



JAMESTOWN SCHOOL DISTRICT

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Mrs. Contessa Pelfrey, Superintendent

Mrs. Sarah Gillum, Principal

September 13, 2023

Presiding Judge of Tuolumne County
c/o Joyce Barnes, Executive Assistant/Judicial Secretary
12855 Justice Center Drive
Sonora, California 95370

RE: Jamestown School District Superintendent Contessa Pelfrey Response Attachment to Grand Jury Report dated June 30, 2023: Tuolumne County School Safety Report

Jamestown School District greatly appreciates the Grand Jury report and the recognition that our District has taken many precautions to ensure the safety of our student and staff population. School safety is of the highest priority.

Disputed findings and statement of reasons therefore:

The District does not dispute findings F1 or F2.

F3: Jamestown Elementary's campus is mostly fenced in, except for a small portion in the front. The school has security cameras installed. The school follows a safety protocol from releasing students to parents in case of an evacuation, and it has practices in place for firearm/weapon prevention, such as searching backpacks as necessary.

Jamestown School District would like to inform the Grand Jury that since the initial interviews and investigation, the District has completed the fencing enclosure in front of school. Jamestown Elementary is now fully fenced and secure with one pedestrian gate at the entrance to the school which does have direct security camera surveillance with a camera display monitor in the school office. We do continue to follow our safety protocols for emergencies and potential evacuations, and have made further enhancements by ensuring that every classroom has a two-way radio, safety vests for easy identification of staff, and safety backpacks with up-to-date emergency contact information as well as our updated safety plan. Finally, as part of our firearm/weapon prevention protocols such as searching backpacks as necessary, the District has purchased a hand held metal detector which can detect weapons.

**Responses to Recommendations:
Implemented recommendations:**

R1: Jamestown Elementary should continue to complete ALICE training and consider biannual all-school training sessions to ensure that students are reminded of the concepts. This will ensure that all individuals responsible for students are prepared to execute the safety plan in an emergency.

Jamestown Elementary will continue to implement annual ALICE training for staff and students. At the grand jury's recommendation, the District will be implementing biannual all-school training sessions beginning in the 23-24 school year, with one scheduled within the first trimester and the other scheduled

within the third trimester. The District has also created a full video of our in person ALICE training that has been placed in our staff folder to be accessed at any time by all staff. This will also be used as a training resource for all staff that has been hired after the initial ALICE training conducted at the beginning of the year. Also, the District has every staff member complete annual mandatory safety training in all areas of workplace and student safety. Mandatory employee training must be completed within the first six weeks of employment and is monitored and logged. Any employee who has not completed the safety training will be excluded from work until completed. Additionally, student safety is a regular topic for discussion at District Superintendent meetings. During the past year, several collaborative meetings with law enforcement and school districts have been held to discuss best practices, as well as innovative technologies to update and improve school safety.

R2: The school should establish a regular schedule for revising and updating the safety plan (making this information transparent to both staff and parents.) Furthermore, involve more staff members in the maintenance of training logs to ensure accuracy and comprehensive coverage.

Jamestown School District consistently follows California Education Code when updating and revising our District safety plan. The safety plan is reviewed monthly with the District management team and annual safety goals are developed by November and Board adopted. As part of the District's mandatory annual notifications and training, all staff are required to review the District safety plan. With consideration of the Grand Jury's recommendation to make the safety plan more transparent to staff and parents, the District will implement a regular school safety agenda item, on our School Site Council monthly agenda, regularly discuss the plan with our Parent Advisory Council, and report out biannually to the Parent Teacher Organization. All classrooms have an At-A-Glance Emergency Reference Sheet posted, and the District has a public posting of the safety plan on our website. In order to have a more comprehensive and accurate recording and maintenance of safety training logs, the District will develop a shared reporting document with all confidential classified management and administration. This will ensure that we have more than just one location and staff member recording safety information.

R3: The school should complete the fencing of the remaining portion of the campus to ensure comprehensive perimeter security. Also, the school should add more cameras around the campus, especially in areas where student activity is high.

At the time of the investigation Jamestown School District was already in the process of fully enclosing the front of the Jamestown Elementary School campus. We are happy to report that the fencing project was completed at the end of July and Jamestown Elementary is now completely enclosed ensuring comprehensive perimeter security. As stated in the findings, we now have one pedestrian gate for public access and which is under security camera surveillance that is shown on the school office monitor with a live feed. Additionally, the District did implement the Grand Jury's recommendation for additional cameras in high student traffic areas. We added four more cameras to areas with higher student traffic, such as outside the cafeteria/gym and outside the upper grade bathrooms, and two cameras at Chinese Camp for additional surveillance on the playground and outside the bathrooms. At this time Jamestown Elementary has 47 cameras and Chinese Camp has seven cameras. All cameras can be accessed by both the school office and the district office as well as by maintenance. Confidential management and administration can access them remotely on a cell phone app.



Thank you for your time in investigating this important area of school safety. We greatly appreciate your findings and recommendations. Jamestown School District is committed to ensuring the safety of our students and staff.

Sincerely,
Contessa Pelfrey
Contessa Pelfrey, Superintendent
Jamestown School District Governing Board
Principal, Sarah Gillum