **3,402,981** | **3,402,981** | **3,391,400** | **(11,581)** |
| **EBITDA** | **(627,480)** | **(627,480)** | **(610,613)** | **(16,867)** |
| Interest | 39,002 | 39,002 | 39,002 | 0 |
| Depreciation/Amortization | 72,340 | 72,340 | 72,340 | 0 |
| Gain on transfer of RE Assets/Debt | 0 | 0 | 0 | 0 |
| **Net Change in Assets** | **(738,822)** | **(738,822)** | **(721,955)** | **(16,867)** |

**Orange County School of the Arts**
**Balance Sheet**
**FY 2025-2026**
**(UNAUDITED)**
**As of JULY 31, 2025**

| | Jun-25 | Jul-25 |
|---|---|---|
| **Assets** | | |
| Cash - Operating | 4,437,477 | 1,988,696 |
| Cash - Restricted | 5,534,092 | 5,548,909 |
| Cash - Reserves | 1,500,000 | 1,500,000 |
| Accounts Receivable | 4,162,860 | 4,470,626 |
| Net Fixed Assets | 13,534,487 | 13,755,163 |
| Prepaid Expenses | 330,046 | 668,195 |
| Deposits | 81,720 | 80,040 |
| Total Assets | 29,580,682 | 28,011,628 |
| **Liabilities** | | |
| Accounts Payable | 1,006,815 | 760,308 |
| Accrued Expense | 4,749,532 | 4,131,621 |
| Accrued Interest | 470,685 | 517,175 |
| Building Lease Payable | 11,586,559 | 11,586,559 |
| Notes Payable | 5,409,129 | 5,409,129 |
| Other Liabilities | 66,491 | 66,491 |
| Deferred Revenue | 12,303 | 0 |
| Total Liabilities | 23,301,515 | 22,471,283 |
| Prior Year Change in Assets | 6,096,967 | 6,279,167 |
| Current Year Change in Assets | 182,200 | (738,822) |
| Total Liabilities and Net Assets | 29,580,682 | 28,011,628 |

**Orange County School of the Arts**
**Statement of Cash Flows**
**FY 2025-2026**

| | Jul-25 |
|---|---|
| Change in Net Assets | (738,822) |
| Change in Accounts Receivable | (307,766) |
| Change in Prepaid Assets | (338,149) |
| Change in Deposits | 1,680 |
| Change in Accounts Payable | (246,507) |
| Change in Accrued Expenses | (571,422) |
| Change in Notes Payable | 0 |
| Change in Other Accrued Liabilities | (12,303) |
| Capital Expenditures/In-Kind | (293,015) |
| Deferred Financing | 0 |
| Depreciation & Amortization | 72,340 |
| Transfer of Assets to Legacy Fund | 0 |
| Net Cash from Operating Activities | (2,433,964) |
| Cash at Beginning of Period | 11,471,569 |
| Cash & Equivalents at the End of Period | 9,037,605 |

**Orange County School of the Arts**
**Accounts Payable Analysis**
**FY 2025-2026**

| | Current | 1 to 30 | 31 to 60 | 61 to 90 | Over 90 | Total |
|---|---|---|---|---|---|---|
| **JULY** | 509,489 | -40,387 | 7,982 | 44,588 | 238,636 | 760,308 |
| | 67.01% | -5.31% | 1.05% | 5.86% | 31.39% | |

**Orange County School of the Arts**
**Capital Expense Analysis**
**FY 2025-2026**

| | Jul-25 | YTD Actual | FY25-26 Budget | Variance (Neg) Pos | |
|---|---|---|---|---|---|
| Computer/Technical/Video/TV | 111,275 | 111,275 | 80,000 | (31,275) | E-Rate refund will offset |
| Textbooks, CR Furniture & Equipment | 0 | 0 | 70,000 | 70,000 | |
| Instrumental Music/Audio | 0 | 0 | 140,000 | 140,000 | |
| Building Improvements | 8,400 | 8,400 | 60,000 | 51,600 | |
| Furniture/Fixtures/Equipment | 173,340 | 173,340 | 50,000 | (123,340) | GSPP expense |
| | 293,015 | 293,015 | 400,000 | 106,985 | |