



**District Update on Recommendations presented in the  
Response to Grand Jury Report dated February 10, 2021**

R1. District policy should be amended to prevent a school district superintendent from acting simultaneously as CBO.

**Update: COMPLETED - Board Policy 2110: Superintendent Responsibilities and Duties was approved by the Board of Trustees on February 23, 2021.**

Feb 10, 2021 Response: Recommendation number 1 has not yet been implemented but will be implemented in the future.

Timeline for implementation of R1: The new board policy will be brought to the Board for the first reading on February 9, 2021, and for approval on February 23, 2021.

R2. The District shall require comprehensive training for new hires who are responsible for financial accounting and business operations.

**Update: COMPLETED - Annually, every employee in the district must complete the following mandatory training:**

- **COVID-19 School-Based Guidelines**
- **HSA Basic Pest Management in the School and Child Care Settings**
- **Child Abuse Mandated Reporter BP/AR 5141.4 (Additional Resource: CA Mandated Reporting)**
- **Drug and Alcohol-Free Workplace BP/AR 4020**
- **Bloodborne Pathogen Exposure BP/AR 4119.42**

**Additionally, all employees must read, review and attest to understanding the following policies and administrative regulations.**

- **1. Professional Standards – (E4119.21) (BP 4119.21)**
- **2. Acceptable Internet Use Policy (E4040) (BP 4040)**
- **3. Nondiscrimination in Employment Policy (BP 4030)**
- **4. Tobacco-Free Workplace (BP 3513.3)**
- **5. Reasonable Accommodation Policy (AR4032) Resource: Interactive Process Q & A**
- **6. Uniform Complaints Policy (BP/AR1312.3)**
- **7. Benefits through FMLA and CFRA (AR 4161.8, 4261.8, 4361.8 – pending)**
- **8. Environmental Safety (BP3514)**
- **Hazardous Chemicals/Substances (BP3514.1)**
- **Integrated Pest Management (AR3514.2)**
- **9. Bully Prevention & Intervention-(BP5131.2) District Anti-Bullying Program: <https://www.pasoschools.org/Page/1062>**
- **10. Disaster Service Worker Info: Health Care and Emergencies (BP5141)**
- **11. California Dept of Fair Employment & Housing <https://www.dfeh.ca.gov/resources/posters-and-brochures-and-fact-sheets/>**
- **12. Political Activities of Employees (AR4119.25, 4219.25, 4319.25)**
- **13. Whistleblower Protection: <https://www.pasoschools.org/Page/1655> Resource: Whistleblower Protection Policy**
- **14. Human-Trafficking: Human-Trafficking of Children in the US fact sheet**



***Staff that works in the fiscal office is receiving specific and customized training per their position and responsibilities. Examples included:***

- ***Microsoft Excel training***
- ***PERS/STRS reporting***
- ***Affordable Care Act reporting***

Feb 10, 2021 Response: Recommendation number 2 requires further analysis. (See below for explanation).

Timeline for implementation of R2: The new procedure will be brought to the Board for the first reading on March 23, 2021, and for approval on April 13, 2021.

Explanation: While the PRJUSD has procedures in place for training new employees, the Board has not yet conducted an evaluation of staff's recommended potential revisions to training. The extent of training depends on the previous position held by employees, their individual skill levels, etc. The employees in the finance department also have opportunities for personal development; i.e., improving their individual skills. Furthermore, the current Board as well as the current superintendent and CBO consider it important for the employees to receive training on ethics and employee rights under the law protecting "whistleblowers" and draft ethics policy. A copy of the PRJUSD'S current whistleblower policy is attached as **Exhibit 3**. A copy of the Draft Code of Ethics is attached as **Exhibit 4**.

R3. The structure for board meetings should be revamped to provide a more reasonable and focused agenda. Targeting the focus of each meeting would allow effective action and increased accountability by trustees.

***Update: COMPLETED - Issues related to COVID and other controversial issues make restructuring board meetings in a major way not possible. The intent was that the Board of Trustees would have adequate time and quality backup materials to be able to review all items before the Board votes on them. We continue, however, to make great strides in streamlining and organization. On July 13, 2021, Roman Muñoz from Lozano Smith provided informational training for our Board on public comment protocols and translation requirements. We have also tabled important items when the adequate time to present is not available. We continue to explore the best options on the ordering of the agenda items and will update our board protocols and bylaws as appropriate.***

Feb 10, 2021 Response: Recommendation number 3 requires further analysis.

Timeline for Implementation of R3: Due to the nebulous nature of agendas and the impact of current events, the Board feels streamlining the agenda may not be completely possible at this time.

Explanation: With the added constraints of dealing with the COVID-19 pandemic, staff is compelled to add all items, emergency, pandemic, financial, reopening schools, etc. to the plethora of usual and customary agenda items. A more focused agenda may take time to develop. The Board should have sufficient time to study proposals submitted by staff and thoroughly examine the pros and cons of proposals, action items, and information items. The Board also recognizes that, due to the lack of sufficient time to research pending agenda items, especially during the years 2014 – 2018, the Board often "rubber-stamped" the recommendations of the superintendent and his staff.



The Board expressly asked the administration in the special meeting on January 12, 2021, to provide both pros and cons about proposals and especially to help accurately assess the financial consequences and the criteria and means to measure the efficacy of all proposals. The Board has taken a partial step toward a more reasonable and focused agenda by creating a new, study-only session to occur on the second Saturday of each month.

R4. In order to maintain institutional history and knowledge, the district should develop a succession plan to ensure timely replacements for essential positions and time for appropriate training.

***Update: IN PROGRESS - The recruitment of administrators is occurring with a lens for future succession planning. There are at least four current administrators who are now or have the potential to be viable candidates for future promotion to Superintendent/Assistant Superintendent. A reorganization of the district administration through updated organizational charts is currently underway and these new organizational charts will be helpful in future planning.***

Feb 10, 2021 Response: Recommendation number 4 has not yet been implemented but will be implemented in the future.

Timeline for Implementation of R4: A succession plan will be brought to the Board for the first reading on May 11, 2021.

Explanation: Timely training of potential replacements can occur, but succession may not always be able to occur as planned.

R5. Both the School District and the District Board of Trustees Procedure Manuals should be reviewed and updated annually and made readily available on the district website.

***Update: COMPLETED - Although current Board members have been given large amounts of documentation, including the updated Facilities Master Plan documentation, a complete and updated Trustee Manual will be distributed to all board members at the August 10, 2021 Board Meeting. The PRJUSD Board Policies and Administrative Regulations outline the procedures for employees of the district. In addition, there are desk manuals for specific job descriptions and instructions for many procedures on our website on the Human Resources Department webpage. As part of our restructuring, and with the hiring of a new IT Director, we are making sure that all web pages are kept up to date.***

Feb 10, 2021 Response: Recommendation number 5 has not yet been implemented but will be implemented in the future.

Timeline for Implementation of R5: A Procedure Manual will be brought to the Board for the first reading on June 22, 2021.

Explanation: The Board currently utilizes a Trustee Handbook. This handbook will be amended to include appropriate procedures for trustees.



R6. By-laws should be amended so that all trustees are encouraged to participate in comprehensive training with an emphasis on financial oversight as provided by SLOCOE and other sources.

***Update: COMPLETED - Board Bylaw 9240 - Board Development, was presented on April 27, 2021, for first reading and possible revision and approved on May 11, 2021. The PRJUSD Board of Trustees (prior to the 2020 election and change in membership) worked with SLOCOE on several occasions to take advantage of training opportunities. SLOCOE provided resources including their own staff and experienced trustees from other districts. One of those is Trustee Ellen Sheffer with the San Luis Coastal USD Board, who is currently offering training and liaison services through SLOCOE to trustees throughout SLO County. On May 25, 2021, Ellen Sheffer and Russell Miller, a retired local Chief Business Official with broad experience, presented a study session on financial oversight to the PRJUSD Board of Trustees.***

***On July 26 and 28, 2021, four trustees attended the first course of five for the Masters in Governance (MIG) program through CSBA. The additional MIG courses will follow August - December. The topics include Foundations of Effective Governance: Setting Direction, Student Learning & Achievement, School Finance, Collective Bargaining, and Governance Integration.***

Feb 10, 2021 Response: Recommendation number 6 has not yet been implemented but will be implemented in the future.

Timeline for Implementation of R6: An amended bylaw will be brought to the Board for the first reading on March 9, 2021, and on March 23, 2021, for a final reading.

Explanation: A corresponding bylaw already exists, namely, BB9240, a copy of which is attached as **Exhibit 5**. This by-law will be amended to place emphasis on financial oversight.

R8. The Chief Business Officer should have the authority to independently report on the fiscal health of the school district to the Board of Trustees and the County Board of Education.

***Update: COMPLETED - The Assistant Superintendent, Business Services job description was revised as of March 9, 2021.***

Feb 10, 2021 Response: Recommendation number 8 has not yet been implemented but will be implemented in the future.

Timeline for Implementation of R8: Staff will bring the updated job description to the Board on February 23, 2021.

Explanation: The Human Resources Dept. has been directed to amend the job description for the Assistant Superintendent of Business Services.



R10. Prior to an election, school districts should publicize the financial responsibility of the Board of Trustees to facilitate the complex scope of their fiduciary duties if elected.

***Update: COMPLETED - We have just completed the process of mapping By-Trustee Areas per the California Voting Rights Act. Before the next election, the district is committed to the active recruitment of well-qualified candidates using a variety of proven formats.***

Feb 10, 2021 Response: Recommendation number 10 requires further analysis.

Timeline, scope, parameters of the study, and discussion of R10: On or before April 30, 2021.

Explanation: The Board will seek to cooperate with SLOCOE to develop an appropriate curriculum for potential candidates with an emphasis on the financial responsibilities of board trustees.

R11. Trustees must establish and document standard minimum qualifications for a superintendent, which reflect the needs of the district including financial management.

***Update: IN PROGRESS - Board Policy 2120: Superintendent Recruitment and Selection will be presented to the Board of Trustees on August 10, 2021 (First Reading). It will be critical that the Board of Trustees adhere to the minimum qualifications listed for the position when hiring a new superintendent.***

Feb 10, 2021 Response: Recommendation number eleven has not yet been implemented, but will be updated in the future.

Timeline for Implementation of R11: First reading May 11, 2021, second reading May 24, 2021.

Explanation: Existing Board Policy 2120 (**Exhibit 6**) will be updated to establish minimum qualifications including financial management.

R13. Under the conditions that exist today, the district trustees and administration should determine if the aquatic complex is viable.

***Update: IN PROGRESS - From the March 23, 2021 Board of Trustees meeting: Staff recommends the development of a donation agreement with the Swim Paso Association (SPA). This agreement will outline the relationship between the district and SPA, intended uses for donations, and conditions for each party to perform. Staff is working with legal counsel to develop a draft agreement for review at a future meeting. SwimPaso is working to submit a grant application under Prop 68, and the DSA approval on blueprints will expire, so time is critical. Board approval is necessary to let the project move forward as currently designed, if and when funds can be raised. SwimPaso needs an MOU with PRJUSD to manage the facility if the grant is approved. It was also clarified that SwimPaso identifies operational costs as those related to the physical plant, maintenance, and chemicals; while programmatic costs relate to staffing and scheduling.***

***Once the Board has acted on the recommendations from the 7/11 Committee AND approved a final update of the Facilities Master Plan from the Krum Committee report to include a final determination of which proposed upgrades, rebuild, and remodels of the district elementary sites will be completed (expected Dec 2021), we believe the amount originally identified for the pool (\$5.7M) minus costs already incurred (including the purchase of the***



***pool itself) will remain available for the Board to allocate all or in part to fully or partially fund the aquatics complex. We are also exploring every available avenue, including COVID dollars, to support the initial construction and ongoing maintenance of the proposed aquatics complex. We expect that decision to be made early in the calendar year 2022 and fully realize that having pools sitting in cargo containers at the high school is not a long-term option.***

Feb 10, 2021 Response: Recommendation number 13 requires further analysis.

Timeframe, scope, parameters of the study, and discussion of R13: Input from community partners will be part of the update to be provided by May 17, 2021.

Explanation: The Aquatics Complex is an ongoing issue. Fortunately, the PRJUSD has only purchased the stainless-steel components which are currently stored in two shipping containers on the Paso Robles High School site. The steel components are not subject to deterioration in the containers, according to information provided by the manufacturer. No vinyl components or adhesives or other materials which would degrade in the coming year or two have been delivered. However, the current Board recognizes that the two containers cannot remain in place as a permanent monument to a failed project. Therefore, the PRJUSD will continue to investigate whether the Aquatics Complex project is viable. See, also, the response to Recommendation R14.

R15. There should be a comprehensive audit and report made available to the public of 4A Foundation funds that were dedicated to the aquatic complex construction.

***Update: COMPLETED - Following a recommendation from PRJUSD CBO and in agreement with the Board of Trustees, the Board of Directors for the 4A Foundation determined that complying with the grand jury report and having a comprehensive audit completed was not feasible given the cost, especially given the limited scope of the activity. The Foundation engaged the services of a professional bookkeeper to provide training regarding implementing and maintaining best bookkeeping practices. After a review of the financial records, it was determined that to the best of our knowledge, the financial records are accurate.***

***Some key points for consideration are:***

- 1. The amounts are not in dispute with the Foundation, the District, or the Swim Paso organization.***
- 2. The funds have been moved to a separate account to avoid any further confusion.***
- 3. There have been no expenses paid from the Aquatics Complex funds to anyone for anything.***

Feb 10, 2021 Response: Recommendation number 15 has not yet been implemented but will be in the future.

Timeline for Implementation of R15: By May 17, 2021.

Explanation: The 4A Foundation has retained a local bookkeeper to conduct a review. The Board expects the results of the review to be delivered to the Board by May 11, 2021.