

**KENWOOD SCHOOL DISTRICT**

230 Randolph Avenue, P.O. Box 220, Kenwood, CA 95452-0220  
(707) 833-2500

**GRAND JURY**

SEP 11 2007

**RECEIVED**

**Robert B. Bales**  
*Superintendent*

September 10, 2007

The Honorable Robert S. Boyd  
Presiding Judge  
Sonoma County Superior Court  
Hall of Justice  
600 Administration Drive  
Santa Rosa, CA 95403

Dear Judge Boyd:

On behalf of the Kenwood School District, I have enclosed our required responses to the 2006-07 Final Report of the Sonoma County Civil Grand Jury. Our school district appreciates the efforts of the Grand Jury as we work together to protect the children of Sonoma County.

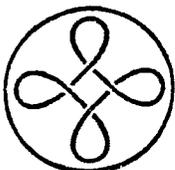
I have thoroughly reviewed the findings, conclusions and recommendations of the Grand Jury and our elected School Board members have agreed with our enclosed responses. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,



Bob Bales  
Superintendent/Principal  
Kenwood School District

cc: Jerel Bagger, Grand Jury Foreperson



**Board of Trustees**

*Pat Alexander · Alex Bantis · Diane Cupples · Gordon Holmes · Kjell Kallman*

August 10, 2007

Kenwood School District Response to Grand Jury Report **“See Dick. See Jane. See Dick and Jane go to school. Are they Safe?”**

Prepared by: Bob Bales, Superintendent

**R1: Each public school district in Sonoma County should have at least one employee who is trained and authorized to access DOJ website within an official and specified schedule. This employee should fully understand the way in which information is to be communicated. Further, in the absence of this employee, a suitable alternate person or system should be in place to responsibly retrieve valuable information as it is posted. This system should also cover notices from the DOF sent via U.S. Mail.**

Response to R1:

The Kenwood School District currently has at least one employee who is trained and authorized to access the DOJ website. The district is in the process of adding an alternate employee who would be in place to retrieve any information as posted. This individual currently serves in a “confidential” position with the district. The addition of an alternate employee will be fully implemented by the opening of the 2007-08 school year.

**R4: School districts should consider changing their policies to require successful employee applicants to pay for their own fingerprinting and background responses from DOJ and FBI. There is at least \$65,000 in 06-07 school district budgets for fingerprinting. As costs are shifted to paid employees, districts could use savings to fund costs for volunteers.**

Response to R4:

Due to the fact that Kenwood is a one-school district with an enrollment of less than 160 students, our fingerprinting costs are relatively minimal (\$2,000). Currently, the school district funds the costs for pre-employment physicals, TB clearance, and fingerprinting for all employees. The district requires all volunteers who attend off campus field trips to be fingerprinted. The district refunds the fingerprinting expense to all field trip volunteers. On campus volunteers are supervised by appropriate employees (e.g. classroom teachers or other designated personnel).

**R5: School districts should amend their policies, if needed, to allow for volunteers’ names to be public information and readily available so that a greater scrutiny is provided.**

Response to R5

The Kenwood School District believes that this recommendation will require further analysis. Presently, we do not provide telephone numbers or personal information in regard to public inquiries, other than what is provided in the district’s parent directory.

The majority of our on campus volunteers are parents or relatives of our current students. All volunteers are required to attend an introductory meeting with the Superintendent/Principal or designee to review expectations and school policies for safety and supervision.

**R6: School should routinely check out names of adult volunteers on Megan's Law website (a public posting of sexual predators) even if fingerprinting is scheduled, and always do so if no fingerprinting is scheduled for that volunteer.**

Response to R6:

The Kenwood School District agrees with this finding and will implement regularly scheduled checks on the Megan's Law website. The checks will be conducted by the district designee and/or the Superintendent/Principal. We will encourage our community and parents to access the website, as well, by printing the website in our parent newsletter.

**R7: School districts should request criminal activity record from the Sonoma County Superior Courts Records Division on any adult wanting to volunteer with students. This service is available at no cost to a district.**

Response to R7:

The Kenwood School District would be open to implementing this finding. Currently, all volunteers on field trips are required to be fingerprinted and to receive clearance prior to volunteering on any off campus educational excursions.

**R8: School districts should, individually and collectively, request that the DOJ implement a system to confirm school district receipt of Notices of Subsequent Arrest. A system that would require the DOJ to follow up if no confirmation was received and would at least give school districts some assurance that information trusted to the U.S. Mail or electronic mail services is actually being received.**

Response to R8:

The Kenwood School District agrees with this finding. Our district currently receives arrest notices from the Sonoma County Office of Education regarding "visiting" or substitute teachers that are employed in our district.

**R9: School districts should request FBI responses on all classified employees and volunteers that they do a DOJ response regardless of the time they have lived in California. The relatively small fee of \$24 to get prior criminal activity from a national database seems justifiable, reasonable and the right action to take.**

Response to R9:

The Kenwood School District already requests Department of Justice criminal checks on all classified employees. The district will analyze the finding with regard to our volunteers.

**R10: School districts should require fingerprinting for all adults (paid and volunteer) involved in athletic programs, overnight field trips, off-campus field trips, and any school-sponsored student activity that occurs outside of the normal school day or hours.**

Response to R10:

The Kenwood School district agrees with this finding. The district has had such a policy in place since 2005.

**R11: School districts should implement provisions of Ed. Code Section 33193 and 45125.2 requiring that certain independent contractors and employees of contractors undergo fingerprinting and background checks.**

Response to R11:

The Kenwood School District has implemented this finding. The district requires contractors to confirm that their employees have undergone background checks. Contractors or employees of contractors are under the supervision of a designated district employee while students are present on the campus.

**R13: School districts should not allow new employees to begin work until all pre-employment requirements are met. Most specifically, this means all fingerprinting and criminal history responses that are required must have been completed and properly evaluated.**

Response to R13:

The Kenwood School District agrees with this finding and the recommendation is currently in place.

**R14: The Sheriff's Office should make available to all school districts information on how to access services available to them through the Sheriff's Office that would aid districts in determining if individuals should be approved to serve as volunteers in our schools and at school-sponsored activities.**

Response to R14:

The Kenwood School District agrees with this finding. The District would share this information with all employees.

**R15: School districts should require all volunteers to sign an agreement that outlines behavior do's and don'ts and consequences if agreement terms are broken.**

Response to R15:

The Kenwood School District agrees with this finding. Currently, all volunteers receive a written policy regarding expectations and procedures for volunteering in our district. In addition, the district provides volunteer training sessions for volunteers at the start of every school year.