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# MARIN COUNTY

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## OFFICE OF EDUCATION

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1111 LAS GALLINAS AVENUE/P.O. BOX 4925  
SAN RAFAEL, CA 94913-4925  
marincoe@marinschools.org

MARY JANE BURKE  
MARIN COUNTY  
SUPERINTENDENT OF SCHOOLS

(415) 472-4110  
FAX (415) 491-6625

**DATE:** November 1, 2019

**TO:** Senior Leadership Team

**FROM:** Kate Lane, Assistant Superintendent

**SUBJECT:** Tracking costs associated with declared emergency

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Governor Newsom declared an emergency relative to the PSPS event that shut down power throughout Marin County on October 27, 2019 and has made the request to the federal government for a federal emergency declaration. The costs associated with responding to the PSPS event may, therefore, be reimbursable under federal emergency management agency guidelines.

We are, therefore, asking that all managers provide clear direction to staff regarding the work they performed: **All staff members that were assigned to supporting the PSPS event (for example by working in the MCOE camp we operated for emergency services personnel) will need to complete a supplementary timesheet detailing emergency services work.** We have attached a sample timesheet for October 2019 that we ask you to provide to all staff that performed specific work in support of the emergency.

Any non-personnel costs should also be captured for possible reimbursement. We have created **resource code 9870** to use for any costs, including goods or services related to the emergency. Please advise the business office of any purchases that were made in support of the emergency – preferably by providing the requisition or PO number - so we can amend the account coding. If goods or supplies were taken from inventory to support the emergency, please provide a detailed list to the business office. We have attached a template materials/supplies tracking sheet to assist with documenting these details.

As most employees use their identification cards to access the copier machines, please provide the date, staff member, and an estimate of the number of copies made related to the PSPS event and communicate to the business office.

Walker Creek Ranch provided meals to evacuated families as well as for children being taken care of at MCOE's camp. Please provide the business office with the number of meals and snacks served at the MCOE camp separately from meals provided to evacuees. If MCOE camp staff have data (such as student sign-in lists) to support the number of students served that would also be very helpful.

Thank you in advance for your attention to these details. If you have any questions please do not hesitate to talk to Michael Ghebregziabher or myself.