



**ALUM ROCK
UNION ELEMENTARY
SCHOOL DISTRICT**

**ADDENDUMS
& REVISIONS**

**FROM THE MAY 10, 2018
MEETING**

**ACTION TAKEN
MAY 29, 2018
SPECIAL BOARD MEETING**

8.01

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

Board of Trustees:

May 22, 2018

Subject: BOND PROJECTS

The Board will receive a written update on the status of bond projects.

Information

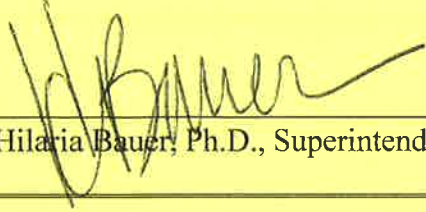
Submitted by: Kolvira Chheng Title: Assistant Superintendent, Business Services

To the Board of Trustees:

Meeting: May 29, 2018
Special Board Meeting

Information

8.01
Agenda Placement


Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____



Alum Rock Union Elementary School District Bond Program Update for May 10, 2018 Board Meeting

CURRENT PROJECTS:

Multi-Purpose School Community Center Projects (MPSCC)

Fischer MS Project

Bids opened on June 27, 2017 and has been Board Approved on July 17, 2017.

Initial project kickoff meeting with Contractor, Del Terra and District occurred on 8/3/17. District has issued the Notice of Award, contractor has executed the Agreement. However due to the limited available Bond Funds, the District has decided to hold the commencement of the project; Pending District execution of Contract.

Once District executes the contract and 'Notice to Proceed' is issued to the Contractor, the construction timeline will commence. District in possession of Contract and pending its execution.

On Nov. 6, 2017 Contractor was informed that District is postponing the 'Notice to Proceed' until further notice.

NOTE: on the Jan. 18, 2018 Board Agenda under the Superintendent's section, it states:

"9.03: Discussion around Next Steps pertaining to the George/Fischer Multi-Purpose Rooms."

Del Terra was not apprised of the District's recommendation prior to the Board Meeting.

Current status: *District has not issued any new information. No change since last meeting.*

Mathson Multi-Purpose Building (old MACSA) Renovation Project

Project was re-bid, bids opened on September 28, 2017.

The new low Base bid, without the Add Alternates, is \$6,900,000. With the 'Add Alternates', the full contact amount is \$7,213,800.

Facility improvements and repairs are as follows:

- Roofing • Electrical Upgrades • HVAC units are to be replaced
- Painting • Landscaping • Building modifications
- Create new Access Road & Drop-Off areas • New Signage

Current Status: *District directed Del Terra to not issue a Letter of Intent. District has not issued any new information. No change since last meeting.*

George MS MPSCC (Performing Arts Bldg) Project

Per Del Terra presentation of October 12, 2017

Based on the existence of previously unknown Earthquake Faults immediately adjacent to the George MS site, does the District want:

1. Engineers to perform the \$75,000 of additional Excavation and Testing as required by CGS?
 - a. If so, Test results will be brought to the Board for further discussion/action.
2. If the Testing results in additional Engineering and Structural reinforcement requirements, is the District willing to move forward with the Project?
3. Does the District want to not continue with the Project from this point any further?



NOTE: on the Jan. 18, 2018 Board Agenda under the Superintendent's section, it states:
"9.04: Discussion around George Multi-Purpose Community Room that will exclude the George campus pertaining to the Earthquake Faultline."

Del Terra was not apprised of the District's recommendations prior to the Board Meeting.

Current Status: **Clarification required from Board:**

Is it the understanding of the Board that since they have NOT directed District Staff to STOP the Project, thus is the Board's understanding that the Project is to Continue forward with the necessary Site development requirements, i.e. additional Testing and Engineering services?

OR

Is the direction still 'Pending' a specific direction from the Board of Education, which has been no status change from previous meetings?

UPCOMING PROJECTS:

Bond Funds Required

Per District the **Estimated** Issuance Amount of Bond Funds required:

5 HVAC Projects: \$4M x 5 sites =	\$20.0 M
Fischer MPSCC:	\$13.0 M
Mathson MPSCC:	\$ 7.2 M
TOTAL NEEDED	\$40.2 M

Current Bond Cash On Hand: **\$ 6.2 M**

Net Bond Funds Needed: **\$34.0 M**

HVAC Projects

District has identified and selected five school sites for New HVAC systems to be installed.

The list includes:

1. Arbuckle 2. McCollam 3. Cureton 4. Ryan 5. Russo

Status:

- Job Walk took place 4/10/18
 - Three potential bidders attended
 - BRCO Construction, Fast Track Corp., & Olympus Painting Inc.
- SFA architects received comments from DSA on 4/17
 - Arbuckle & Cureton are scheduled for DSA back check on 5/10
 - McCollam, Ryan, Russo are scheduled for DSA back check on 5/22
- Bid Addendum #4 was issued on 5/8 to contractors which included the DSA Comment responses for Arbuckle & Cureton
- Next addendum will be issued to address the 3 remaining schools with DSA Comment responses on 5/14
- Bid Opening scheduled for 5/18 @ 1pm



- Bid Award to be submitted for the June 14th Board meeting
- Anticipated start of construction will be 6/25

NOTE:

The HVAC Projects will not go forward unless additional Bond Funds are available, similar with the Mathson and Fischer MPSCC projects.

Also, many contractors are indicating a lack of interest in bidding ARUESD projects due to Projects not going forward and Contractor's Bonding Capacity is being Tied Up, hindering contractor's ability to Bid other viable projects, thus Damaging Contractor's business opportunities. Further, Subcontractor's Labor and Material Costs are increasing from date of Bid Acceptance and Bid Amounts are being at risk of becoming invalid or difficult to maintain.

Clarifications

At the April 12, 2018 Board meeting the CBO reported that various documents were not in file for various Bond Projects. However, previous to the April 12th report, in a recent phone conversation, as noted in the Weekly Bond Meeting Minutes, and discussed in the various Weekly Bond Planning Meetings, it was mutually agreed that both, District and Del Terra, would work together to reconcile any missing documents so that an accurate reporting can be provided of the various Bond documents. Nonetheless, the District did not contact Del Terra to discuss documents it was seeking. In fact, this point was even stated by Superintendent Bauer at the November 9, 2017 Board Meeting, whereby Bauer stated that we (District and Del Terra) will work together to fill the Gap of documents.

As such, on May 4, 2018 Del Terra provided a response to the District referencing the CBO's April 12th report. Del Terra's report indicated that the majority of the documents listed by the District were not actually "missing". Rather, some of the listed documents were located in the project Files, while others did not yet exist due to the District did not have sufficient time to determine which specific Documents and Protocols it wanted to establish for Project Documentation. As such, some documents had not yet existed. Some projects did not require the listed Missing Documents because of the District's decision on the manner of Procurement did not utilize certain documents.

The CBO indicated that 59 documents were missing, whereby the actual number is 22, only 37% of the 59 items are actually not in file. As stated in the Matrix submitted with the May 4th Memo, majority of the items were referenced to the 2013/2014 school year, the 1st year of the Bond Program and the District had not yet determined what protocols it wanted to implement.

As is known there were approximately 80 Different bond projects that were successfully implemented on occupied campuses, without injury to any student, faculty or contractor. No lawsuits for lack of performance and all projects complied with Public Contract Codes and Bidding Procedures.

There may be some individual missing documents, but these documents have not affected the performance or risk assignment of the projects. There are no incomplete projects or missing public funds, and Del Terra's performance of the Bond Program has not exposed the District to any risk of negligence or performance.



DEL TERRA

In summary, it is Del Terra's hope and desire that the District will in the future work cooperatively with Del Terra to 'fill in any gaps' relating to Project Documentation. So that in the future by working together to 'fill in the Gaps', then more accurate information can be provided to the District.

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

Board of Trustees:

May 22, 2018

Subject:

**PROGRAM AND CONSTRUCTION MANAGEMENT AGREEMENT
FOR MEASURE I**

Terminate the contract between Alum Rock Elementary School District
(ARUSD) and Del Terra Real Estate Services, Inc., dba Del Terra Group.
This agenda item was submitted by Member Andrés Quintero.

Discussion/Action

Submitted by: Hilaria Bauer Title: Superintendent

To the Board of Trustees:

Meeting: May 29, 2018
Special Board Meeting

Discussion/Action

10.10
Agenda Placement


Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

Board of Trustees:

May 22, 2018

Subject:

PROGRAM MANAGEMENT AGREEMENT, MEASURE J

Terminate Contract between Alum Rock Union Elementary School District (ARUSD) and Del Terra Real Estate Services, Inc., dba Del Terra Group for Program Management of the ARUSD Bond Program. This agenda item was submitted by Member Andrés Quintero.

Discussion/Action

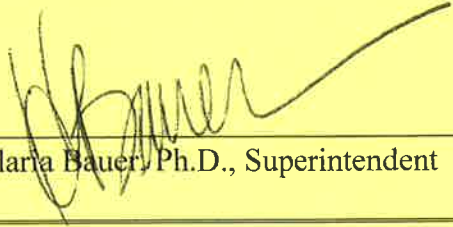
Submitted by: Hilaria Bauer Title: Superintendent

To the Board of Trustees:

Meeting: May 29, 2018
Special Board Meeting

Discussion/Action

10.11
Agenda Placement


Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

Board of Trustees:

May 22, 2018

**Subject: CONSTRUCTION MANAGEMENT AGREEMENT,
MEASURE J**

Terminate the contract between Alum Rock Elementary School District (ARUSD) and Del Terra Real Estate Services, Inc., dba Del Terra Group for Construction Management of the ARUSD Bond Program. This agenda item was submitted by Member Andrés Quintero.

Discussion/Action

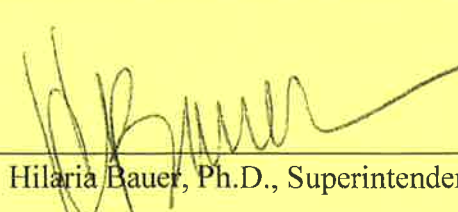
Submitted by: Hilaria Bauer Title: Superintendent

To the Board of Trustees:

Meeting: May 29, 2018
Special Board Meeting

Discussion/Action

10.12
Agenda Placement


Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue
San Jose, CA 95127

11.02

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees:

Date: **May 11, 2018**

Subject: Purchase of iPads and Chromebooks for K-8 Schools

Staff Analysis: Staff seeks authorization to purchase iPads and Chromebooks to enhance our support for K-8 students using CMAS Contract and Apple, Inc. Piggyback Agreements that were board approved on November 9, 2017.

We recommend the use of iPads and Chromebooks to target language and literacy development via an interactive and developmentally-appropriate platform. iPads and Chromebooks provide children with access to a higher level technology, promote effective learning by addressing multiple modes of learning styles, deliver high-quality interactive Blended Learning opportunities to support Alum Rock Union School District's learning goals.

iPads \$260,082.00

Fund: Title I

Chromebooks \$251,770.31

Fund: Parcel Tax

Recommendation: Staff recommends approval of purchases using CMAS Contract No: 3-16-70-1811AC and Apple Piggyback Agreement Number P-13 13/14.

Submitted by: Barbara Campbell

Title: Director, Academic Services

Approved by: Rene Sanchez

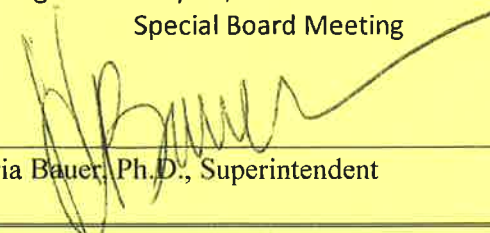
Title: Assistant Superintendent, Instructional Services

To the Board of Trustees:

Meeting: May 29, 2018
Special Board Meeting

Recommend Approval

11.02
Agenda Placement


Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____



TECHNOLOGIES, INC.

MJP Technologies, Inc
6085 King Dr, Unit 102
Ventura, CA 93003

MJP Estimate

Date: 5/1/2018

Estimate # 222827

Name / Address	Ship To		
Alum Rock Union Elementary S D Avtar Gill 2930 Gay Avenue San Jose, CA 95127	Alum Rock Union Elementary S D 2930 Gay Avenue San Jose, CA 95127		
	P.O. #		
	Contact: Avtar Gill		
Description	Qty	Cost	Total
Acer C731-C8VE 11.6" LCD Chromebook - Intel Celeron N3060 Dual-core (2 Core) 1.60 GHz - 4 GB LPDDR3 - 16 GB Flash Memory Capacity - Chrome OS - 1366 x 768 - ComfyView"	875	197.00	172,375.00T
California Electronic Waste Recycling Fee (Effective as of Jan, 1, 2013): -\$5 - 4" to 14.9" display -\$6 - 15" to 34.9" display -\$7 - 35" display and above	875	5.00	4,375.00
GOOGLE INC : Google Chrome OS Management Console License, Education	875	26.00	22,750.00
36-Compartment Anthro Charging Carts Yes Cart for Mini Laptops - Anthro Corp, YESMOR2GMPW4	25	1,310.00	32,750.00T
Shipping/Handling***** Included*****	1	0.00	0.00
175LH Master Lock 2in (51mm) Wide Resettable Combination Brass Padlock with 2-1/4in (57mm) Shackle	25	20.00	500.00T
*CMAS Contract #: 3-11-70-1811AE	1	0.00	0.00
Estimate valid for 30 days unless otherwise specified. Email purchase orders to orders@mjp.net or fax to (805)981-3775. Please inspect goods upon receipt. Damage claims must be processed immediately or may not be honored.			
Subtotal:	\$232,750.00	Sales Tax: (9.25%)	Total \$251,770.31
Quote Valid Until: 05/31/2018		Date: _____	

Print Name: _____

Customer Signature: _____

Phone #: 805-981-9511 Fax # 805-981-3775 E-mail: orders@mjp.net

Web Site: www.mjp.net

Apple Store for Education Institution

Proposal 2103196699

Proposer: Jose Chavez

Thank you for your proposal dated 04/18/2018. The details we've provided below are based on the terms assigned to account 22888, ALUM ROCK UNION ELEMENTARY SD.

To access this proposal online, please search by referencing proposal number 2103196699.

Comments from Proposer:

MR7G2LL/A	iPad Wi-Fi 32GB - Silver	630	299.00	188,370.00 USD
			Recycle Fee	3,150.00 USD
			Subtotal	191,520.00 USD
			Estimated Tax	17,424.23 USD
			Total	208,944.23 USD

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

How to Order

If you would like to convert this Proposal to an order, log into the Apple Store for Education Institution [<https://ecommerce.apple.com>] and click on Proposals. Then search for this Proposal by entering the Proposal number referenced above.

Note: A Purchaser login is required to order. To request Purchaser access for your Apple Account, log into Apple Store for Education Institution and select the 'Register' link from the store login page. Purchases under a Proposal are subject to the terms and conditions of your agreement with Apple and the Apple Store for Education Institution.

Please contact us at 800-800-2775, if you have further questions or need assistance.

The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.

Copyright © 2018 Apple Inc. All rights reserved.

QUOTE CONFIRMATION



DEAR JOSE CHAVEZ,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JSJZ536	4/19/2018	630AIRWATCH	0441718	\$8,757.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
AirWatch Essentials Shared Cloud - subscription license (2 years) + 2 Years	630	4680120	\$13.90	\$8,757.00
Mfg. Part#: V-K12-CLD-D-2G-APRO				
UNSPSC: 43232804				
Electronic distribution - NO MEDIA				
Contract: Standard Pricing				

PURCHASER BILLING INFO		SUBTOTAL	\$8,757.00
Billing Address: ALUM ROCK UNION SCHOOL DIST ACCTS PAYABLE 2930 GAY AVE SAN JOSE, CA 95127-2398 Phone: (408) 928-6854 Payment Terms: NET 30 Days-Govt/Ed		SHIPPING	\$0.00
		GRAND TOTAL	\$8,757.00
DELIVER TO		Please remit payments to:	
Shipping Address: ALUM ROCK UNION SCHOOL DIST DISTRICT WAREHOUSE 2930 GAY AVE SAN JOSE, CA 95127-2398 Phone: (408) 928-6854 Shipping Method: ELECTRONIC DISTRIBUTION		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Austin Romero

(877) 283-5780

austrom@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager

© 2018 CDW•G LLC, 290 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



MJP Estimate

Date: 4/19/2018

Estimate #	222610
------------	--------

Date: _____

Print Name: _____

Customer Signature: _____

Phone #: 805-981-9511 Fax #: 805-981-3775 E-mail: orders@mjp.net Web Site: www.mjp.net

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF TRUSTEES

Board of Trustees:

Date: April 30, 2018

Subject: **Fiscal Expert**

Staff Analysis: Dr. Donald Zimring, Fiscal Expert and Dr. William Gillaspie, Fiscal Advisor, in conjunction with Assistant Superintendent, Kolvira Chheng, will provide a Fiscal Expert update to the Board.

****INFORMATION/DISCUSSION****

Approved by: Kolvira Chheng

Title: Assistant Superintendent of Business Services

To the Board of Trustees:

Meeting: May 29, 2018
Special Board Meeting

INFORMATION/DISCUSSION

12.01
Agenda Placement

Hilaria Bauer, Ph.D. Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved _____ Not Approved _____ Tabled _____

May 8, 2018

VIA U.S. MAIL

Mr. Esau Herrera, Board President
Mr. Andrés Quintero, Board Member
Alum Rock Union Elementary School District
2930 Gay Avenue
San Jose, Ca 95127

RE: ARUSD Agenda Item For Termination of Contracts with Del Terra

Dear Messer's Herrera and Quintero:

I am writing in my capacity as fiscal advisor to the Alum Rock Union Elementary School District ("District") in response to Mr. Quintero's letter of May 7, 2018 regarding the placement of items on the District's agenda for public meetings. Mr. Quintero's letter states that on May 3, 2018 he submitted items to the District Superintendent, Dr. Hilaria Bauer for inclusion on the District's May 10, 2018 agenda for the termination of all contracts with Del Terra Real Estate Services, Inc. dba Del Terra Group ("Del Terra"). Mr. Quintero's letter further states that on May 4, 2018 you provided the following reply to Dr. Bauer regarding the proposed agenda items:

10.10, 10.11, 10.12

As I recall, this item has already been acted upon by the board, and was not adopted by the board. Bringing it back requires a trustee who voted in the majority to request this reconsideration. I don't believe that requirement has been met here, and thus these 3 items should be deleted from this agenda. Of course, any trustee is always able to express their own political opinion regarding any issue, but must also follow proper procedure for agenda action items.

A review of the District's Board Policies 9322 and 9323 entitled "Agenda/Meeting Materials" and "Meeting Conduct" respectively, shows that there is no language in the Board Policies which requires that where an item has been previously placed on a Board Agenda, a trustee who voted in the majority is required to request reconsideration of that item. The process that Mr. Herrera referenced in his reply to Dr. Bauer appears to be derived from section 37 of Roberts Rules of Order. There is no record that District bylaws incorporate or otherwise require compliance with Roberts Rules of Order.

The agenda for the January 18, 2018 regular board meeting indicates that the Board may have considered amending Board Policy 9323, to require that board meetings be conducted in accordance with Robert's Rules of Order unless Robert's Rules conflict with the Brown Act or existing board policies. However, Board Policy 9323 has not been amended to include any reference to Roberts Rules of Order and the minutes for the January 18, 2018 have not been approved by the board and posted on the District's website for review to confirm what if any action was taken by the board regarding Board Policy 9323.



Board Policy 9322, Agenda/Meeting Materials, which sets forth the process for agenda preparation states that:

The Board President and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.

Based upon the language of Board Policy 9322, compliance with the Board's guidelines regarding agenda preparation requires a collaborative approach, does not require compliance with Robert's Rules of Order, and does not support a unilateral decision to exclude an item from the agenda.

As you are aware, the Santa Clara County Extraordinary Audit of the Alum Rock Union Elementary School District, dated June 9, 2017 ("FCMAT Audit") reviewed the policies and internal controls of the District for purchasing and contractual commitments. Among the recommendations contained on page 45 of the FCMAT Audit is that the District should:

Establish a culture of trust in the district. The tone at the top is essential to fostering a culture of ethical behavior. Governing board members and administrators should demonstrate a high moral and ethical example by gaining a thorough understanding of established policies and operational procedures and adhering strictly to them. The duties and responsibilities of staff members in each department should be segregated as well as those of supporting employees who are responsible for enforcing established policies.

In this instance, reliance upon a procedure that the Board has not adopted to exclude an item from the Board agenda, suggests that additional review and understanding of Board policy is necessary to comply with the FCMAT recommendation cited above.

I note that the District has received a letter from Del Terra dated May 4, 2018 pertaining to the District's April 12, 2018 FCMAT Documentation Update. The fiscal expert team and I will work with the District staff to review the correspondence from Del Terra and determine what, if any, further documentation or action is recommended as such issues pertain to the District's fiscal integrity.

Please note that the role of the Superintendent as the District's chief administrator is integral to the work underway with the fiscal expert team to strengthen the District's internal controls and business practices, and to support the District's compliance with the recommendations stated in the FCMAT Audit. As such, interruption of the Superintendent's duties regarding the assessment of the District's fiscal stability and compliance with contracting procedures undermines the District's ability to address fiscal weaknesses that have been revealed in a review of the District's interim report based upon the standards and criteria set forth in the Title 5, CCR, sections 15440 et. seq. Specifically, the actions of the governing board taken at the April 12, 2018 meeting in closed session were improper in that such actions violated the Brown Act, as explained in the April 13, 2018 letter from Don Zimring. The actions of the governing board to restrict the Superintendent's involvement with the review and audit of the Del Terra contracts, and ongoing investigation by SEC and the district attorney are also destabilizing for the District's fiscal health, in that it improperly interferes with the District's business operations and ongoing investigations regarding critical financial matters.



Santa Clara County
Office of Education

As the District's fiscal advisor, I respectfully request that you please make every effort to comply with the District's board policies and work cooperatively with the Superintendent and District staff to support the audit of the Del Terra contracts and compliance with the FCMAT recommendations and the ongoing investigations by the Securities and Exchange Commission and the district attorney.

Sincerely,

William P. Gilmaspie, Ed.D., Fiscal Advisor

12.02

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees:

Date: April 30, 2018

Subject: FCMAT Update

Staff Analysis: The Board is requesting to have an updated status on the FCMAT Report and the requested documents. Assistant Superintendent of Business Services will provide a FCMAT update.

INFORMATION / DISCUSSION

Approved by: Kolvira Chheng Title: Assistant Superintendent, Business Services

To the Board of Trustees:

Meeting: May 29, 2018
Special Board Meeting

INFORMATION / DISCUSSION

12.02
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue, San José, CA 95127

Phone: 408-928-6800

Fax: 408-928-6416

www.arusd.org

May 10, 2018

To: Board of Trustees

From: Kolvira Chheng, Assistant Superintendent of Business Services

Re: Item #12.02 - FCMAT Update - Request for Documents

At a special board meeting held on July 27, 2017, the Board of Trustees authorized a formal written response to the FCMAT Extraordinary Audit. Consistent with the response and actions and timelines approved by the Board, the District sent Del Terra six separate letters on August 4, 2017, requesting deliverables, documents and records under the agreements between Del Terra and the District as follows:

1. Agreement for Additional Services: DSA Close Out Certification Services (Exhibit "A")
2. Request for Deliverables, Documents and Records pursuant to Program and Construction Management Agreement (Measure "I") dated November 10, 2016 (Exhibit "B")
3. Request for Deliverables, Documents and Records pursuant to Program Management Agreement (Measure "J") dated November 10, 2016 (Exhibit "C")
4. Request for Deliverables, Documents and Records pursuant to Construction Management Agreement (Measure "J") dated November 10, 2016 (Exhibit "D")
5. Request for Deliverables, Documents and Records pursuant to Program Management Agreement (Measure "J") dated May 9, 2013 (Exhibit "E")
6. Request for Deliverables, Documents and Records pursuant to Construction Management Agreement (Measure "J") dated October 1, 2013 (Exhibit "F")

Below are Updates at the October 12, 2017 Board Meeting Regarding DSA Close Out Certification Services.

With regard to letter #1 listed above (DSA Close Out Certification Services agreement), the letter included an August 18, 2017, deadline for Del Terra to provide requested documents and information to the District. On August 19, 2017, Del Terra requested a one week extension due to Mr. Luis Rojas being out of town and unavailable during the week of August 13 – 18. Subsequently, at a weekly meeting between the District and Del Terra held on August 24, 2017, Del Terra provided the District with the following items:

1. A response letter from Del Terra dated August 24, 2017 (included in Exhibit "A");
2. A print out of a screen shot indicating approximately 127 gigabytes of documents and plans relating to DSA close out projects (labeled "November 2013 thru June 2015");
 - a. At the August 24th meeting, Del Terra requested the District to review the files and inform Del Terra as to which files the District is requesting for its records and files.
 - b. On August 27, 2017, the District e-mailed Del Terra directing Del Terra to provide all files it had in its possession relating to the performance of the work under the DSA Close Out agreement;

- c. At a regularly scheduled weekly meeting between the District and Del Terra on August 31, 2017, Del Terra provided the District with a hard drive believed to contain the 127 gigabytes of documents related to the DSA close out projects.
- 3. Matrices listing DSA close out projects and the status of each project
 - a. Upon the District's review of the matrices, the District informed Del Terra that some items on the matrices do not match the list that was included in the DSA Close Out Certification Services agreement between the District and Del Terra.
 - b. Del Terra informed the District that the reason for the difference is because Del Terra created the matrices using information from the State's (DSA's) website rather than the list provided in the DSA Close Out Certification Services agreement.
 - c. The District provided Del Terra with the list that was included in the DSA Close Out Certification Services agreement for Del Terra to reconcile with its matrices.
 - d. As of this date Del Terra has not reconciled the project lists between the two documents.

The District also requested that, per the Board-approved response to the FCMAT Report, that Del Terra provides a spreadsheet detailing the status of all projects specified in the Agreement to include the following information: (i) the original projects that need to be certified (not all district projects ever completed, which causes confusion); (ii) the status of each project and whether the Del Terra Group obtained the certification and date of certification; (iii) an indication of the project certification work in progress and any significant issues; and (iv) a bottom-line total of projects still uncertified.

Del Terra has provided the District a spreadsheet which appears to show the certification status of 113 separate projects. That spreadsheet indicates that at least 33 separate projects on the spreadsheet remain uncertified.

The District is continuing in its review of the information provided by Del Terra.

Below are Updates for the November 9, 2017 Board Meeting Regarding DSA Close Out Certification Services.

On October 26, 2017, at a regularly scheduled weekly meeting between the District and Del Terra, Del Terra provided a document titled "EXHIBIT "C" – Project List", which reflects a list of DSA close out certification projects. The District is currently reviewing the document.

Below are Updates for the December 14, 2017 Board Meeting Regarding DSA Close Out Certification Services.

The District is continuing to review the documents, thus no further updates at this time.

Below are Updates for the February 8, 2018 Board Meeting Regarding DSA Close Out Certification Services.

The District is continuing to review the documents, thus no further updates at this time.

Below are Updates for the March 8, 2018 Board Meeting Regarding DSA Close Out Certification Services.

The District is continuing to review the documents, and anticipate on providing a final report in April 2018 on this matter.

Below are Updates for the April 12, 2018 Board Meeting Regarding DSA Close Out Certification Services.

The District is continuing to review the documents, and anticipate on providing a final report in May 2018 on this matter.

Below are Updates for the May 10, 2018 Board Meeting Regarding DSA Close Out Certification Services.

The District is continuing to review documents, thus no updates at this point.

Below are Updates at the October 12, 2017 Board Meeting Regarding Documents and Information Relating to the 2013 and 2016 Measure J and Measure I Program Management Agreements and Construction Management Agreements.

With regard to letters #2 - #6 listed above relating to the several agreements for program management and construction management services, Del Terra was requested in each of the separate letters to provide all documents, deliverables and records to the District by August 28, 2017.

In a letter dated August 27, 2017 (Exhibit "G"), Del Terra stated that the District's timeframe to provide the documentation is not consistent with industry standard and is unreasonable. According to Del Terra, this type of effort typically requires 60 days. Del Terra also suggested using an alternative approach by which the District would first identify what is in the District's possession, and the District would then determine what further documentation the District desires for its files.

On August 31, 2017, at a regularly scheduled weekly meeting between the District and Del Terra, the District directed an alternative approach with which Del Terra would provide the District with a list of all projects since 2013 for which Del Terra provided program management and/or construction management services. Additionally, Del Terra would provide by project a list of documentation that the District should have. Once that is provided by Del Terra, the District will review the list to determine if additional documents are required. Del Terra informed the District that it will work on producing the requested deliverables.

The District's August 4 letter did not direct Del Terra to create documents, but rather to provide program and project documents which, under the agreements, Del Terra was already required to have compiled and maintained in an organized document archive system. On that basis, on September 14, 2017, the District sent Del Terra a letter (Exhibit "H") clarifying that Del Terra must provide all documentation under the agreements.

On September 21, 2017, the District received a letter from Del Terra informing the District that it is gathering all of the requested documents pursuant to the District's September 14, 2017 letter.

(Exhibit "I".) However, Del Terra noted that it is not a simple effort and will take a reasonable amount of time to complete and that Del Terra was reserving its "right to seek compensation for additional services based upon the duplication of effort that is required by the District's request".

The District responded to Del Terra on September 29, 2017 (Exhibit "J"), emphasizing that documents must be submitted in an organized fashion pursuant of the various program management agreements and that since Del Terra was required to develop and implement a document management control system as part of its "Basic Services" under the agreements, and that, as provided in the agreement, all documents are to be maintained at the District Office, the provision of the required documents in an organized fashion to the District would not be an additional service for which the District would pay additional compensation to Del Terra. Additionally, Del Terra was reminded of the District's multiple requests beginning in September 2016 for documents supporting Del Terra's billing for construction management services for the Fischer Middle School, George Middle School, Dorsa HVAC and LUHCA HVAC projects, including all supporting documentation relating to all Del Terra invoices including personnel names and positions, timesheets, actual hours worked, and applicable hourly rates.

On October 3, 2017, the District received a letter from Del Terra (Exhibit "K") indicating that it is compiling documents relating the construction management services for the Fischer Middle School, George Middle School, Dorsa HVAC and LUHCA HVAC projects. Those documents were originally requested by the District on September 13, 2016. Since October 3, Del Terra has not provided the requested documents.

On Friday, October 6, 2017, Del Terra provided the following items:

1. External Hard Drive believed to contain some project documents
2. Measure "J" Project Documentation List 2013-2017
3. Del Terra Document Filing System Index
4. Screen Shot of Del Terra File Structure

The "Measure 'J' Project Documentation List 2013-2017" provided by Del Terra (Exhibit "L") indicates that a least thirty-three (33) separate District Measure J projects are missing "Warranties/Guarantee", seven (7) separate projects are missing signed construction contract agreements, and that at least thirty (30) projects do not have signed bid and/or contract-related documents.

The District is continuing in its review of the documents provided on October 6 to identify other missing documents and files and in an effort to assess the organization of the materials provided.

Below are Updates for the November 9, 2017 Board Meeting Regarding Documents and Information Relating to the 2013 and 2016 Measure J and Measure I Program Management Agreements and Construction Management Agreements.

On October 13, 2017, the District sent Del Terra a letter requesting the following clarification regarding documents that Del Terra provided to the District on October 6:

- Whether the external hard drive contained all of the documents requested by the District in each of the above five (5) August 4 letters related to Program and Construction
-

Management Agreements (other than the documents noted as "Missing" on the "Project Documentation List 2013-2017").

- How Del Terra intends to recover and/or provide those documents noted as "M – Missing" and "X-Need Executed Copy".
- Whether the external hard drive provided by Del Terra contained all program management documents for Measure J and Measure I, since the Filing System Index and the Screen Shot of Del Terra File Structure appear to relate to documents and the file structure for individual construction projects, not to the bond program management overall.

On October 26, 2017, at a regularly scheduled weekly meeting between the District and Del Terra, Del Terra informed the District that it is gathering all of the requested documents pursuant to the District's October 13, 2017 letter. As of Wednesday, November 8, 2017, Del Terra has not produced any additional documents as requested in the District's October 13, 2017 letter.

Below are Updates for the December 14, 2017 Board Meeting Regarding Documents and Information Relating to the 2013 and 2016 Measure J and Measure I Program Management Agreements and Construction Management Agreements.

In reviewing the documents provided by Del Terra on October 6, 2017, District's staff noted the following:

- The file structure convention is inconsistent, for example, some files are grouped by individual projects while some are group by type of projects, thus making it difficult for staff to tie the documents in the hard drive to the matrix.
- The District will need to meet with Del Terra to reconcile the documents matrix to the documents provided in the hard drive.
- There appears to be missing documents which were listed on the documents matrix, titled "Measure 'J' Project Documentation List 2013 – 2017".

On Monday, December 11, 2017, the District received a hard drive from Del Terra and is in the process of reviewing the materials.

Below are Updates for the February 8, 2018 Board Meeting Regarding Documents and Information Relating to the 2013 and 2016 Measure J and Measure I Program Management Agreements and Construction Management Agreements.

District is continuing to review the documents, thus no further updates at this time. However, as noted above, due to the large volume of documents and inconsistent filing structure, it has been challenging for district staff to reconcile documents from the hard drive to the matrix.

Below are Updates for the March 8, 2018 Board Meeting Regarding Documents and Information Relating to the 2013 and 2016 Measure J and Measure I Program Management Agreements and Construction Management Agreements.

The District is continuing to review the documents, and anticipate on providing a final report in April 2018 on this matter.

Below are Updates for the April 12, 2018 Board Meeting Regarding Documents and Information Relating to the 2013 and 2016 Measure J and Measure I Program Management Agreements and Construction Management Agreements.

The enclosed report titled, "Measure 'J' Projects Lists 2013-2017 Bond Documents", which was prepared by the District's Director of Bonds and Facilities, reflects a total of 66 projects that Del Terra Group (DTG) managed from 2013 through 2017. The District has completed its review of documents submitted by DTG for projects #1 through #51. Documents for projects #52 through #66 is still under review by the District. For projects #1 through #51, below is a breakdown of the type of documents and issues relating to those documents:

- Notice of Intent
 - 29 missing
- Notice to Award
 - 3 missing
 - 8 signed by District, only
 - 15 signed by DTG, only
 - If this is true to be the case, DTG proceeded without receiving proper authorization from the District.
- Contract Agreements
 - 2 missing
- Contractor Docs (bonds, Insurance, ect)
 - 2 missing
- Notice to Proceed
 - 2 missing
 - 2 signed by District, only
- Warranties
 - 17 missing
- Notice of Completion
 - 11 are filed copies only, no records of being recorded by the County

Staff will provide further updates for projects #52 through #66 once the review is completed.

In addition to the documents noted above, the District has made several requests for documents supporting Del Terra's billings for construction management services in relation to the Fischer Middle School Multi-Purpose Building Project, Gorge Middle School Multi-Purpose Building Project, Dorsa HVAC and LUCHA HVAC projects, where the District was billed and paid for construction management services at the 6% CM rate totaling approximately \$329K, although construction had not yet begun at the time of the billing. The requests specified for Del Terra to provide all supporting documentation, such as personnel names and positions, timesheets, actual hours worked, and applicable hourly rate. The District first requested this information in September 2016. The applicable construction management agreements provide that pre-construction services would be billed "on an hourly basis for work actually performed." As of this date, the District has not received the back-up documentation that is responsive to this request. This information is necessary for the District in order for staff to be able to calculate the actual amount that should have been paid to Del Terra. It is also noteworthy to mention that as of this date, construction has not begun for both the Fischer and George Middle School Multi-Purpose Building Projects.

Re: FCMAT Update – Request for Documents
Page 7 of 7
May 10, 2018

Below are Updates for the May 10, 2018 Board Meeting Regarding Documents and Information Relating to the 2013 and 2016 Measure J and Measure I Program Management Agreements and Construction Management Agreements.

The District received the enclosed letter from Del Terra dated May 4, 2018 in response to the District's April 12, 2018 FCMAT Update – Request for Documents. The District is in the process of preparing a response to Del Terra and will continue to work with Del Terra to update/revise report, if necessary and as needed.

DEL TERRA

13181 Crossroads Pkwy North, Ste 540
City of Industry, CA

Phone: 626.839.9300
Fax: 626.839.9307

201 Spear Street, Suite 1100
San Francisco, CA 94105

Phone: 415.230.5352
Fax: 415.230.5301

May 4, 2018

Kolvira Chheng, CBO
Alum Rock Union Elementary School District
2930 Gay Avenue
San Jose, CA 95127

Re: Response to District's April 12, 2018 FCMAT Documentation Update

Mr. Kolvira Chheng:

At the April 12, 2018 Board meeting you reported that various documents were not in file for various Bond Projects. As we discussed previous to your April 12th report and in our recent phone conversation, that both the District and Del Terra would work together to reconcile any missing documents so that an accurate reporting can be provided of the various Bond documents. In fact, this point was even stated by Superintendent Bauer at the November 9, 2017 Board Meeting, whereby Bauer stated that we (District and Del Terra) will work together to 'fill the Gap' of documents. So needless to say, I was rather surprised that a report was presented to the Board without communication with Del Terra to confirm the documents that the District is seeking.

In order to make the exercise of listing the documents which the District asserts are missing easier to follow, we are attaching a Report that lists those 'missing' documents. We added a column quantifying which Bid has the 'missing' documents and the **Quantity that the District** asserts are missing and the **Quantity that Del Terra** indicates that are not in the Project File. There is also a **Comments** column to offer where the Document was located (if it was located) or why it was not in file.

The summary will show that the District asserts that there were 59 documents missing, whereas Del Terra shows only 22 items missing. A difference of 37 documents that were either in the file or not applicable. Some of the documents reasons why the difference in quantities are as follows:

- Of the 27 total different Projects that had missing files, 17 of them were from the 1st year of the bond program, fiscal year 2013/2014.
 - If you recall, I have stated many times that Del Terra's original contract was not executed until May 2013, the 1st bids were opened on August 1, 2013, less than 2 months later. The actual start of construction was on August 20th. That means Construction actually started 20 calendar days after Bid Opening. Many of the missing documents come from that time period, whereby the District and Del Terra did not have the sufficient time to issue the Courtesy Documents.
- Many of the Documentation protocols were not yet established by the District, hence various documents missing were not specified or requested by the District as of bid time.
- The documents that were in file were the legally binding documents i.e., NTP, Bonds & Insurance and Contract Agreements.
- NOI/NOA - Courtesy Documents: Notice of Intent (NOI) and Notice of Award (NOA) are not in the public contract code and do not assign risk to the District. The NOI and NOA are courtesy or advisory documents to the Contractor. Only a NTP or Contract can obligate a District for contractor performance.

DEL TERRA

13181 Crossroads Pkwy North, Ste 540
City of Industry, CA

Phone: 626.839.9300
Fax: 626.839.9307

201 Spear Street, Suite 1100
San Francisco, CA 94105

Phone: 415.230.5352
Fax: 415.230.5301

- Hence, that is why the District has not issued Notice to Proceed or Contracts for the Fischer and Mathson MPSCC Projects which have gone out to bid and bids have been opened and accepted by the District. NOI and NOA do not put the District at risk of contract obligation.
- Other Documents were found in the files and HardDrive
- Some documents were Not Applicable to be required for the project, e.g. some Bond Projects were procured by Competitive Proposals, not Bidding. The project was within the District's competitive Proposal threshold, thus some typical bond documents are not applicable for the projects listed.
- As also mentioned, there was a lack of consistent District and Bond Administration and direction
 - As stated by Del Terra, FCMAT and SCCOE, the District has suffered with the unusually high rate of Administrative turnover in the Business Department, 7 CBOs in 2.5 yrs.
 - Four (4) different Facility Directors
 - Many times no CBO's or Facility Directors at all
 - Superintendent was for 2 yrs directly active in the Bond Program
 - These factors also lead to the District affecting the consistent compliance with protocols

It is known that there were approximately 80 different bond projects that were successfully implemented on occupied campuses, without injury to any student, faculty or contractor. No lawsuits for lack of performance and all projects complied with Public Contract Codes and Bidding Procedures.

There may be some individual missing documents, but these documents have not affected the performance or risk assignment of the projects. There are no missing projects or public funds, and Del Terra's performance of the Bond Program has not exposed the District to any risk of negligence or performance.

In summary, it is Del Terra hope and desire that the District will work cooperatively with Del Terra to 'fill in any gaps' relating to Project Documentation.

Luis D. Rojas
President/CEO

12.03

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF TRUSTEES

To the Board of Trustees:

Subject: Third Interim Financial Report – Fiscal Year 2017-2018

Staff Analysis: In accordance with Education Code 42130, 42131(a)(1) and (2), school districts filing a qualified or negative certification for the Second Interim Report are required to prepare a Third Interim Report, for the period ending April 30. This report evaluates whether or not the district is able to meet its financial obligation for the remainder of the fiscal year, and also to meet any multi-year commitments.

The report will be available before the Board Meeting.

Recommendation: Staff recommends approval by the Board of Trustees of the Third Interim Financial Report.

Approved by: Kolvira Chheng Title: Assistant Superintendent, Business Services

To the Board of Trustees:

Meeting: May 29, 2018
Special Board Meeting

Recommend Approval

12.03

Agenda Placement

Hilaria Bauer, Ph.D, Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue, San José, CA 95127 • Phone: 408-928-6800 • Fax: 408-928-6416 • www.arusd.org

May 10, 2018

To: Board of Trustees

From: Kolvira Chheng, Assistant Superintendent of Business Services

Re: Item #12.03 – Third Interim Report

BACKGROUND

Pursuant of Education Code section 42131(e), the governing board of each school district filing a qualified or negative certification for the second report required under Section 42130 or classified as qualified or negative by the county superintendent of schools, shall provide to the county superintendent of schools, the Controller and the Superintendent no later than June 1, financial statement projections of the school district's fund and cash balances through June 30 for the period ending April 30. The District projects that it will be able to meet the reserves requirement for the current and two subsequent fiscal years. Additionally, the District will maintain a positive cash balance for the remainder of the current fiscal year.

The chart below reflects the District's multi-year projection for the Unrestricted General Fund.

UNRESTRICTED GENERAL FUND			
	2017-18 Third Interim	2018-19 Projected	2019-20 Projected
BEGINNING BALANCE	21,834,894	11,629,208	11,753,934
TOTAL REVENUES	113,797,036	118,440,128	112,192,296
TOTAL EXPENDITURES	102,192,024	95,193,882	93,063,279
TOTAL CONTRIBUTIONS/TRANSFERS	(21,810,699)	(23,121,519)	(23,754,674)
Surplus/(Deficit)	(10,205,686)	124,727	(4,625,657)
ENDING FUND BALANCE	11,629,208	11,753,934	7,128,277
COMPONENTS OF ENDING BALANCE			
Revolving Fund	20,000	20,000	20,000
Restricted	-	-	-
Committed	-	-	-
Assigned	250,000	250,000	250,000
Reserve for Economic Uncertainties	4,381,859	4,005,747	3,957,294
Unassigned/Unappropriated Amount	6,977,349	7,478,187	2,900,983

RECOMMENDATION

Staff recommends the Board of Trustees approve the Third Interim Report.

13.04

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Resolution # 38-17/18 Classified School Employees Week May 20-26, 2018**

Staff Analysis:

Alum Rock Union Elementary School District hereby recognizes and wishes to honor the contribution of the classified school employees to quality education in the state of California and in the Alum Rock Union Elementary School District and declares the week of May 20, 2018 through May 26, 2018 as *Classified School Employees Week* in the Alum Rock Union Elementary School District.

Recommendation:

Staff recommends approval of Resolution # 38-17/18.

Submitted by: Jess Serna Title: Interim Assistant Superintendent,
Human Resources

To the Board of Trustees:

Recommend Approval

Meeting:

May 29, 2018

Special Board Meeting

13.04
Agenda Placement

Hilaria Bauer, Ph. D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

Resolution # 38-17/18

Proclaiming May 20-26, 2018

"CLASSIFIED SCHOOL EMPLOYEES WEEK"

WHEREAS, classified school employees provide valuable services to the schools and students of the Alum Rock Union Elementary School District; and

WHEREAS, classified school employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified school employees serve a vital role in providing for the welfare and safety of Alum Rock Union Elementary School District students; and

WHEREAS, classified school employees employed by Alum Rock Union Elementary School District strive for excellence in all areas relative to the educational community;

NOW, THEREFORE, BE IT RESOLVED, that the Alum Rock Union Elementary School District hereby recognizes and wishes to honor the contribution of classified school employees to quality education in the State of California and in the Alum Rock Union Elementary School District and declares the week of May 20-26, 2018 as *Classified School Employees Week* in the Alum Rock Union Elementary School District.

PASSED AND ADOPTED this 29th day of May 2018, by the Board of Trustees of the Alum Rock Union Elementary School District, County of Santa Clara, State of California.

Ayes _____

Noes _____

Absent _____

Abstain _____

Board of Trustees:

Esau Ruiz Herrera, President

Karen Martinez, Vice President

Dolores Marquez-Frausto, Clerk

Khanh Tran, Member

Andrés Quintero, Member

I HEREBY CERTIFY that the foregoing resolution was duly and regularly introduced, passed, and adopted by the members of the Board of Trustees of the Alum Rock Union Elementary School District at a public meeting of said Board held on May 29, 2018.

Hilaria Bauer, Ph.D., Superintendent

Date

14.12

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Approve/Ratify Notices of Employment and Changes of Status/May 29, 2018/**
Human Resources Department

Staff Analysis:

This item includes recommendations such as new hires, leaves of absence, or other changes in employee status.

Recommendation:

The Board is requested to approve the hiring of any new employee, and any change of status for existing employees.

Submitted by: Jess Serna Title: Interim Assistant Superintendent,
Human Resources

To the Board of Trustees:

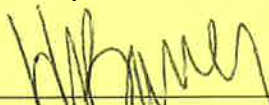
Meeting:

May 29, 2018

Recommend Approval

Special Board Meeting

14.12



Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

**ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT-
HUMAN RESOURCES DEPARTMENT
SPECIAL MEETING OF THE BOARD OF TRUSTEES
May 29, 2018**

REVISED
5/24/18

CERTIFICATED OFFERS OF EMPLOYMENT:

I. New Hire:

1. Rodrigues, Amy	District Nurse/Student Services Dept.	04/09/2018
-------------------	---------------------------------------	------------

II. Substitute Personnel:

1. Almazan, Epsom	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
2. Catolico, Jonathan	Substitute Teacher	04/16/2018
3. Cook, Steve	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
4. Faines, Anna	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
5. Faines, James	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
6. Harlow, William	Residential Substitute Teacher Contract	04/09/2018-04/30/2018
7. Hawkins, Zane	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
8. Hernandez, Frank	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
9. Keep, Peggy	Substitute Teacher	02/02/2018
10. Loreda, Mike	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
11. Loui, Florence	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
12. Manundo, Marlon	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
13. Morquecho, Leticia	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
14. Oldham, Vivianna	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
15. Rojas, Raul	Residential Substitute Teacher Contract	04/09/2018-06/14/2018
16. Sinclair, Abigail	Substitute Teacher	04/16/2018
17. Torres, Erik	Substitute Teacher	04/16/2018
18. Vasquez, Mary	Residential Substitute Teacher Contract	04/09/2018-06/14/2018

III. Employee Contracts:

1. Armstrong, Marjan	Marriage & Family Therapist	07/01/2018-06/30/2019
2. Devine, Erin	Marriage & Family Therapist	07/01/2018-06/30/2019
3. Ellis, Nicole	School Counselor Intern	04/30/2018-06/15/2018
4. Garza, Elizabeth	Occupational Therapist	07/01/2018-06/30/2019
5. Leon, Oscar	Substitute Principal	05/01/2018-06/30/2018
6. London, Corinne	Behavior Support	09/20/2018-06/30/2019
7. Martin Marisol	Tester	05/01/2018-06/31/2018
8. Posner, Charles	Instructor-Jazz Summer Program	06/25/2018-07/20/2018
9. Qin, Jie	Registered Nurse/SpEd	07/01/2018-06/30/2019
10. Servin, Maribel	School Counselor Intern	04/01/2018-06/30/2018
11. Spacek, Timothy	Music Director-Summer Jazz Program	06/25/2018-07/20/2018
12. Steele, Vivian	Behavior Support/SpEd	07/01/2018-06/30/2019
13. Thun, Blanca	School Counselor Intern	04/01/2018-06/30/2018
14. Vega, Benjamin	Instructor/Assistant Summer Jazz Program	06/25/2018-07/20/2018
15. Wolff, Beth	School Counselor Intern	03/01/2018-06/30/2018
16. Yamaguchi, Dana	SLS Coordinator/Sheppard	08/14/2018-06/30/2019

CERTIFICATED CHANGES OF STATUS:

IV. One Year Nonpaid Personal Leave of Absence:

1. Brown, Anthony Scott	6/APTITUD	07/01/2018-06/30/2019
2. Cane, Christine	1 year Extension	07/01/2018-06/30/2019
3. Jacinto, Loreliz	.25 FTE/Speech Therapist	07/01/2018-06/30/2019
4. Moeller, Kristin	.20 FTE/Lyndale Elementary	07/01/2018-06/30/2019
5. Spatola, Veronica	1 year extension	07/01/2018-06/30/2019
6. Wesson, Nicole	.60 FTE/School Psychologist	07/01/2018-06/30/2019

V. End of Temporary Contract 6/30/2018:

1. Astorga, Jose	Dorsa Elementary
2. Brundidge, Kaitlin	L.U.C.H.A. Academy
3. Buchanan, Blake	Dorsa Elementary
4. Cervantes, Alondra	George Middle School
5. Dumpson, Claudia	ADELANTE Academy II
6. Dunn, Nicole	Renaissance Academy II
7. Estell, Marline	Sheppard Middle School
8. Estrada, Luis	ADELANTE Academy I
9. Francis, Mark	Mathson Middle School
10. Garibay, Edgar	Fischer Middle School
11. Gonzalez, Rosa	Ocala Middle School
12. Gutierrez, Christina	Mathson Middle School
13. Hinsch, Laura	Renaissance Academy I
14. Lentz, Jillian	Lyndale Elementary
15. Libuit, Haley	Ryan Elementary
16. Martinez, Joycelyn	Dorsa Elementary
17. Miller, Haley	Lyndale Elementary
18. Morales, Elizabeth	ADELANTE Academy I
19. O'Neill, Melanie	Arbuckle Elementary
20. Perez, Celia	Meyer Elementary
21. Perez, Gabriela	ADELANTE Academy II
22. Perez-Carrillo, Jennifer	ADELANTE Academy I
23. Rivas, Sandra	ADELANTE Academy II
24. Rodrigues, Amy	Student Services Dept.
25. Stamborski, Anna	Ocala Middle School
26. Strand, Alyssa	Cureton Elementary
27. Todd, Amber	Ryan Elementary
28. Urena, Alondra	Cureton Elementary
29. Vega, Benjamin	Meyer Elementary
30. Vu, Minh	L.U.C.H.A. Academy

VI. End of Temporary Contract Non Reelect 6/30/2018:

1. Rodriguez, Jocelyn	ADELANTE Academy II
2. Moller, John	Renaissance Academy I

VII. Substitute Teacher -Terminated:

1. Lindner, John	04/12/2018
------------------	------------

CLASSIFIED PERSONNEL – May 29, 2018

CLASSIFIED OFFERS OF EMPLOYMENT:

I. New Hire:

1. Bautista, Alejandra Guadalupe	School Office Assistant/Ryan	04/23/18
2. Bautista, Lourdes	Child Nutrition Assistant I/Ocala	04/30/18
3. Rodriguez, Alejandro Delgadillo	Head Custodian II/Aptitud	05/01/18
4. Senabria, Laurencia	Child Nutrition Assistant I/Adelante	03/26/18

II. Change of Status:

1. Cervantes, Laura Martinez	Child Nutrition Assistant II/George	04/09/18
2. Contreras, Martha Arambula	Child Nutrition Assistant I/Fischer	04/09/18
3. Ulloa, Silvia	Child Nutrition Assistant I/Ocala	03/26/18

III. Personal Leave of Absence:

1. Villalvaso, Maria De Jesus	School Administrative Assistant/Aptitud	05/01/18-05/01/19
-------------------------------	---	-------------------

IV. Retirement:

1. Pacheco, Dora Elia	Satellite Supervisor/Fischer	06/19/18
-----------------------	------------------------------	----------

V. Termination:

1. Lafo, Pesamino	Paraeducator Special Education II/Ocala	04/25/18
-------------------	---	----------

VI. Contracted Employee:

1. Almazan, Epsom	Coach/Ocala	12/18/17-01/30/18
2. Floirendo, Ian-Carl	Vocal Instructor/ VAPA	06/25/18-07/20/18
3. Lopes, Daniel	Soccer Coach/ Ocala M.S.	02/01/18-03/30/18
4. Pangilinan, Oscar	Instructor-Audio Tech-Summer/ VAPA	06/25/18-07/20/18
5. Pangilinan, Oscar	Instructor-Audio Tech/ VAPA	08/20/18-06/30/19
6. Popoff, Alexander	Instructor/ VAPA	06/25/18-07/20/18
7. Ramirez, Laura	Instructor/ VAPA	06/25/18-07/20/18
8. Sanchez, Clayton	Instructor/ VAPA	06/25/18-07/20/18
9. Sanchez, Clayton	Instructor/ VAPA	08/20/18-06/30/19

14.20

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
2930 Gay Avenue, San Jose, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees:

Date: May 11, 2018

Subject: School-sponsored Field Trip List

Staff Analysis: Student field trips are an important component of the educational program. Field trips supplement and enrich classroom-learning experiences and provide opportunities for students to relate their new learning to the outside world.

Recommendation: Staff recommends approval of out-of-county and overnight school-sponsored field trips.

Submitted by: Sandra Garcia *SG* Title: Director of State and Federal Programs

Approved by: Rene Sanchez *RS* Title: Assistant Superintendent of Instructional Services

To the Board of Trustees:

Meeting: May 29, 2018
Special Board Meeting

Recommend Approval

12.20

Agenda Placement

[Signature]

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____

Seconded by: _____

Approved: _____

Not Approved: _____

Tabled: _____



Alum Rock Union Elementary School District

Revised
05/23/18

Field Trip Information Sheet

Overnight Field Trips are in **BOLD**

Field Trips for Board Approval: May 10, 2018

School	Field Trip Event	City, and County	Field Date	Grade	# of classes/ students	Budget (coding)	Purpose: (academic standard the trip supports)
Aptitud Academy	Monterey Bay Aquarium	Monterey, Monterey	06/13/2018	6	50 Students	PTA	Students will learn about ocean ecosystems and the relationships between oceans and the Earth's climate.
Arbuckle Elementary	Walden West	Saratoga, Santa Clara	04/23/2018-04/27/2018	5	42 Students	Title I	Students will explore through the rainforest, learn about the nature environment, and participate in hands-on science activities.
Cassell Elementary	Monterey Bay Aquarium	Monterey, Monterey	06/12/2018	K	65 Students	Title I	Students will learn about sea animals and their habitats.
Hubbard Elementary	Monterey Bay Aquarium	Monterey, Monterey	06/11/2018	K	80 Students	Title I	Students will learn about sea animals and their habitats.
Linda Vista Elementary	Natural Bridges	Santa Cruz, Santa Cruz	05/23/2018	2	93 Students	Donations	Students will explore sea life in their natural habitat and learn about tide pools, their zones, and how they survive.
Linda Vista Elementary	California Academy of Science	San Francisco, San Francisco	05/29/2018	3	77 Students	Donations	Students will learn about habitats, animal adaptations, and physical sciences.
Linda Vista Elementary	Monterey Bay Aquarium	Monterey, Monterey	05/31/2018	K	73 Students	Donations	Students will learn about ocean animals and their adaptations.
Painter Elementary	California Academy of Sciences	San Francisco, San Francisco	05/30/2018	2 & 3	67 Students	ASB	Students will learn about different habitats and about our planet in relations to the universe.
Painter Elementary	Santa Cruz O'Neil Sea Odyssey	Santa Cruz, Santa Cruz	06/12/2018	5	34 Students	Donations	Students will learn about ocean animals and their habitats.



Alum Rock Union Elementary School District

Field Trip Information Sheet

School	Field Trip Event	City, and County	Field Date	Grade	# of classes/ students	Budget (coding)	Purpose: (academic standard the trip supports)
Renaissance II @ Mathson	Shadow Cliffs Park	Pleasanton, Alameda	06/11/2018	8	99 Students	PTO	Students will engage in brainstorming and reflection activities. Reflections will be compiled and shared as part of 8 th grade promotion celebrations.
Russo/McEntee Academy	Walden West Science Camp	Cupertino, Santa Clara	05/15/2018-05/18/2018	5	60 Students	ASB	Students will learn about the ecosystems and participate in hands-on science activities.
Ocala Middle	Marine World Vallejo	Vallejo, Solano	06/11/2018	8	155 Students	ASB	End of Year celebration for 8 th grade
LUCHA Elementary	O'Neil Sea Odyssey	Santa Cruz, Santa Cruz	05/29/2018	5	50 Students	PLG	Students will learn about ocean life, earth's features and waves.
Lyndale Elementary	Mission San Juan Bautista	San Juan Bautista, San Benito	05/30/2018	4	66 Students	ASB	Students will gain insight and experience what life was like in a working California mission.
Lyndale Elementary	San Francisco Fisherman's Wharf	San Francisco, San Francisco	06/06/2018	5	78 Students	ASB	Students will learn about the geography ecosystem and history of the San Francisco Bay Area.
Aptitud @ Goss	AT&T Park	San Francisco, San Francisco	06/05/2018	5	12 Students	PTA	Students were awarded this field trip for completing the school safety program, a free trip to participate in field day at the AT&T Park.