

# **The One Room School House**

**A Charter School Since 1997**

352-376-4014      3930 NE 15<sup>th</sup> St.  
352-376-3345 fax   Gainesville FL 32609

## **BOARD MEETING**

The Board of Directors of  
The One Room School House Project, Inc.

Meeting Date:      9-11-21

Time:      12:30 PM

Location:      ZOOM Invitation

<https://us02web.zoom.us/j/6698723911?pwd=eTk5eXdsWkJONVZCbHNEQzRhWWZaUT09>

Meeting ID: 669 872 3911

Passcode: 968385

### **Agenda**

Consultant Report

Treasurer's Report

Principal Report

Budget Revision

Bonuses

FSSAT

Contracts

Board Concerns

## Minutes of the Board of Directors One Room School House Project, Inc.

Meeting Date: 9-11-21  
Time: 12:30 AM  
Location: ZOOM Invitation:  
<https://us02web.zoom.us/j/6698723911?pwd=eTk5eXdsWkRONVZCbHNEQzRhWWZaUT09>  
Meeting ID: 669 872 3911 Passcode: 968385

Call to Order: Dr. Terzian called the meeting to order at 12:30 AM.  
Roll Call was taken.

### Members Present:

Michele Borst	Board Secretary
Sevan Terzian	Board President
Steve Borst	Board Member

### In Attendance:

Neil Drake	Board Representative Principal Designee Parent Representative ORSH
Sarah Sonberg	Principal

*This meeting was conducted in accordance with Florida Statutes which require:*

- two public meetings per school year in the school district
- meetings noticed, open, and accessible to the public
- attendees provided opportunity to receive information and provide input
- physical presence of parent representative and principal or designee

<p style="text-align: center;"><b>Minutes of the Board of Directors</b> <b>One Room School House Project, Inc.</b></p>
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*CONSULTANT REPORT:*

Mr. Drake reported that the school start up went well. Covid cases have caused the quarantining of several classes since the beginning of school. A stricter mask and social distancing regimen has been re-implemented along with the addition of personal student and teacher barriers. The school has 187 students in grades K through 5. Classes are entirely brick and mortar this year as required by the State. There are 31 students in the VPK program and an additional 9 students in our new 3 year old classroom.

Due to the addition of many more federal funding programs, the school remains in excellent financial condition. There has been a growth of the substantial reserve funds in the School's account. We have been able to hire additional teachers for a full school compliment. All teachers are highly qualified, certified, and teaching within field.

*FINANCIAL REPORT*

The Treasurer presented the board with the current financial statements and a revised budget based on current enrollment and funding.

*PRINCIPAL REPORT*

Ms. Sonberg reported that school operations, while interrupted by covid cases, are running well with quarantined classes being taught on line. The school is aware of no covid spread within the campus. Board members discussed other measures that could be taken to provide extra on campus protections. The board also discussed the continuing need for using the Zoom platform for board meetings on an ongoing basis.

<p style="text-align: center;"><b>Minutes of the Board of Directors</b> <b>One Room School House Project, Inc.</b></p>
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**ACTION ITEMS**

**1. Adopt Minutes:**

Motion: Adopt the minutes from the Executive Board Meeting of 8-18-21 and the Annual Meeting of 5-31-21 as they have been recorded. (Terzian)

Second: S. Borst

Vote:	Yea	-	3
	No	-	0

Motion Carries

**2. Budget for 2021-22:** The Board reviewed the budget Amendment presented by Mr. Drake and Dr. Newman that was based on current enrollment, expected expenditures and current personnel and vendor contracts.

Motion: The Board of Directors approves the Budget Amendment for the school as presented. (Terzian)

Second: S. Borst

Vote:	Yea	-	3
	No	-	0

Motion Carries

## Minutes of the Board of Directors One Room School House Project, Inc.

**3. Performance Bonuses:** The Board discussed performance bonuses for employees.

**Motion:** The board authorizes the payment of performance based Bonuses to all employees. The amount shall be determined by the Employee Performance Calculation as presented by the Board Representative in consultation with the Business Director and the Principal. Full time employees shall receive a full bonus amount up to \$1,000.00, part time employees shall receive a percentage of the full amount up to 50% . Bonuses shall be distributed in November. (S. Borst)

**Second:** Terzian

<b>Vote:</b>	Yea	-	3
	No	-	0

**Motion Carries**

**4. Approval of School Safety (FSSAT) Plan:** The Board discussed the School Safety Plan (FSSAT) presented by Ms. Sonberg.

**Motion:** The Board of Directors adopts the findings and recommendations in the School Safety PLAN (FSSAT) as presented and authorizes the administration to proceed to implement the plan. (Terzian)

**Second:** S. Borst

<b>Vote:</b>	Yea	-	3
	No	-	0

**Motion Carries**

<p style="text-align: center;"><b>Minutes of the Board of Directors</b> <b>One Room School House Project, Inc.</b></p>
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**5. Approval of Active Shooter/Assailant Emergency Response Policy**

**Modifications:** The Board discussed the details of the Active Shooter/Assailant Emergency Response Policy presented by Ms. Sonberg.

**Motion:** The Board of Directors adopts the Active Shooter/Assailant Emergency Response Policy as presented. (Terzian)

**Second:** S. Borst

<b>Vote:</b>	Yea	-	3
	No	-	0

**Motion Carries**

**6. Approve of Title One Budget:** The Board discussed the amended Title One budget presented by Ms. Sonberg.

**Motion:** The Board of Directors adopts the amended Title One budget as presented. (Terzian)

**Second:** S. Borst

<b>Vote:</b>	Yea	-	3
	No	-	0

**Motion Carries**

**7. Florida School Recognition Program Funds:**

**Motion:** Pending agreement by the faculty, the Board of Directors designates that any awards funding for the 20-21 testing be used for nonrecurring expenditures for educational equipment or materials to assist in maintaining and improving student performance. (Terzian)



<p style="text-align: center;"><b>Minutes of the Board of Directors</b> <b>One Room School House Project, Inc.</b></p>
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Second: S. Borst

Vote: Yea - 3

No - 0

Motion Carries

**8. Approve of Facility Maintenance Contract:** The Board discussed the bids and proposals presented by the Board Representative.

Motion: The Board of Directors authorized the Business Manager to accept the lowest bid contract for school maintenance. (Terzian)

Second: S. Borst

Vote: Yea - 3

No - 0

Motion Carries

**9. Approve Continuation of Zoom Meetings for Board:** The Board discusses continuing having its meetings in the Zoom format due to the ongoing threat to safety posed by the Delta Variant of the Covid 19 virus.

Motion: The Board of authorizes the continued use of the Zoom platform for Board meetings as long as any of the Directors feel that in person public meetings are unsafe because of the threat of Covid19 infection. (Terzian)

Second: S. Borst

Vote: Yea - 3

No - 0


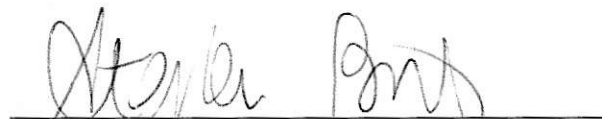
Motion Carries

# Minutes of the Board of Directors One Room School House Project, Inc.

## MEMBERS CONCERNS

- **Next Meeting:** Dr. Terzian requested that the board meet in December.

These minutes were faithfully recorded for Michelle Borst, Secretary.  
We agree that these minutes honestly and faithfully represent the business of the Board of Directors at their meeting on 9-11-2021.

  
Sevan Terzian  
Michele Borst  
Steve Borst



# ONE ROOM SCHOOL HOUSE PROJECT

## Profit & Loss Budget vs. Actual

July 1 through September 7, 2021

APPROVED 9-1-21

	Jul 1 - Sep 7, 21	Budget
Ordinary Income/Expense		
Income		
3339 · ESSER II Grant	70,220.95	430,629.11
3335 · ERate GRANT	209.66	26,583.12
3242 · Title IV Grant	0.00	3,048.88
3240 · TITLE I GRANT	14,334.55	151,575.00
3241 · VPK	0.00	60,000.00
3300 · STIPENDS	1,312.00	0.00
3305 · TITLE II	0.00	5,541.99
3310 · REVENUE FROM STATE SOURCES-FTE	183,075.00	1,295,568.00
3334 · Florida Lead Program	5,550.00	5,180.00
3355 · CLASS SIZE REDUCTION	31,280.00	197,558.00
3396 · CAPITAL OUTLAY FUNDS	0.00	102,000.00
3440 · GIFTS, GRANT, AND BEQUESTS	4,608.38	8,000.00
3466 · AFTER SCHOOL PROGRAM - ELC	23,225.44	120,000.00
Total Income	333,815.98	2,405,684.10
Gross Profit	333,815.98	2,405,684.10
Expense		
5100 · BASIC INSTRUCTIONAL		
180 - COVID	726.96	5,000.00
115 -PERFORMANCE BONUS	0.00	35,000.00
120 - SALARIES - TEACHERS	85,027.55	600,000.00
140 - SUBSTITUTES	4,295.67	35,000.00
150 - SALARIES - AIDES	3,125.01	18,750.00
160 - STIPEND - SAFETY PATROL	0.00	500.00
161 - STIPEND WAGES	2,032.48	3,000.00
162 - tutor- title I edi	1,746.00	2,600.00
163 - retention stipend	2,689.58	20,182.56
220 - FICA/MED TAXES	11,329.00	55,000.00
221 - Unemployment	530.24	19,222.18
510 - SUPPLIES	796.70	2,500.00
515 - SUPPLIES STIPEND LEAD	6,580.00	7,060.00
520 - CURRICULUM & TEXTBOOKS	20,665.50	25,000.00
591 - OTHER SUPPLIES - UNIFORMS	6,415.25	10,000.00
610 - LIBRARY BOOKS	-32.51	1,000.00
620 · 620-AUDIO/VISUAL MATERIAL	239.20	4,000.00
641 - CAPITALIZED F, F, & E	0.00	10,000.00
642 - NON CAPITALIZED FF&E	0.00	5,000.00
644 · Non capitalized Compter Equipme	0.00	3,000.00
692 - NON CAPITALIZED SOFTWARE	11,877.50	3,000.00
730 - DUES AND FEES	0.00	1,000.00
5100 · BASIC INSTRUCTIONAL - Other	0.00	0.00
Total 5100 · BASIC INSTRUCTIONAL	158,044.13	865,814.74
5900 · OTHER INSTRUCTION		

# ONE ROOM SCHOOL HOUSE PROJECT

## Profit & Loss Budget vs. Actual

July 1 through September 7, 2021

APPROVED 9-1-21

	Jul 1 - Sep 7, 21	Budget
7500 · FISCAL SERVICES - Other	0.00	0.00
Total 7500 · FISCAL SERVICES	602.00	24,000.00
7600 · FOOD SERVICES		
160 - SALARIES - FOOD SERVICE	595.00	6,000.00
220 - FICA/MED TAXES	0.00	460.00
221 - Unemployment	0.00	100.00
300 - FOOD PURCHASES	0.00	500.00
330 - TRAVEL	101.11	500.00
510 - SUPPLIES	0.00	1,000.00
7600 · FOOD SERVICES - Other	0.00	0.00
Total 7600 · FOOD SERVICES	696.11	8,560.00
7900 · OPERATION OF PLANT		
160 - SALARIES - CUSTODIANS	5,451.02	27,000.00
220 - FICA/MED TAXES	127.90	2,065.00
221 - UNEMPLOYMENT	0.00	700.00
310 - PROFESSIONAL FEES	3,750.00	4,000.00
320 - INSURANCE	21,898.36	32,000.00
350 - REPAIR & MAINTENANCE	0.00	5,000.00
360 - Rental Expense	216.60	1,000.00
370 - TELEPHONE	1,577.12	8,000.00
380 - WATER, SEWER, & GARBAGE	1,653.99	8,000.00
430 - ELECTRIC/UTILITIES	5,157.57	30,000.00
510 - SUPPLIES	1,172.11	5,000.00
641 - CAPITALIZED F, F, & E	0.00	5,000.00
730 - DUES & FEES	487.45	1,000.00
7900 · OPERATION OF PLANT - Other	0.00	0.00
Total 7900 · OPERATION OF PLANT	41,492.12	128,765.00
8100 · MAINTENANCE OF PLANT		
160 - SALARIES - MAINTENANCE	0.00	0.00
310- PROFESSIONAL SERVICES	12,017.47	40,000.00
8100 · MAINTENANCE OF PLANT - Other	0.00	0.00
Total 8100 · MAINTENANCE OF PLANT	12,017.47	40,000.00
9100 · COMMUNITY SERVICES		
130 - AFTERSCHOOL DIRECTOR	6,666.68	40,000.00
150 - Afterschool Payroll	13,068.14	75,000.00
220 - FICA	765.49	8,780.00
221 - Unemployment	83.30	3,105.00
9100 · COMMUNITY SERVICES - Other	0.00	0.00
Total 9100 · COMMUNITY SERVICES	20,583.61	126,885.00
Total Expense	307,673.64	1,791,245.78
Net Ordinary Income	26,142.34	614,438.32
Other Income/Expense		
Other Income		
Total Other Income	0.00	0.00

# ONE ROOM SCHOOL HOUSE PROJECT

## Profit & Loss Budget vs. Actual

July 1 through September 7, 2021

APPROVED 9-1-21

	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense		
Income		
3339 · ESSER II Grant	-360,408.16	16.31%
3335 · ERate GRANT	-26,373.46	0.79%
3242 · Title IV Grant	-3,048.88	0.0%
3240 · TITLE I GRANT	-137,240.45	9.46%
3241 · VPK	-60,000.00	0.0%
3300 · STIPENDS	1,312.00	100.0%
3305 · TITLE II	-5,541.99	0.0%
3310 · REVENUE FROM STATE SOURCES-FTE	-1,112,493.00	14.13%
3334 · Florida Lead Program	370.00	107.14%
3355 · CLASS SIZE REDUCTION	-166,278.00	15.83%
3396 · CAPITAL OUTLAY FUNDS	-102,000.00	0.0%
3440 · GIFTS, GRANT, AND BEQUESTS	-3,391.62	57.61%
3466 · AFTER SCHOOL PROGRAM - ELC	-96,774.56	19.36%
Total Income	-2,071,868.12	13.88%
Gross Profit	-2,071,868.12	13.88%
Expense		
5100 · BASIC INSTRUCTIONAL		
180 - COVID	-4,273.04	14.54%
115 -PERFORMANCE BONUS	-35,000.00	0.0%
120 - SALARIES - TEACHERS	-514,972.45	14.17%
140 - SUBSTITUTES	-30,704.33	12.27%
150 - SALARIES - AIDES	-15,624.99	16.67%
160 - STIPEND - SAFETY PATROL	-500.00	0.0%
161 - STIPEND WAGES	-967.52	67.75%
162 - tutor- title I edi	-854.00	67.15%
163 - retention stipend	-17,492.98	13.33%
220 - FICA/MED TAXES	-43,671.00	20.6%
221 - Unemployment	-18,691.94	2.76%
510 - SUPPLIES	-1,703.30	31.87%
515 - SUPPLIES STIPEND LEAD	-480.00	93.2%
520 - CURRICULUM & TEXTBOOKS	-4,334.50	82.66%
591 - OTHER SUPPLIES - UNIFORMS	-3,584.75	64.15%
610 - LIBRARY BOOKS	-1,032.51	-3.25%
620 · 620-AUDIO/VISUAL MATERIAL	-3,760.80	5.98%
641 - CAPITALIZED F, F, & E	-10,000.00	0.0%
642 - NON CAPITALIZED FF&E	-5,000.00	0.0%
644 · Non capitalized Compter Equipme	-3,000.00	0.0%
692 - NON CAPITALIZED SOFTWARE	8,877.50	395.92%
730 - DUES AND FEES	-1,000.00	0.0%
5100 · BASIC INSTRUCTIONAL - Other	0.00	0.0%
Total 5100 · BASIC INSTRUCTIONAL	-707,770.61	18.25%
5900 · OTHER INSTRUCTION		

# ONE ROOM SCHOOL HOUSE PROJECT

## Profit & Loss Budget vs. Actual

July 1 through September 7, 2021

APPROVED 9-1-21

	<u>\$ Over Budget</u>	<u>% of Budget</u>
7500 · FISCAL SERVICES - Other	0.00	0.0%
Total 7500 · FISCAL SERVICES	-23,398.00	2.51%
7600 · FOOD SERVICES		
160 - SALARIES - FOOD SERVICE	-5,405.00	9.92%
220 - FICA/MED TAXES	-460.00	0.0%
221 - Unemployment	-100.00	0.0%
300 - FOOD PURCHASES	-500.00	0.0%
330 - TRAVEL	-398.89	20.22%
510 - SUPPLIES	-1,000.00	0.0%
7600 · FOOD SERVICES - Other	0.00	0.0%
Total 7600 · FOOD SERVICES	-7,863.89	8.13%
7900 · OPERATION OF PLANT		
160 - SALARIES - CUSTODIANS	-21,548.98	20.19%
220 - FICA/MED TAXES	-1,937.10	6.19%
221 - UNEMPLOYMENT	-700.00	0.0%
310 - PROFESSIONAL FEES	-250.00	93.75%
320 - INSURANCE	-10,101.64	68.43%
350 - REPAIR & MAINTENANCE	-5,000.00	0.0%
360 - Rental Expense	-783.40	21.66%
370 - TELEPHONE	-6,422.88	19.71%
380 - WATER, SEWER, & GARBAGE	-6,346.01	20.68%
430 - ELECTRIC/UTILITIES	-24,842.43	17.19%
510 - SUPPLIES	-3,827.89	23.44%
641 - CAPITALIZED F, F, & E	-5,000.00	0.0%
730 - DUES & FEES	-512.55	48.75%
7900 · OPERATION OF PLANT - Other	0.00	0.0%
Total 7900 · OPERATION OF PLANT	-87,272.88	32.22%
8100 · MAINTENANCE OF PLANT		
160 - SALARIES - MAINTENANCE	0.00	0.0%
310- PROFESSIONAL SERVICES	-27,982.53	30.04%
8100 · MAINTENANCE OF PLANT - Other	0.00	0.0%
Total 8100 · MAINTENANCE OF PLANT	-27,982.53	30.04%
9100 · COMMUNITY SERVICES		
130 - AFTERSCHOOL DIRECTOR	-33,333.32	16.67%
150 - Afterschool Payroll	-61,931.86	17.42%
220 - FICA	-8,014.51	8.72%
221 - Unemployment	-3,021.70	2.68%
9100 · COMMUNITY SERVICES - Other	0.00	0.0%
Total 9100 · COMMUNITY SERVICES	-106,301.39	16.22%
Total Expense	-1,483,572.14	17.18%
Net Ordinary Income	-588,295.98	4.26%
Other Income/Expense		
Other Income		
Total Other Income	0.00	0.0%

# **The One Room School House**

## **2021-2022 EMERGENCY PROCEDURES**

### **For The Protection of Our Students**



## **INTRODUCTION FOR TEACHERS AND STAFF**

The safety of our students and employees is the highest priority at The One Room School House. All teachers and staff review safety and emergency procedures during pre-planning. This also includes specific training by the Gainesville Police Department on active shooter procedures (I Love U Guys). Safety procedures will be reviewed and practiced throughout the school year.

**IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING SAFETY AND EMERGENCY PROCEDURES, PLEASE CONTACT AN ADMINISTRATOR IMMEDIATELY.**

### **FOR THE SAFETY OF OUR STUDENTS, EMPLOYEES ARE EXPECTED TO:**

- Keep classroom doors closed throughout the instructional day.
- When in hallways, and during class changes, please maintain awareness of your surroundings.
- Access the Intrado notification system through the phone app.
- See Something/Say Something. Please alert Administration if:
  - you see an adult on campus who is not wearing a visitor's badge or is unfamiliar.
  - you notice a student who appears to be out of place or acting strangely.
  - ANYTHING at all that seems suspicious to you. Remember, we would rather investigate hundreds of false alarms so that we don't miss something of consequence.
  - you see any vehicle parked in an unauthorized area, or parked on or near campus for an extended period of time.
  - you see suspicious items/packages: boxes, bags, ticking sounds from unidentified objects.

### **IN THE EVENT OF AN EMERGENCY:**

- These emergency procedures are "best practices." However, when emergencies arise, circumstances may require a deviation from this written plan.
- School administration shall communicate with the school's Guardians.

### **SCHOOL ACCESS:**

- All visitors, staff, vendors and any other non-school based personnel are required to check in at the front office prior to entering any other area of campus.
- All school based personnel are required to utilize the school specific check-in system daily.

## **The One Room School House**

### **CRITICAL INCIDENT PROCEDURES**

#### **CHAIN OF COMMAND:**

1. Sarah Sonberg, Principal
2. Robin Casey, Business Manager
3. Jeanne Minsavage, Vice Principal
4. Shaunteal Christian, Assistant Principal/School Secretary
5. Daryl Mosley, Assistant Principal/Office Administrator

#### **KEY HOLDERS:**

1. All Staff

#### **RECOMMENDED PROCEDURES:**

1. Call 911 – Designated Person:
  - a. Daryl Mosley, Assistant Principal/Office Administrator
  - b. Shaunteal Christian, Assistant Principal/School Secretary
2. Lock down procedure – Refer to Crisis and Emergency Plan.
  - a. Explain procedures for students who are not physically in the classroom.
    - i. Students are to move to the nearest classroom or office.
  - b. Address possible medical issues of staff and students.
3. Contact Charter Board Representative
  - a. Sarah Sonberg, Principal
  - b. Robin Casey, Business Manager
4. Determine/Identify command post on campus for law enforcement.
  - a. Front Offices
  - b. Great Halls
5. Provide law enforcement with student and staff information
  - a. Student emergency cards
    - i. Shaunteal Christian, Assistant Principal/School Secretary
    - ii. Daryl Mosley, Assistant Principal/Office Administrator
  - b. Teacher and staff emergency cards
    - i. Robin Casey, Business Manager



6. Give law enforcement a map of the school.
  - a. Sarah Sonberg, Principal
  - b. Robin Casey, Business Manager
  - c. Jeanne Minsavage, Vice Principal
7. Account for staff radios:
  - a. All Staff
8. Notify other schools in the vicinity of problem:
  - a. Gainesville Police Department
  - b. Alachua County Sheriff Department

**PRIMARY METHOD OF COMMUNICATION:**

- School Radio

**ALTERNATE METHODS OF COMMUNICATION:**

- PA System (unidirectional campus communication)
  - All Classrooms
  - Located in the Front Offices
- Telephone (refer to campus directory)
- Runner System (send information by foot, person-to-person)
- Cellular Phones

**EVACUATION SUPPLY LIST:**

- Student Emergency Contact Information, Clipboards & Pens
- Megaphone(s) and Radios; batteries
- Extra Master Keys
- Medical Supplies; Including Student Specific Medication
- Student Sign out Rosters

**AED LOCATION(S):**

- Located in the Principal's office - Upper Campus

**SAFETY DATA SHEET NOTEBOOK LOCATION:**

- Located at the front desks

**LOCATION(S) OF HAZARDOUS MATERIALS:**

Chemical	Room Number
weed killer	utility closet building 3
snake repellent	utility closet building 3
household paint	utility closet building 3
household cleaners	utility closet building 3

## The One Room School House

### CRISIS TEAM

Crisis Team Position	Personnel	Duty
Area of Greatest Concern	Sarah Sonberg, Principal	Oversee Operations Initiate contact
Crisis Area	Daryl Mosley, Assistant Principal/Office Administrator	Contain and Secure Area
Command Center	Robin Casey, Business Manager	Communication with school and law enforcement/triage
Main Office and Front Entrance	Sarah Sonberg, Principal Shaunteal Christian, Assistant Principal/School Secretary Robin Casey, Business Manager	District Office Contact Front Office
Guidance	Alachua County School Board Appointed Social Worker	Crisis Intervention
Staging Area	Mark Casey, Physical Education Teacher	Maintain Parent Waiting Area
Attendance	Jeanne Minsavage, Vice Principal Laura Pyle, Title I Intervention Lead Teacher/IIC	Attendance accountability
Secure Campus/Hallways	ALL Teachers and Staff	Move students inside

#### **CRISIS TEAM CONTACT INFORMATION:**

Position	Name	Cell Phone
Principal	Sarah Sonberg	(352) 727-5401
Business Manager	Robin Casey	(201) 618-2726
Vice Principal	Jeanne Minsavage	(352) 222-4003
Assistant Principal/School Secretary	Shaunteal Christian	(561) 324-2619
Assistant Principal/Office Administrator	Daryl Mosley	(352) 246-3030
Physical Education Teacher	Mark Casey	(908) 553-4678
Title I Intervention Lead Teacher/IIC	Laura Pyle	(352) 222-8440
Alachua County Mental Health Specialist	Rachel Kelley	(352) 955-7671

*\* Designated back-up person(s) order in the absences of the Principal and Team Coordinator*

Revised (8/30/21)

### **The One Room School House's Comprehensive Plan:**

Sarah Sonberg, Principal, oversees operations and initiates contact with officials in the event of a crisis situation at The One Room School House. Daryl Mosley, the Assistant Principal and Office Administrator will contain and secure the area. Robin Casey, Business Manager, is responsible for communication between school, community, and law enforcement.

Sarah Sonberg will serve as the contact with the district office, as well as the media. Shaunteal Christian, one of the Assistant Principals and School Secretary and Robin Casey the Business Manager will cover the phones and the front office. Kathy Miller, the Alachua County School Board Social Worker will help organize crisis intervention. Mark Casey, the physical education teacher will maintain the parent waiting area and serve as a two way runner. Attendance is manned by Jeanne Minsavage the Vice Principal and Laura Pyle the Title I Lead Teacher. All teachers on planning are responsible for moving the students inside.

The primary method of communication is by radio: handheld radios. Alternate methods of communication are security cameras throughout the campus, PA System (unidirectional campus communication), telephone, runner system (send information by foot, person to person), and cellular phones.

Collaboration between the School Guardians, and Vice/Assistant Principals for crisis intervention will be on-going. Updates and changes are frequently made following test drills and careful thought to school-wide needs.

Communication with community agencies/organizations is limited in order to prevent compromising the safety of the school. Communication with specific community agencies/organizations is the responsibility of law enforcement and the Team Coordinator.

In the event there is a need to communicate with parents, the school will use communication through the Parent Portal, Schuler, the school's website and the phone systems.

## **The One Room School House**

### **EVACUATION/REUNIFICATION PLAN**

#### **PRINCIPAL'S NAME:**

- Sarah Sonberg

#### **ON CAMPUS EVACUATION SITES:**

1. parking lots
2. hard tops

#### **OFF CAMPUS EVACUATION SITES:**

1. Trinity Faith Mission Church
  - a. Address of site
  - b. (352) 416-3050
  - c. Ward Simonton
  - d. Transportation Not Required
  - e. I do not have a key to enter the building at the Evacuation Site.
  - f. Side Door Entry
2. Upper Room Ministries
  - a. 3575 NE 15th Street
  - b. (352) 264-0006
  - c. Karl Anderson
  - d. Transportation Not Required
  - e. I do not have a key to enter the building at the Evacuation Site.
  - f. Front Door Entry

#### **OTHER:**

There is one student that is in a wheelchair that may need assistance in an evacuation. The back border of the school campus is primarily made up of protected wetlands/swamp.

## **The One Room School House**

### **CPR TRAINED STAFF**

Charlie Bryant  
Taylor Carey  
Mark Casey  
Robin Casey  
Shaunteal Christian  
Brandi Crossman  
Caitlin Delaney  
Daphney Dauphin  
Julia Johnson  
Sandra Mateo  
Jeanne Minsavage  
Jailine Molina  
Daryl Mosley  
Jamie Reyes  
Michael Reyes  
Kathy Rodriguez  
Krissy Schumacher  
Sarah Sonberg

## CRISIS AND EMERGENCY PLAN SUMMARY SHEET

Any and all school personnel are authorized to initiate an active shooter/assailant response.

	Warning Signals	Teachers, Substitutes and Staff Response	Administrative Response	Notification
<b>Bomb Threat</b>	<i>"Teachers and staff inventory your classroom or work area."</i>	<ul style="list-style-type: none"> <li>• Inventory classrooms/work areas and prepare to evacuate students.</li> <li>• Notify office of any suspicious items or packages.</li> </ul>	<ul style="list-style-type: none"> <li>• Determine if school should be evacuated.</li> <li>• Establish "Site Search Teams."</li> </ul>	<p style="text-align: center;"><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880</p>
<b>Bus Accident</b>	<i>"Accident Response Team (ART), please report to the office."</i>	<ul style="list-style-type: none"> <li>• Only those on ART report to the office for instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate communications with ART, police and parents.</li> </ul>	<p style="text-align: center;"><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880</p>
<b>Chemical Spill</b>	<p><i>"Shelter in-Place" or "Evacuate."</i></p> <p>Office will give specific instructions.</p>	<ul style="list-style-type: none"> <li>• Know and follow procedures for protecting your breathing.</li> <li>• Await specific instructions for possible evacuation or "Shelter In-Place."</li> <li>• Avoid any mist or vapor clouds.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess need for evacuation or "Shelter In-Place."</li> <li>• Identify safe area(s) for evacuees.</li> </ul>	<p style="text-align: center;"><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880</p>
<b>Death / Suicide</b>		<ul style="list-style-type: none"> <li>• Monitor students, maintain normal routine, and listen to concerns and feelings.</li> </ul>	<ul style="list-style-type: none"> <li>• Acquire facts and confirm with Superintendent.</li> <li>• Inform Public Information Officer of details.</li> <li>• Contact District counseling services if needed.</li> </ul>	<p style="text-align: center;"><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880 Debrief teachers. Provide information to Public Information Officer: 955-7545</p>



<b>Disturbance</b>	<i>"Secure the school. Lockdown/ALICE is in effect."</i>	<ul style="list-style-type: none"> <li>• Initiate <i>Lockdown</i> or <i>ALICE</i> procedures.</li> <li>• Wait for further instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Announce <i>Lockdown</i> or <i>ALICE</i> if necessary.</li> <li>• Assess need for law enforcement support.</li> </ul>	<p><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880</p>
<b>Evacuation</b>	Fire Alarm – (loud, intermittent sound from fire alarm)	<ul style="list-style-type: none"> <li>• Follow <i>Evacuation</i> procedures to designated area.</li> <li>• Report attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess required evacuation needs.</li> </ul>	<p><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880 Contact District Transportation if needed: 955-7602 ext. 1700, 1701 or 1702</p>
<b>Fire</b>	Fire Alarm – (loud, intermittent sound from fire alarm)	<ul style="list-style-type: none"> <li>• Follow <i>Evacuation</i> procedures to designated area.</li> <li>• All persons shall evacuate the building.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate evacuation and communication.</li> <li>• All persons shall evacuate the building.</li> </ul>	<p><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880</p>
<b>Guns / Weapons</b>	<i>"Secure the school. Lockdown/ALICE is in effect."</i>	<ul style="list-style-type: none"> <li>• Check outside and bring all students to classroom.</li> <li>• Initiate <i>ALICE</i> procedures.</li> <li>• Notify office of any extra or missing students.</li> <li>• Wait for further instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Announce <i>ALICE</i>.</li> <li>• Secure all areas that could provide weapons.</li> <li>• Update faculty, staff and students.</li> </ul>	<p><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880</p>
<b>Injury / Illness</b>		<ul style="list-style-type: none"> <li>• Notify 911 if injury/illness is life threatening.</li> <li>• Administer first aid/CPR and notify school nurse/front office.</li> </ul>	<ul style="list-style-type: none"> <li>• Designate staff to supervise students not injured and contact parent.</li> <li>• Go to hospital with student.</li> </ul>	<p><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880 Call Risk Management Office as needed: 955-7655 Call parents.</p>

<b>Kidnapping</b>	<i>"Secure the school. Lockdown/ALICE is in effect."</i>	<ul style="list-style-type: none"> <li>• Initiate <i>Lockdown</i> procedures.</li> <li>• Wait for further instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Announce <i>Lockdown</i> if necessary.</li> <li>• Communicate with police and parents.</li> <li>• Designate location for media personnel away from incident.</li> </ul>	<p><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880 Call parents.</p>
<b>Lockdown</b>	<i>"Secure the school. Lockdown/ALICE is in effect."</i>	<ul style="list-style-type: none"> <li>• Check outside and bring all students to classroom.</li> <li>• Initiate <i>Lockdown</i> procedures.</li> <li>• Notify office of any extra or missing students.</li> <li>• Wait for further instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Announce <i>Lockdown</i>.</li> <li>• Secure all areas that could provide weapons.</li> <li>• Assess removal of student(s) from dangerous area.</li> <li>• Update faculty, staff and students.</li> </ul>	<p><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880 Call parents.</p>
<b>Sexual Battery (On Campus)</b>	<i>"Secure the school. Lockdown/ALICE is in effect."</i>	<ul style="list-style-type: none"> <li>• Initiate <i>Lockdown</i> procedures.</li> <li>• Must report immediately.</li> <li>• Mandatory under the law.</li> </ul>	<ul style="list-style-type: none"> <li>• Announce <i>Lockdown</i> if necessary.</li> <li>• Protect crime scene.</li> <li>• Report incident to law enforcement.</li> </ul>	<p><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880 Call parents as needed.</p>
<b>Trespasser</b>	<i>"Secure the school. Lockdown/ALICE is in effect."</i>	<ul style="list-style-type: none"> <li>• Initiate <i>Lockdown</i> or ALICE procedures.</li> <li>• Notify office of suspicious person(s).</li> <li>• Wait for further instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Announce <i>Lockdown</i> or ALICE if necessary.</li> <li>• Attempt to locate trespasser(s).</li> <li>• Remain in radio contact with office.</li> <li>• Assess need for further action.</li> </ul>	<p><b>Call 911</b> (as needed)</p> <p>Notify Superintendent's Office: 955-7880</p>
<b>Weather</b>	Intermittent ringing of school bells. Announcement over PA system.	<ul style="list-style-type: none"> <li>• Be alert for tornadoes and lightning storms.</li> <li>• Follow <i>Evacuation</i> plans posted or <i>Lockdown</i> procedures as announced.</li> <li>• Take attendance.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate the situation.</li> <li>• <i>Lockdown</i> or <i>Evacuate</i> classes as dictated by conditions.</li> </ul>	<p><b>Call 911</b></p> <p>Notify Superintendent's Office: 955-7880 Call parents as needed.</p>

## **IMPORTANT PHONE NUMBERS**

### **Emergency Services - Dial 911**

#### **LAW ENFORCEMENT:**

Alachua County Sheriff's Office Communications (**non-emergency**)- 352-955-1818  
Alachua County Sheriff's Office - Administrative Calls (to request records)- 352-367-4000  
Alachua Police Department- 386-462-1396  
Florida Highway Patrol- 352-955-1960  
Gainesville Police Department- 352-393-7500

#### **EMERGENCY SERVICES:**

Alachua County Emergency Management and Fire Rescue- 352-264-6500  
Shands Hospital (*Emergency Room*)- 352-265-0050  
North Florida Regional Medical Center (*Emergency Room*)- 352-333-4900

#### **UTILITIES:**

Gainesville Regional Utilities (*Trouble Reporting System*)- 352-334-2871  
Regional Transit System Control Center (*RTS*)-352-334-2609

#### **SCHOOL BOARD OF ALACHUA COUNTY:**

Superintendent- 352-955-7880  
Deputy Superintendent- 352-955-7544  
Assistant Superintendent-Operations- 352-955-7400 ext. 1401  
Assistant Superintendent-Human Resources- 352-955-7640  
Public Information Office- 352-955-7545  
District Security Chief- 352-955-7514  
Risk Management- 352-955-7655  
Staff Attorney- 352-955-7461  
Student Support Services- 352-955-7671 ext. 1608  
Switchboard- 352-955-7300  
Transportation Director- 352-955-7602 ext. 1714  
Transportation (*Dispatch*)- 352-955-7750 ext. 1700, 1701 or 1702