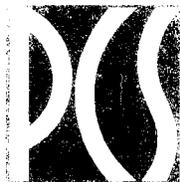


SEP 14 2007



# PETALUMA CITY SCHOOLS

PETALUMA CITY (ELEMENTARY) SCHOOL DISTRICT • PETALUMA JOINT UNION HIGH SCHOOL DISTRICT  
200 Douglas Street, Petaluma, California 94952-2567 (707)778-4813 www.petalumacityschools.org

September 7, 2007

**GRAND JURY**

SEP 18 2007

**RECEIVED**

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 Petaluma City Elementary and Petaluma Joint Union High School Districts, and pursuant to the requirements of California Penal Code Section 933C, enclosed are the required responses to recommendations R1, R4-R11, R13-15 contained in the 2006-2007 Final Report of the Sonoma County Civil Grand Jury (See Dick. See Jane. See Dick and Jane go to School. Are They Safe?).

We appreciate the time and effort of the Grand Jury in its investigation of these important matters. We have carefully reviewed and considered the Grand Jury's report as well as district policies and procedures to develop our response to the Grand Jury Report.

Petaluma City Elementary and Petaluma Joint Union High School Districts are dedicated and committed to student safety and security. That commitment is reflected in our responses that we respectively submit to the Grand Jury.

Sincerely,

A handwritten signature in cursive script that reads "Greta Viguie".

Greta Viguie  
Superintendent

GRETA VIGUIE, Ed.D., SUPERINTENDENT

BOARD OF TRUSTEES: CHRISTINA KAUK, TROY SANDERSON, MARY SCHAFER, LOU STEINBERG, CAROLYN TENNYSON

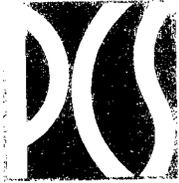
Superintendent's Office  
(707) 778 - 4604  
FAX (707) 778 - 4736

Curriculum & Instruction  
(707) 778 - 4618  
FAX (707) 778 - 4785

**237**

Business Services  
(707) 778 - 4621  
FAX (707) 778 - 4822

Human Resources  
(707) 778 - 5070  
FAX (707) 778 - 4790



# PETALUMA CITY SCHOOLS

PETALUMA CITY (ELEMENTARY) SCHOOL DISTRICT • PETALUMA JOINT UNION HIGH SCHOOL DISTRICT  
200 Douglas Street, Petaluma, California 94952-2567 (707)778-4813 www.petalumacityschools.org

September 7, 2007

## Sonoma County Grand Jury

### Responses to the recommendations of the 2006-07 Grand Jury Final Report (Pages 68-69; recommendation numbers R1, R4, R5, R6, R7, R8, R9, R10, R11, R13, R14, R15).

As requested by the Sonoma County Grand Jury, the Petaluma City Schools (hereinafter referred to as "PCS") has thoroughly reviewed the Grand Jury report dated June 26, 2007 and has developed and adopted the response that follows. This response was developed in conjunction with the District's Department of Human Resources.

In reviewing the report and responding, the District Board is mindful of the important role of the Grand Jury and the significant time and thought dedicated to this task.

**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 DOJ sent via U.S. Mail.**

*This recommendation is in the process of being implemented with an expected full implementation by the beginning of 2008.*

**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.**

*The recommendation to have applicants pay for their own fingerprinting has already been implemented in PCS. All applicants for any paid position pay for their own fingerprinting and background responses from the DOJ and FBI.*

GRETA VIGUIE, Ed.D., SUPERINTENDENT

BOARD OF TRUSTEES: CHRISTINA KAUK, TROY SANDERSON, MARY SCHAFER, LOU STEINBERG, CAROLYN TENNYSON

Superintendent's Office  
(707) 778 - 4604  
FAX (707) 778 - 4736

Curriculum & Instruction  
(707) 778 - 4618  
FAX (707) 778 - 4785

238

Business Services  
(707) 778 - 4621  
FAX (707) 778 - 4822

Human Resources  
(707) 778 - 5070  
FAX (707) 778 - 4790

**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.**

*This recommendation will not be implemented beyond the practices currently in place. These practices provide for appropriate scrutiny without inhibiting the school environment. Those who volunteer are generally known at the sites. The principals and teachers have the ultimate right to make decisions regarding who is and who is not in classrooms. They also have the ultimate responsibility to observe and supervise these volunteers. Current practice also requires that volunteers who are not parents or grandparents must first go through fingerprint clearance before being allowed to volunteer in the classroom or at a school function. Also any adult going on an overnight field trip as part of a school function must first go through fingerprint clearance. There is ongoing site scrutiny of volunteers.*

**R6. Schools should routinely check out names of adult volunteers on Megan's Law website even if fingerprinting is scheduled, and always do so if no fingerprinting is scheduled for that volunteer.**

*PCS has partially implemented this recommendation. Principals are informed on using Megan's Law website and have been encouraged to use it as appropriate, and always when they have any suspicion or concern about a potential volunteer. Additionally, information about Megan's Law website has been provided to other staff members and to parents.*

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

*PCS will partially implement this recommendation in that appropriate staff have been informed of this option for seeking additional information and will access it when circumstances indicate a need to conduct further research. It would be impractical to implement this recommendation for all volunteers and given existing safeguards would unreasonably interfere with the educational program.*

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

*The District will not implement this recommendation since it would require funding and legislation beyond control of the District. Currently Petaluma City Schools receives these notices by FAX. If for some reason the communication was not complete, the sender would be notified that the FAX had not gone through.*

**R9. School district 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.**

*This recommendation will not be implemented. PCS complies with the current state law as it relates to residency requirements and will not implement the recommendation to have all volunteers also go through a FBI clearance. This would be impractical in terms of time required for an additional clearance, costs for new employees, costs for the District, and costs for volunteers who pay. Such action would drain resources that need to directly support education. In the vast majority of situations, volunteers are with a teacher and are well-known by the school community.*

**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.**

*PCS already requires fingerprinting for all paid employees and we require fingerprinting for all non-parent/grandparent volunteers.*

*In accordance with the Education Code the District does not require fingerprinting for parent volunteers who are under the direct supervision of a teacher during the school day. All athletic coaches are already required to be fingerprinted.*

*Policies are in the process of being modified to require that all volunteer chaperones on overnight school trips must first receive DOJ clearance.*

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

*This recommendation reflects existing practice of Petaluma City Schools. All pertinent records at the end of the last school year were reviewed to ensure that the District is in compliance.*

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

*This recommendation reflects ongoing practice of the Petaluma City Schools. This process is closely monitored through the Human Resources Department at the District Office.*

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

*Petaluma City Schools agrees with this recommendation and will attend any trainings or meetings organized by the Sonoma County Sheriff Department, the Petaluma Police Department, or the Sonoma County Office of Education to present this information.*

**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.**

*This recommendation is partially in place and the current practice will continue. Non-parent/ grandparent volunteers go through a training, which includes behavior expectations. Such volunteers are also asked to sign an agreement with the Volunteer Bureau. Parent volunteers at schools are trained and supervised by the teacher. Teachers and principals immediately address any situation that is inappropriate. Teachers and principals make the final decision of which volunteers are appropriate to be working as volunteers in their school. School district administrators have begun discussions about developing a Code of Conduct for volunteers.*