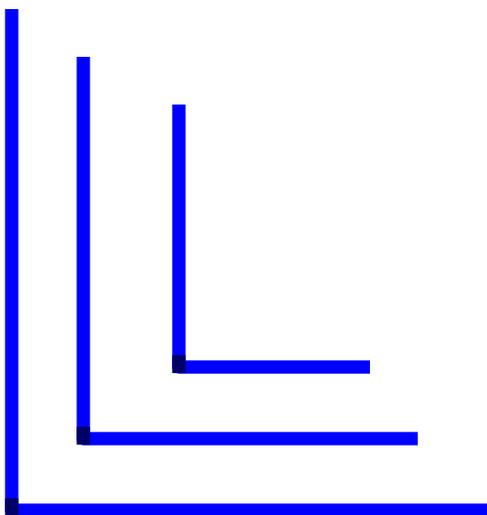


**ALUM ROCK UNION ELEMENTARY  
SCHOOL DISTRICT**

**BOARD OF TRUSTEES**



**Regular Board Meeting  
February 13, 2020**



**Thursday, February 13, 2020  
REGULAR BOARD MEETING AGENDA**

**Type: REGULAR BOARD MEETING AGENDA**

**Time: 5:30 p.m.**

**Code: Regular #11-19/20**

**Location: ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT, 2930 Gay Avenue, San Jose, CA 95127; Board Room.**

**In compliance with the Americans with Disabilities Act, if you need special assistance in order to participate in the public meeting of the Board of Trustees, please contact the Office of the Superintendent at (408) 928-6822. Notification 72 hours prior to the meeting will enable the District to make reasonable accommodations.**

**1. OPEN SESSION - CALL TO ORDER AND ROLL CALL**

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1.01 CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE -- BOARD PRESIDENT ERNESTO BEJARANO.

**2. CLOSED SESSION**

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2.01 ANNOUNCEMENT AND PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION (Government Code Section 54957.7).

2.02 RECESS TO CLOSED SESSION: The Board will recess to Closed Session at approximately 5:35 p.m. Open Session will resume approximately 1 1/2 hours after the start of Closed Session.

2.03 CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Paragraph (1) of subdivision (d) of Section 54956.9) Name of the cases: Alum Rock Union Elementary School District v. Del Terra Real Estate Services, Inc., et al., Santa Clara County Superior Court case no. 19CV354180; and, Leal & Trejo, APC v. Alum Rock Union Elementary School District, Santa Clara County Superior Court case no. 19CV356647.

2.04 CONFERENCE WITH LEGAL COUNSEL-- ANTICIPATED LITIGATION Significant exposure to Litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: Two (2) potential cases.

2.05 CONFERENCE WITH LABOR NEGOTIATORS, EMPLOYEE ORGANIZATION: CSEA (California School Employees Association); District Negotiators: (1) Hilaria Bauer, Ph.D., Superintendent; (2) Carlos Moran, Assistant Superintendent, Human Resources and (3) Jess Serna, Lead Negotiator.

2.06 CONFERENCE WITH LABOR NEGOTIATORS, EMPLOYEE ORGANIZATION: AREA (Alum Rock Educators Association); District Negotiators: (1) Hilaria Bauer, Ph.D., Superintendent; (2) Carlos Moran, Assistant Superintendent, Human Resources and (3) Jess Serna, Lead Negotiator.

2.07 CONFERENCE WITH LABOR NEGOTIATORS, EMPLOYEE ORGANIZATION: TEAMSTERS; District Negotiators: (1) Hilaria Bauer, Ph.D., Superintendent; (2) Carlos Moran, Assistant Superintendent, Human Resources and (3) Jess Serna, Lead Negotiator.

**3. RECONVENE TO OPEN SESSION - DISTRICT OFFICE BOARD ROOM**

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3.01 CALL TO ORDER / ROLL CALL --- BOARD PRESIDENT ERNESTO BEJARANO.

3.02 REPORT OF ACTION TAKEN IN CLOSED SESSION.

3.03 DISCUSSION AND/OR MODIFICATION(S) OF THE AGENDA. The Board may change the order of business including, but not limited to, an announcement that an agenda item will be considered out of order, that consideration of an item has been withdrawn, postponed, rescheduled or removed from the Consent Calendar for separate discussion and possible action.

#### **4. PUBLIC MEMBERS WHO WISH TO ADDRESS THE BOARD**

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4.01 "REQUESTS TO ADDRESS THE BOARD" provides members of the public an opportunity to speak to the Board about any matter under the jurisdiction of the Board and not otherwise on the agenda. Those who wish to address specific agenda items will have an opportunity to do so when that agenda item is introduced and presented during this meeting. Individuals wishing to speak are requested to proceed to the podium. There is a three-minute time limit for each speaker. The Board will automatically refer to staff any formal written requests that are brought before them at this time. Written matters may be placed on a future meeting.

#### **5. COMMENTS AND COMMUNICATION**

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5.01 Teamsters.

5.02 California School Employee's Association (CSEA).

5.03 Alum Rock Administrator's Association (ARAA).

5.04 Alum Rock Educator's Association (AREA).

5.05 Superintendent.

5.06 Board of Trustees/Communications/Comments.

#### **6. CONTRACT EXTENSIONS OVER \$100,000-- BOARD DISCUSSION AND/OR ACTION "The Board may take an action on any item in this section, unless it is designated for information only".**

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6.01 Approve Contract Extension for the 2019/2020 SY with Accountable Healthcare Staffing which will provide a Registered Behavior Technician required at Ryan Elementary in order to fulfill services per IEP, Special Education, new total cost of this contract \$128,800.00

#### **7. CONTRACTS OVER \$100,000-- BOARD DISCUSSION AND/OR ACTION "The Board may take an action on any item in this section, unless it is designated for information only."**

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7.01 Approve the contract with Orenda Education (Formerly Principal's Exchange), to conduct a Discovery Study and capacity building on instructional leadership topics to support implementation of an equity-driven system, Academic Services, \$119,925.00

#### **8. SUPERINTENDENT / BOARD BUSINESS--BOARD DISCUSSION AND/OR ACTION "The Board may take an action on any item in this section, unless it is designated for information only."**

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8.01 Update Regarding Board Governance Handbook.

8.02 Board Term Limits (Information Only)

8.03 Approve Amended Board Bylaw 9323 Meeting Conduct, Third Reading.

8.04 Approve Amended Board Policy 3311 Bids, Second Reading- Business and Non Instructional.

8.05 Approve Amended Board Policy 3312 Contracts, Second Reading-Business and Non Instructional.

8.06 Approve Amended Board Bylaw 9121 President, Second Reading.

8.07 2020 Ballot for CSBA Delegate Assembly - Deadline is March 16, 2020. The Board may vote for no more than 4 candidates in the Region or Subregion as indicated on the ballot. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2020-March 31, 2022. Ballots must be postmarked by the U.S. Post Office on or before Friday, March 16, 2020.

8.08 Board Policy 4119.11/4219.11/4319.11 Sexual Harassment, First Reading (Information Only).

8.09 Approve Amended Board Policy 4030 Nondiscrimination in Employment, Second Reading.

8.10 Board Policy 4111/4211/4311 Recruitment and Selection, First Reading (Information Only).

8.11 Board Policy 5131 Conduct, First Reading (Information Only).

8.12 Board Policy 5145.7 Sexual Harassment (Students), First Reading (Information Only).

**9. INSTRUCTIONAL SERVICES-- BOARD DISCUSSION AND/OR ACTION "The Board may take action on any item in this section, unless it is designated for information only."**

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- 9.01 Board Policy 3513.3, Tobacco-Free Schools-First Reading Information Only.
- 9.02 Board Policy 5131.62, Tobacco (Use Prevention Education Program) - First Reading Information Only.
- 9.03 SB 187 Comprehensive School Safety Plans-Schools must routinely write or revise their Comprehensive School Safety Plans
- 9.04 Student and School Progress Update
- 9.05 Form J-13 A, Request for Allowance of Attendance Due to Emergency Conditions for Preschool Program at Adelante I and Adelante II.

**10. BOND / FACILITIES--BOARD DISCUSSION AND/OR ACTION "The Board may take an action in on any item in this section, unless it is designated for information only."**

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- 10.01 Approve the 2018/19 Annual Performance and Financial Audit of General Obligation Bonds Reports for Measure J and Measure I.
- 10.02 Update on Request for Proposal (RFP) for Program Management Information Only.

**11. HUMAN RESOURCES-- BOARD DISCUSSION AND/OR ACTION "The Board may take an action on any item in this section, unless it is designated for information only"**

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- 11.01 Resignations (Information Only).

**12. CONSENT CALENDAR-- BOARD DISCUSSION AND/ OR ACTION "The Board may take an action on any item in this section, unless it is designated for information only"**

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- 12.01 Approve Board Meeting Minutes for the following dates: (1) November 14, 2019, Regular Board Meeting and (2) January 16, 2020, Regular Board Meeting.
- 12.02 Acceptance of Donations.
- 12.03 Approval of Fundraising Activities.
- 12.04 Acceptance of Vendor & Payroll Warrants.
- 12.05 Acceptance of Enrollment/Attendance Report for Month 5 (December 9, 2019 thru January 17, 2020).
- 12.06 Approve Resolution No. 15-19/20 - Read Across America - March 2, 2020
- 12.07 Approve Addendum for the extension of B1718-T002 ERate's Basic Maintenance of Internal Connections (BMIC) Bid. This extension would be for an additional two years, from July 1, 2020 through June 30, 2022.
- 12.08 Approve Resolution No. 16-19/20; Women's History Month - March, 2020
- 12.09 Approve Resolution No. 17-19/20; Arts Education Month - March, 2020
- 12.10 Approve Resolution No. 18-19/20; Annual Cesar Chavez Community March - March 26, 2020
- 12.11 Approve/Ratify Notices of Employment and Changes of Status/February 13, 2020/Human Resources Department
- 12.12 Approve Out of State Travel, New Tech Network Leadership Summit, Dallas, TX, March 24-27, 2020 for Katherine Grunewald, George Kleidon and Vivian Nguyen. Estimated cost \$4750.
- 12.13 Approve Out of State Travel, City Year Investors Summit, Washington D.C., March 10-13, 2020 for Rene Sanchez. Estimated cost \$350.
- 12.14 Approve Out of State Travel, School Leaders of Color Conference, Las Vegas, NV, February 7-9, 2020 for Anna Nguyen and Ivan Montes. Estimated cost \$840.

12.15 Approve Memorandum(s) of Understanding(s).

12.16 Approve Contracts for Professional Services - Firms/Organizations

12.17 School-sponsored Field Trip List

12.18 Quarterly Report on Williams Uniform Complaints

**13. RECEIVE REPORTS**

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**14. FUTURE BOARD AGENDA REQUESTS**

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14.01 Requests from Board of Trustees and/or from the Public. Requests shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue. BB 9322

**15. ADJOURNMENT**

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15.01 President adjourns the meeting.

**16. NEXT MEETING(S)**

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16.01 March 12, 2020 (2019-20 School Year).

b.01

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF TRUSTEES**

To the Board of Trustees:

Date: January 31, 2020

Subject: Accountable Healthcare Staffing Contract Extension

Staff Analysis: Therapist will provide Registered Behavior Technician services for a student residing in Alum Rock District attending Ryan Elementary School. This service is necessary due to the severity of the students' disability.

Recommendation: Staff recommends the Board approve the contract extension with Accountable Healthcare Staffing for \$28,000.00. The new total cost of this contract is \$128,800.00.

Submitted by: <u>A.C.</u> Anthony Colonna	Title: <u>Director, Special Education</u>
Approved by: <u>Rene Sanchez</u> Rene Sanchez	Title: <u>Assistant Superintendent, Instructional Services</u>

To the Board of Trustees:	Meeting: <u>February 13, 2020</u> Regular Board Meeting
Recommended Approval <u>b.01</u>	<u>[Signature]</u>
Agenda Placement	Dr. Hilaria Bauer, Ph.D., Superintendent

<b>DISPOSITION BY BOARD OF TRUSTEES</b>		
Motion by: _____	Seconded by: _____	
Approved _____	Not Approved _____	Tabled _____



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

PURCHASING  
JAN 15 2020 PM 8:13

## PURCHASE ORDER / CONTRACT CHARGE ORDER (POCO)

P.O. No. \_\_\_\_\_ Contract No. C1920177 Contract Original Amount: \$ 100,800

Vendor Name: Accountable Healthcare Staffing Vendor No. 21809

Please check:

- Cancel P.O. / Contract
- Change Item No.: \_\_\_\_\_
- Increase Amount Line Item No.: \_\_\_\_\_
- Decrease Amount Line Item No.: \_\_\_\_\_
- Add Line No.: 2
- Delete Line No.: \_\_\_\_\_
- Add/Change object code to: \_\_\_\_\_
- Add Freight: \$ \_\_\_\_\_
- Add Tax: \_\_\_\_\_%
- Disencumber
- Add/Change Prog. No. to: \_\_\_\_\_
- Other \_\_\_\_\_

### CONTRACTS ONLY

Change Orders:

Contracts Original Amount	\$ <u>100,800</u>
Change Order #: <u>1</u>	\$ <u>+28,000</u>
Change Order #: _____	\$ _____
Change Order #: _____	\$ _____
<b>New Contract Total</b>	\$ <u>128,800</u>
(including Change Orders)	

FD	RESC	PY	OBJECT	SUB- OBJ	GOAL	FCTN	COST- CNTR	LOC	PROG	\$AMOUNT	PRG. TITLE	BUS. OFC
080	<del>0000</del> 0512	0	5815	00	<del>0000</del> 5750	1190	000000	380	6512	+28,000		OK 1/8/20
	0000	0		00	0000		000000					

Reason for Adjustment:

Registered Behavior Technician (RBT) required for a student at Ryan school to fulfill his services stated in his IEP.

School/Dept.: <u>Special Education Department</u>	Requested by: <u>LeAnne Depew</u>
Approval: <u></u> (for Contracts Only)	Assistant Superintendent of Business Services
<u></u>	Program Manager
_____	Purchasing Manager
Date Requested: _____	Date Entered: _____ Entered By: _____

(Pursuant to Public Contract Code 20118.4, the total cost of change orders shall not exceed the greater of \$15,000.00 or 10% of the original contract amount. The ARUESD Board of Trustees must approve changes exceeding these limits.)

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

7.01

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF TRUSTEES**

To the Board of Trustees:

Date: January 28, 2020

Subject: Orenda Education

Staff Analysis: Orenda Education (formerly Principal's Exchange) will partner with ARUSD Comprehensive and Improvement Schools. They will lead a Discovery Study and capacity building for Fischer Middle School, Mathson Middle School and Joseph George Middle School. The Discovery Study at each site will gather data through classroom visits, interviews, focus group and surveys as well as gathering quantitative data. At the end of each discovery study Orenda Education will share a report that includes findings and actionable recommendations for success.  
Orenda Education will host power clinics for the administrators and district office support staff on instructional leadership topics to support implementation of an equity-driven systems.

Recommendation: Staff recommends the Board approve the contract with Orenda Education to provide ARUSD CSI Schools a Discovery Study and report of findings for the time frame of February 2020 - June 2020. Cost of this contract is \$119,925.00

Submitted by: <u>B.C.</u> Barbara Campbell	Title: <u>Director, Academic Services</u>
Approved by: <u>Rene Sanchez</u> Rene Sanchez	Title: <u>Assistant Superintendent, Instructional Services</u>

To the Board of Trustees:	Meeting: <u>February 13, 2020</u>
Recommended Approval <u>7.01</u>	<u>Hilaria Bauer</u>
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

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_

FROM: Academic Services (School/Dept.) VENDOR NO. \_\_\_\_\_

PROGRAM MANAGER: Barbara Campbell

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: Orenda Education (Formerly Principal's Exchange)

Address: 2101 East Fourth Street, Suite B200 City: Santa Ana State: CA Zip: 92705

Phone: ( ) \_\_\_\_\_ Email Address: genny@OrendaEd.org

SSN: \_\_\_\_\_ or Fed I.D. #: \_\_\_\_\_

Mutually agree and promise as follows:

2. **CONTRACT TERM:** start date February 17, 2020 end date June 30, 2020

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

Orenda will provide the following services to the ARUED: Discovery Study at Fischer, George and Mathson Middle Schools and Administrator Power Clinics, bringing together district and school site administrators from these schools. The sessions will be focused on K-12 instructional leadership topics to support implementation of an equity-driven system and are intended to set the conditions for a successful initiative.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ 119,925 (describe rate agreement) 50% of the total (equal to \$59,962.50)

to be invoiced in 2/2020 and the remaining 50% in 6/2020.

5. **BUDGET CODE:** 060 3182 0 5815 00 1110 1000 000000 360 3182

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC
06	360	3182/0	5815	\$119,925		

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**

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

8.01

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Update Regarding Board Governance Handbook.

Submitted by: Hilaria Bauer, Ph.D. Title: Superintendent

To the Board of Trustees: Meeting: February 13, 2020  
Regular Board Meeting

8.01 Hilaria Bauer  
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

8.02

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: **Term Limits (Information Only)**

**Information Only**

Submitted by: Hilaria Bauer, Ph.D. Title: Superintendent

To the Board of Trustees: Meeting: February 13, 2020  
Regular Board Meeting

**INFORMATION ONLY**

8.02 Hilaria Bauer  
Agenda Placement Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

8.03

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Board Bylaw 9323 Meeting Conduct, Third Reading.

**DISCUSSION/ACTION**

Submitted by: Hilaria Bauer, Ph.D. Title: Superintendent

To the Board of Trustees: Meeting: February 13, 2020  
Regular Board Meeting

**Discussion/Action**

8.03   
Agenda Placement Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

# Alum Rock Union ESD

## Board Bylaw

### Meeting Conduct

BB 9323

#### Board Bylaws

##### Meeting Procedures

All Board of Trustees meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance the Ralph M. Brown Act (open meeting requirements) and other applicable laws, and conducted under Robert's Rules of Order, unless Robert's Rules conflict with the Brown Act or existing board policies.

(cf. 9322 - Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

The Board believes that late night meetings deter public participation, ~~can affect the Board's decision-making ability,~~ and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf. 9320 - Meetings and Notices)

##### Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board.  
(Education Code 35164)

(cf. 9323.2 - Actions by the Board)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, ~~his/her~~ the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

## Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5, Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board members or staff members may ask a question for clarification, make a brief announcement, or make a brief report on his/her/their own activities. (Government Code 54954.2)

—Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

~~\_\_\_\_\_ In general, individual speakers shall will be allowed three two minutes to address the Board on each agenda or nonagenda item. —, —and The the Board shall will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input. With Board consent, the Board president may, with Board consent, increase or decrease adjust the amount of time allowed for public presentation input, depending on the topic and the number of persons wishing to be heard and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. — The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.~~

~~In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)~~

6. ~~The Board president may rule on the appropriateness of a topic. —, subject to the following conditions:~~
- ~~a. \_\_\_\_\_ If the topic would be more suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.~~
  - ~~\_\_\_\_\_ b. \_\_\_\_\_ The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)~~
  - ~~c. \_\_\_\_\_ In addition, Tthe Board may shall not prohibit public criticism of district employees. \_\_\_\_\_ -However, —~~
- ~~\_\_\_\_\_ wWhenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure. that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board president shall also encourage the complainant to file a complaint using the appropriate district complaint procedure.~~

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

—The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

#### Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee ~~shall~~ may designate locations from which members of the public may make such recordings broadcast, photograph, or tape record open meetings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

#### Legal Reference:

##### EDUCATION CODE

5095 Powers of remaining board members and new appointees

32210 Willful disturbance of public school or meeting a misdemeanor

35010 Prescription and enforcement of rules

35145.5 Agenda; public participation; regulations

35163 Official actions, minutes and journal

35164 Vote requirements

35165 Effect of vacancies upon majority and unanimous votes by seven member board

##### CODE OF CIVIL PROCEDURE

527.8 Workplace Violence Safety Act

GOVERNMENT CODE

54953.3 Prohibition against conditions for attending a board meeting

54953.5 Audio or video ~~tape~~-recording of proceedings

54953.6 Broadcasting of proceedings

54954.2 Agenda; posting; action on other matters

54954.3 Opportunity for public to address legislative body; regulations

54957 Closed sessions

54957.9 Disorderly conduct of general public during meeting; clearing of room

PENAL CODE

403 Disruption of assembly or meeting

COURT DECISIONS

City of San Jose v. Garbett, (2010) 190 Cal.App.4th 526

Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966

McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275

Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194

Baca v. Moreno Valley Unified School District, (1996) 936 F.Supp. 719

ATTORNEY GENERAL OPINIONS

90 Ops.Cal.Atty.Gen. 47 (2007)

76 Ops.Cal.Atty.Gen. 281 (1993)

66 Ops.Cal.Atty.Gen. 336 (1983)

63 Ops.Cal.Atty.Gen. 215 (1980)

61 Ops.Cal.Atty.Gen. 243, 253 (1978)

55 Ops.Cal.Atty.Gen. 26 (1972)

59 Ops.Cal.Atty.Gen. 532 (1976)

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. ~~2005~~2014

~~Board Presidents' Handbook, rev. 2002~~

~~Maximizing School Board Governance: Boardsmanship~~

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <https://oag.ca.gov> <http://www.caag.state.ca.us>

Bylaw ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

revised: January 18, 2018

revised: November 14 December 12, 2019 January 16 February 13, 2020

8.04

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

Date: January 27, 2020

**Subject:** Board Policy 2<sup>nd</sup> Reading  
BP 3311-Bids

**Staff Analysis:** Attached is the Board Policy 3311 – Bids. In response to the California State Auditor’s recommendations, the District is recommending the proposed edits.

**Recommendation:** Staff recommends acceptance of the revised Board Policy 3311 on Bids.

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

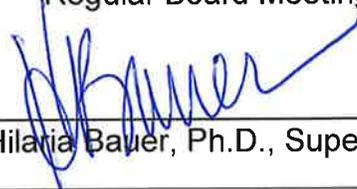
To the Board of Trustees:

Meeting: February 13, 2020  
Regular Board Meeting

**Recommend Approval**

8.04

Agenda Placement



Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

# Alum Rock Union ESD

## Board Policy

### Bids

BP 3311

#### **Business and Noninstructional Operations**

In order to ensure transparency and the prudent expenditure of public funds, the Board of Trustees shall award contracts in an objective manner and in accordance with law. District equipment, supplies, and services shall be purchased using competitive bidding when required by law or if the Board determines that it is in the best interest of the district to do so.

The Board has determined that it is in the best interest of the district to require a competitive bidding process in the selection of architectural services, construction management services and program management services when the contract cost (including any addenda or amendment) of such services exceeds contract limits specified in PCC 20111, and as annually adjusted by the Superintendent of Public Instruction.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118)

Bid specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation.

In an emergency when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the board may, by unanimous vote, with the approval of the county superintendent of schools, do either of the following:

- (1) Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.
- (2) Notwithstanding Public Contract Code Section 20114, authorize the use of day labor or force account for the purpose.

Nothing in this section shall eliminate the need for any bonds or security otherwise required by law (Public Contract Code 20113).

In addition, if the District qualifies as a California Uniform Public Construction Cost Accounting Act (CUPCCAA) District, in the case of an emergency, the Board may, pursuant to a four-fifths vote, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts subject to requirement in Public Contract Code 22050.

Legal Reference:

EDUCATION CODE

17595 Purchases through Department of General Services  
38083 Purchase of perishable foodstuffs and seasonable commodities  
38110-38120 Apparatus and supplies  
39802 Transportation services

GOVERNMENT CODE

4330-4334 Preference for California-made materials  
6252 Definition of public record  
53060 Special services and advice  
54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

1102 Emergencies  
2001-2001 Responsive bidders  
3002 Roofing projects  
3400 Bids, specifications by brand or trade name not permitted  
3410 United States produce and processed foods  
6610 Bid visits  
12200 Definitions, recycled goods, materials and supplies  
20103.8 Award of contracts  
20107 Bidder's security  
20111-20118.4 Contracting by school districts  
20189 Bidder's security, earthquake relief  
22002 Definition of public project  
22030-22045 Alternative procedures for public projects (UPCCAA)  
22050 Alternative emergency procedures  
22152 Recycled product procurement

COURT DECISIONS

Marshall v. Pasadena USD, (2004) 119 Cal.App.4th 1241  
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449  
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d 861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEB SITES

CSBA: [http:// www.csba.org](http://www.csba.org)

California Association of School Business Officials: <http://www.casbo.org>

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

Revised: February 13, 2020 San Jose, California

8.05

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

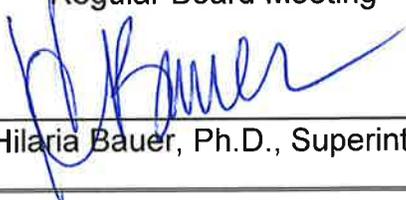
Date: January 27, 2020

**Subject:** Board Policy 2<sup>nd</sup> Reading  
BP 3312-Contracts

**Staff Analysis:** Attached is the Board Policy 3312 – Contracts. In response to the California State Auditor’s recommendations, the District is recommending the proposed edits.

**Recommendation:** Staff recommends acceptance of the revised Board Policy 3312 on Contracts.

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

To the Board of Trustees: Meeting: February 13, 2020  
Regular Board Meeting  
**Recommend Approval**  
8.05  
Agenda Placement   
Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**  
Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

# Alum Rock Union ESD

## Board Policy

### Contracts

BP 3312

#### **Business and Noninstructional Operations**

Whenever state law invests the Board of Trustees with the power to enter into contracts on behalf of the district, the Board may, by a majority vote, delegate this power to the Superintendent or designee. To be valid or to constitute an enforceable obligation against the district, all contracts must be approved and/or ratified by the Board. (Education Code 17604)

(cf. 3300 - Expenditures and Purchases)

(cf. 3314 - Payment for Goods and Services)

(cf. 3400 - Management of District Assets/Accounts)

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

The District shall not enter into a contract for construction management services or program management services where compensation is based on a percentage of construction costs or bonds issued. Contracts for construction management services or program management services shall stipulate compensation on a not-to-exceed basis.

(cf. 2121- Superintendent's Contract)

(cf. 4312.1 - Contracts)

(cf. 9124 - Attorney)

When required by law, contracts and subcontracts made by the district for public works or for goods or services shall contain a nondiscrimination clause prohibiting discrimination by contractors or subcontractors. The nondiscrimination clause shall contain a provision requiring contractors and subcontractors to give written notice of their obligations to labor organizations with which they have a collective bargaining or other agreement. (Government Code 12990)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The district shall not enter into a contract that prohibits a school employee from disparaging the goods or services of the contracting party. (Education Code 35182.5)

#### Contracts for Non-Nutritious Foods or Beverages

Effective July 1, 2007, the district or a district school shall not enter into or renew a contract for the sale of foods that do not meet the nutritional standards specified in Education Code 49431 or 49431.2 unless the contract specifies that such sales will occur later than one-half hour after the

end of the school day and/or off school premises. (Education Code 49431, 49431.2)

(cf. 3554 - Other Food Sales)

In accordance with the dates specified in law, the district or a district school shall not enter into or renew a contract for the sale of beverages that do not meet the nutritional standards in Education Code 49431.5 unless the contract specifies that such sales will occur later than one-half hour after the end of the school day and/or off school premises.

Before the district or a district school enters into or renews a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food as defined in law, the Board shall ensure that the district has sufficient internal controls in place to protect the integrity of public funds and to ensure that funds raised as a result of the contract benefit public education. (Education Code 35182.5)

The Superintendent or designee shall develop the district's internal control procedures to protect the integrity of public funds. Such internal controls may include but not be limited to the following:

1. Control procedures that produce accurate and reliable financial statements and, at the same time, safeguard the assets, financial resources, and integrity of every employee responsible for handling money or property. Control systems shall be systematically evaluated and revised to keep pace with the changing responsibilities of management.

(cf. 3100 - Budget)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

2. Procedures to ensure that district personnel do not handle cash or product at the school site. The contract shall specify that the vendor stock the machines and shall provide cash accounting, along with a check, for district proceeds directly to the control office.

In addition, the contract may specify whether contractor logos are permitted on district facilities, including but not limited to scoreboards and other equipment. If such logos are permitted, the contractor shall present the equipment to the Board as a gift. The gift may be accepted by the Board in accordance with Board policy and administrative regulation.

(cf. 3290 - Gifts, Grants and Bequest)

To ensure that funds raised by the contract benefit district schools and students:

1. The Superintendent or designee may involve parents/guardians, students, staff, and interested community members to make recommendations regarding the contract, including recommendations as to how the funds will be spent in a manner that benefits public education.

(cf. 1220 - Citizen Advisory Committees)

2. Prior to ratifying the contract, the Board shall designate the specific programs and activities that will be funded by the proceeds of the contract and consider how the contract reflects the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

3. The contract shall specify that the contractor report, on a quarterly basis, to the Superintendent or designee the number of food items or beverages sold within the district and the amount of money raised by the sales. The Superintendent or designee shall report these amounts to the Board on a regular basis.

4. The Superintendent or designee shall ensure that the contract does not limit the ability of student and parent organizations to plan and operate fund-raising activities.

(cf. 1230 - School-Connected Organizations)

(cf. 1321 - Solicitation of Funds from and by Students)

The contract shall be entered into on a competitive bid basis pursuant to Public Contract Code 20111 or through the issuance of a Request for Proposal. (Education Code 35182.5)

(cf. 3311 - Bids)

The Board shall not enter into or renew a contract that grants exclusive or nonexclusive advertising or sale of carbonated beverages, non-nutritious beverages, or non-nutritious food until parents/guardians, students, and members of the public have had an opportunity to comment on the contract at a public hearing held during a regularly scheduled Board meeting or as otherwise authorized by Education Code 35182.5. The Board shall clearly, and in a manner recognizable to the general public, identify in the agenda the contract to be discussed at the meeting. (Education Code 35182.5)

(cf. 9322 - Agendas/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The public hearing shall include but not be limited to a discussion of the nutritional value of food and beverages sold within the district; the availability of fresh fruit, vegetables, and grains in school meals and snacks, including locally grown and organic produce; the amount of fat, sugar, and additives in the food and beverages discussed; and barriers to student participation in school breakfast and lunch programs. (Education Code 35182.5)

(cf. 5030 - Student Wellness)

The contract shall be accessible to the public and may not include a confidentiality clause that would prevent the district or a district school from making any part of the contract public. (Education Code 35182.5)

(cf. 1340 - Access to District Records)

#### Contracts for Electronic Products or Services

The Board shall not enter into a contract for electronic products or services that requires the dissemination of advertising to students, unless the Board: (Education Code 35182.5)

1. Enters into the contract at a noticed, public hearing of the Board.

(cf. 9320 - Meetings and Notices)

2. Makes a finding that the electronic product or service is or would be an integral component of the education of students.

(cf. 0440 - District Technology Plan)

3. Makes a finding that the district cannot afford to provide the electronic product or service unless it contracts to permit dissemination of advertising to students.

(cf. 1325 - Advertising and Promotion)

4. As part of the district's normal, ongoing communication to parents/guardians, provides written notice that the advertising will be used in the classroom or other learning center.
5. Offers parents/guardians the opportunity to request in writing that their child not be exposed to the program that contains the advertising. Any request shall be honored for the school year in which it is submitted, or longer if specified, but may be withdrawn by the parents/guardians at any time.

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

14505 Provisions required in contracts for audits

17595-17606 Contracts

35182.5 Contract prohibitions

45103.5 Contracts for management consulting service related to food service

49431-49431.5 Nutritional standards

##### CODE OF CIVIL PROCEDURE

685.010 Rate of interest

##### GOVERNMENT CODE

12990 Nondiscrimination and compliance employment programs

53260 Contract provision re maximum cash settlement

53262 Ratification of contracts with administrative officers

LABOR CODE

1775 Penalties for violations

1810-1813 Working hours

PUBLIC CONTRACT CODE

4100-4114 Subletting and subcontracting fair practices

7104 Contracts for excavations; discovery of hazardous waste

7106 Noncollusion affidavit

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20104.50 Construction Progress Payments

22300 Performance retentions

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

Management Resources:

CSBA PUBLICATIONS

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. 2005

WEB SITES

CSBA: <http://www.csba.org>

California Association of School Business Officials: <http://www.casbo.org>

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

Revised: February 13, 2020 San Jose, California

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

8.06

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Board Bylaw 9121 President, second reading.

**DISCUSSION/ACTION**

Submitted by: Hilaria Bauer, Ph.D. Title: Superintendent

To the Board of Trustees: Meeting: February 13, 2020  
Regular Board Meeting

**Discussion/Action**

8.06 Hilaria Bauer  
Agenda Placement Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

# Alum Rock Union ESD

## Board Bylaw

### President

BB 9121

### Board Bylaws

The Board of Trustees shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

(cf. 9000 - Role of the Board)  
(cf. 9005 - Governance Standards)  
(cf. 9100 - Organization)

Upon assuming the role of president, prior to the next regularly scheduled meeting, the president and the district's General Counsel will schedule and hold an orientation. The orientation shall provide an overview of the president's roles and responsibilities. Furthermore, the orientation will provide an overview of the pertinent sections of the bylaws that give or limit the authority of the president. The orientation will take place on an annual basis. General Counsel will provide the president a select list of bylaws that outline their roles and responsibilities.

On a monthly basis, the Board of Trustees will be provided with a dollar amount and number of hours that the president has incurred in legal services.

Any and all requests of General Counsel, other than legal advice as currently permitted under the bylaws, that by their nature will incur cost to Alum Rock School District, will be brought to the Board and will proceed only with an affirmative vote of the majority of the Board.

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law

(cf. 9320 - Meetings and Notices)  
(cf. 9321 - Closed Session Purposes and Agendas)

2. Consult with the Superintendent or designee on the preparation of Board meeting agendas

(cf. 9322 - Agenda/Meeting Materials)

3. Call the meeting to order at the appointed time and preside over the meeting

4. Announce the business to come before the Board in its proper order
5. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and clearly state the results of the vote

(cf. 9323 - Meeting Conduct)

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and carry out the will of the Board
2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information
3. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

4. In conjunction with the Superintendent or designee, representing the district as the Board's spokesperson in communications with the media

(cf. 1112 - Media Relations)

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

When the president resigns or is absent, the vice president shall perform the president's duties. When both the president and vice president are absent, the clerk shall perform the president's duties.

(cf. 9123 - Clerk)

Legal Reference:

EDUCATION CODE

35022 President of the board

35143 Annual organizational meetings; dates and notice

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

WEB SITES

CSBA: <http://www.csba.org>

Bylaw ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

Revised: October 10, 2019

Revised: ~~January 16~~ February 13, 2020

8.07

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

**Subject: 2020 Ballot for CSBA Delegate Assembly- Deadline is March 16, 2020. The Board may vote For no more than 4 candidates in Region or Sub region as indicated on the ballot. All reelected and newly elected Delegates will serve two-year terms beginning April 1, 2020- March 31, 2022. Ballots must be post marked by U.S. Post Office on or before Friday, March 16, 2020.**

**DISCUSSION/ ACTION**

Submitted by: Hilaria Bauer, Ph.D. Title: Superintendent

To the Board of Trustees: Meeting: February 13, 2020  
Regular Board Meeting

**Discussion/ Action**

8.07 Hilaria Bauer, Ph.D., Superintendent

Agenda Placement

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

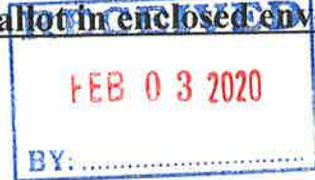
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_



**REQUIRES BOARD ACTION**

**Due: Mon. Mar. 16—return ballot in enclosed envelope**

January 31, 2020



**MEMORANDUM**

To: All Board Presidents and Superintendents — CSBA Member Boards  
From: Xilonin Cruz-Gonzalez, CSBA President  
Re: 2020 Ballot for CSBA Delegate Assembly — **U.S. Postmark Deadline is Mon. March 16**

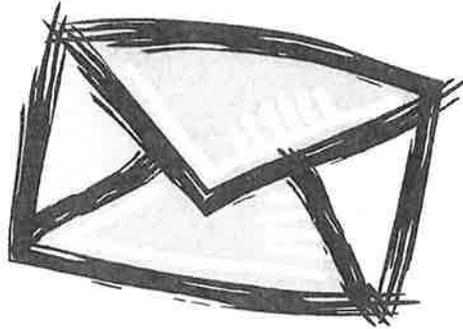
Enclosed is the ballot material for election to CSBA’s Delegate Assembly from your region or subregion. It consists of: 1) the ballot (on red paper), the reverse side of which contains the names of ALL current members of the Delegate Assembly from your region or subregion; and 2) the required candidate biographical sketch form and, if submitted, a resume. In addition, provided is a copy of the ballot on white paper to include with your board agenda. **Only the ballot on red paper is to be completed and returned to CSBA. It must be postmarked by the U.S. Post Office on or before Monday, March 16, 2020. No exceptions.**

Your Board may vote for up to the number of vacancies in the region or subregion as indicated on the ballot. For example, if there are three vacancies, the Board may vote for up to three candidates. However, your Board may cast no more than one vote for any one candidate. (The ballot also contains a provision for write-in candidates; their name and district must be clearly printed in the space provided.)

The ballot must be signed by the Superintendent or Board Clerk and returned in the enclosed envelope; if the envelope is misplaced, you may use your district’s stationery. Please write **DELEGATE ELECTION** prominently on the envelope along with the region or subregion number on the bottom left corner of the envelope (this number appears at the top of the ballot).

If there is a tie vote, a run-off election will be held. All re-elected and newly elected Delegates will serve two-year terms beginning April 1, 2020 – March 31, 2022. The next meeting of the Delegate Assembly takes place on Saturday, May 16 and Sunday, May 17 at the Hyatt Regency in Sacramento. The names of all Delegates will be available on CSBA’s website no later than Wednesday, April 1. Please do not hesitate to contact CSBA’s Executive Office at (800) 266-3382 should you have any questions.

Encs: Ballot on red paper and watermarked “copy” of ballot on white paper  
List of all current Delegates on reverse side of ballot  
Candidate(s)’ required Biographical Sketch Forms and resumes, if provided  
CSBA-addressed envelope to send back ballots



**BALLOTS SHOULD BE RETURNED IN THE  
ENCLOSED ENVELOPE; HOWEVER, SHOULD  
THE ENVELOPE BECOME MISPLACED; PLEASE  
USE YOUR STATIONERY AND RETURN TO:**

**CSBA  
DELEGATE ASSEMBLY ELECTIONS  
3251 BEACON BLVD.  
WEST SACRAMENTO, CA 95691**

**ON THE BOTTOM LEFT CORNER OF THE  
ENVELOPE, WRITE THE REGION OR  
SUBREGION NUMBER (THIS NUMBER APPEARS  
ON THE BALLOT AT THE TOP).**

**REQUIRES BOARD ACTION**

This completed **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the U.S. post office no later than **MONDAY, MARCH 16, 2020**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.

*A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2020 DELEGATE ASSEMBLY BALLOT  
REGION 20  
(Santa Clara County)

(Vote for no more than 4 candidates)

---

*Delegates will serve two-year terms beginning April 1, 2020 – March 31, 2022*

*\*denotes incumbent*

- Melissa Baten Caswell (Palo Alto USD)\*
- Cynthia Chang (Los Gatos-Saratoga Jt. Un. HSD)\*
- Lorena Chavez (East Side Union HSD)
- Jodi Muirhead (Santa Clara USD)\*
- Mary Patterson (Morgan Hill USD)\*
- Carol Presunka (Cambrian SD)

---

*Provision for Write-in Candidate Name*

---

*School District*

---

*Signature of Superintendent or Board Clerk*

---

*Title*

---

*School District*

---

*Date of Board Action*

*See reverse side for a current list of all Delegates in your Region.*

---

**REGION 20 – 12 Delegates (11 elected/1 appointed ♦)**

**Director: Albert Gonzalez (Santa Clara USD)**

**Below are the current Delegates and their terms (as of January 31, 2020).**

---

**County: Santa Clara**

Melissa Baten Caswell (Palo Alto USD) term expires 2020  
Teresa Castellanos (San Jose USD) ♦, appointed term expires 2021  
Cynthia Chang (Los Gatos-Saratoga Jt. Union HSD), term expires 2020  
Danielle Cohen (Campbell Union SD), term expires 2021  
Bonnie Mace (Evergreen ESD), term expires 2021  
Jodi Muirhead, (Santa Clara USD), term expires 2020  
Reid Myers (Sunnyvale SD), term expires 2021  
Mary Patterson (Morgan Hill USD), term expires 2021  
Andres Quintero (Alum Rock Union ESD), term expires 2021  
George Sanchez (Franklin-McKinley ESD), term expires 2021  
Fiona Walter (Mountain View Los Altos HSD), term expires 2021

**County Delegate:**

Rosemary Kamei (Santa Clara COE), term expires 2020

<b>County</b>
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Santa Clara

## Delegate Assembly Biographical Sketch Form for 2020 election

***DUE: Tuesday, January 7, 2020 – no late submissions accepted***

Please complete, sign, and date this required biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office, call 800.266.3382 or email at [nominations@csba.org](mailto:nominations@csba.org).

***Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.***

**Signature:** \_\_\_\_\_ **Date:** 12/16/2019

Name: <u>Melissa Baten Caswell</u>	CSBA Region & subregion #: <u>20</u>
District or COE: <u>Palo Alto Unified School District ( PAUSD)</u>	Years on board: <u>12</u>
Profession: <u>High Tech Consultant</u> Contact Number (please v <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>6508231166</u>	
*Primary E-mail: <u>mcaswell@pausd.org</u>	
<small>(*Communications from CSBA will be sent to primary email)</small>	
Are you an incumbent Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   If yes, year you became Delegate: <u>2019</u>	

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I have been a Delegate from our region for the past year. I have been active in the Delegate Assembly discussions about Special Education challenges and overall funding needs. In addition to my passion around supporting and improving our public school system, I have over 18 years of local community service leadership. In addition to Delegate Assembly, I am currently President of the Santa Clara County School Boards' Association and a member of the Palo Alto Unified School District Board of Education (I am a 12 year Trustee and have been Board President twice). My backround also includes more than 17 years of managemnt experience in finance and high tech.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

My advocacy has included working with school board members, local legislators, city council members, county supervisors, community groups and constituency lobbying groups to support funding and support for many important causes; including teacher professional development and retention; addressing program needs in core academics, counseling, special education, athletics, and the arts; advocating for innovative teaching; promoting effective use of technology; addressing the effects of changing student enrollment; championing much needed campus renovation and expansion; and encouraging the creation of partnerships to support initiatives on key issues.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

Funding, rising pension costs, and teacher retention (in the face of extremely high housing and cost of living in California) are already straining school districts and making it very difficult to make progress on initiatives to reduce the achievement gap, increase graduation rates, support the academic and socio-emotional health of every child, and further the development of our next generation of leaders. I would be honored to continue to represent this region, so CSBA and our legislators understand how they can help us to successfully protect and improve our public education system in Santa Clara County.

# Melissa Baten Caswell

650-823-1166

[mbcaswell@yahoo.com](mailto:mbcaswell@yahoo.com)

<https://www.linkedin.com/in/melissa-baten-caswell-b4025b/>

## School Board Experience

Palo Alto Unified School District

2007 - PRESENT Governing Board Member (President 2011 & 2015, Vice President 2010 & 2014) - Term expires 2020

### Board of Education Committee Assignments:

- Santa Clara County School Boards Assn. (SCCSBA) (4 yrs: Pres. 2019-20, VP 2018-19, Hoffmann Awards Chair 2017-18.)
- PAUSD Board Policy Review Committee (2 years, Chair 1 yr)
- Palo Alto City-School Liaison Committee (6 years, Chair 3 yrs)
- Stanford/School Liaison (6 yrs)
- Los Altos Hills Town Council/PAUSD School Liaison (2 yrs)
- Palo Alto Housing Element TAG (2 yrs)
- Palo Alto City Regional Housing Mandate Committee (2 yrs)
- PAUSD Property Subcommittee (1 yr)
- ROP Policy Council (2 years)
- Board Liaison District-Wide PTA (4 yrs)
- Board Liaison Palo Alto Partners in Education (PAUSD's education foundation) (3 yrs)
- Board Liaison Palo Alto CAC (PAUSD's Community Advisory Committee for Special Education) (1 yr)

## Professional Experience

**Caswell Consulting**  
**CollegeMojo.com**  
**Calico Commerce**  
**Cadence Design**  
**Compression Labs**  
**IDE**  
**Sun Microsystems**  
**Apple Computer**  
**Irving Trust**

Principal. Marketing strategy, corporate positioning, program development, and market research.  
Founder and CEO. Tech startup in education. Help students organize and manage the college application process.  
VP: Marketing, Product Mgt, NetMarkets; Dir: Corp. Dev, Industry Solutions and Ecommerce Software Solutions.  
Director of Marketing, Alta Group (High level Systems Design Business Unit). Software for Chip and Systems Design.  
Manager of Market Development, Industry Marketing and Field Marketing. Videoconferencing Systems.  
Manager of Platform Marketing. Development Environment Software.  
Mgr: Strategic Accounts, Solaris1 Product Mgr, WW Edu & Research Mktg. Information Technology and Services.  
Intern Apple USA, Education Marketing Information Technology and Services.  
Financial Analyst, Relationship Manager. Banking and Finance.

## Education

Dartmouth College MBA: Amos Tuck School; AB: Psychology, concentration in Economics. Member KKG Sorority.

## Volunteer Board Positions

- PRESENT CSBA Delegate Assembly
- PRESENT Santa Clara County School Boards Assn (President 2019-20, VP 2018-19, Awards Chair 2017-18)
- PRESENT Palo Alto Art Center: Capital Campaign Cabinet (2008-11), Foundation Bd (2011-17) Emeritus Bd (2017+)
- 2008-2013 Palo Alto Medical Foundation Community Advisory Board
- 2006-2012 Youth Community Service Organization, Founding Board Member and Vice Chair
- 2005-2008 6th District PTA Executive Board (Santa Clara County)
- 2004-2007 Palo Alto Council of PTAs Executive Board, (Pres. 2005-07, Vice Pres. 2004)
- 2002-2004 Duveneck Elementary School PTA Executive Board (Pres. 2003-04, Sec. 2002, Parliamentarian 2005)
- 2001-2003 Downtown Children's Center Parent Advisory Board (Pres. 2002-03)

## Professional Associations

- California Association of Large Suburban School Districts (CALSSD) (12 years)
- Schools for Strong Finance (SF2) (12 years)
- California School Boards Association (CSBA) (12 years)

## Other Community Volunteer Service

3 Parcel Tax campaigns, 2 Bond Measure campaigns, City of Palo Alto 125 Anniversary Committee, Palo Alto Women's Club Philanthropy Committee, Bucknell University Parent Advisory Board, Dartmouth College Alumni Interviewer, Dartmouth Alumni Association Development Committee, Amos Tuck School (Dartmouth) Alumni Development Committee, Blue Ribbon and Green Ribbon Mayoral Task Forces; Palo Alto Family Resources Ambassador; BizWorld Instructor; Junior Great Books Instructor; Meet the Masters Instructor; Parent Volunteer, AYSO, CYSA, YMCA, and Little League Team Leaders, Girl Scout Troop Leader, Duveneck Elementary School: Room Parent, Lice Checker, Enews Editor, Sun Microsystems Community Donations Committee

## Relevant Awards:

- Duveneck PTA Golden Oak Award, 2010
- Palo Alto PTA Council Continuing Service Award, 2009
- City of Palo Alto Commendation, 2006

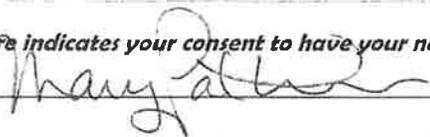
## Delegate Assembly Biographical Sketch Form for 2020 election

***DUE: Tuesday, January 7, 2020 – no late submissions accepted***

Please complete, sign, and date this required biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted. Please do not state “see résumé” and do not re-type this form. It is the candidate’s responsibility to confirm that all nomination materials have been received by the CSBA Executive Office, call 800.266.3382 or email at [nominations@csba.org](mailto:nominations@csba.org).

***Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.***

**Signature:** \_\_\_\_\_



**Date:** Dec. 18, 2019

Name: <u>Mary Patterson</u>	CSBA Region & subregion #: <u>20</u>
District or COE: <u>Morgan Hill Unified</u>	Years on board: <u>3</u>
Profession: <u>Health Educator</u>	Contact Number (please v <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>408-705-8810</u>
*Primary E-mail: <u>pattersonm@mhusd.org</u>	
<small>(*Communications from CSBA will be sent to primary email)</small>	
Are you an incumbent Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   If yes, year you became Delegate: <u>2018</u>	

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

The Delegate Assembly is a diverse and powerful voice in the formulation of CSBA's policy platform and prioritization of education's most pressing issues. Having served as a Delegate for two full years, I am eager to continue to contribute to these critical deliberations. I represent a unique area in Southern Santa Clara County whose concerns and experiences need to be considered. I am a thoughtful listener and communicator and an experienced educator and school board member who understands deeply the needs of children and families.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

Upon my election to the Morgan Hill Unified board, I undertook the full series of Masters In Governance trainings. One year into my term, I was unanimously elected vice president of the board and unexpectedly took over as president six months later. I participate in CSBA's annual Legislative Action Day and continuously foster relationships with local elected officials at the city, county and state level. I am immersed in local and statewide priorities for children through active membership in our County School Boards Association, the local Children's Agenda Network and Children Now.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

Our challenges are many. Adequate funding tops the list and I am committed to supporting CSBA's Full and Fair Funding campaign as well as other efforts like state facility bond offerings and policies to cap litigation payouts. Student mental health and special education needs have expanded more rapidly than school resources to address them. I will gladly participate in CSBA's efforts to advocate for funding, professional development and outside expertise to support kids and families with these needs.

Phone (408) 705-8810  
E-m [pattersonm@mhusd.org](mailto:pattersonm@mhusd.org)  
San José, California

# Mary D. Patterson, MPH

## RESUME

### Knowledge & Skills

*Leadership:* ability to articulate and pursue vision, identify and achieve goals, engage diverse partners and collaborate to succeed.

*Public Health:* expertise and passion in interdisciplinary fields that inform strategies essential for assuring healthy children, families and communities.

*Policy Making:* reliance on research, best practice and constituent voice to produce policies that improve circumstances and promote progress toward improved wellbeing for children and families.

*Teaching and Instruction:* concise and compelling communication techniques that engage diverse audiences.

### Career

Morgan Hill Unified School District, CA, *Immediate Past President*. Elected to a 4-year term November 2016.

Stanford Children's Health, Palo Alto, CA, *Community Teacher*. 2007 to present.

High Thrive Consulting, San José, CA, *Founder & CEO*. 2008 to present.

The Health Trust, San José, CA, *Director of Strategic Partnerships*. 2014 to 2018.

Project Cornerstone, San José, California, *Executive Director*. 2005 to 2007.

Santa Clara County government, California, *Special Assistant for Children's Services*. 2000 to 2005.

### Education

University of Brussels, Belgium, Fulbright Fellowship.

University of North Carolina, Chapel Hill. Master of Public Health in Maternal and Child Health, with honors.

Stanford University, Stanford, California. Bachelor of Arts in Human Biology.

## Delegate Assembly Biographical Sketch Form for 2020 election

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***Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.***

Signature:  Date: 12.5.19

Name: <u>Carol Presunka</u>	CSBA Region & subregion #: _____
District or COE: <u>Cambrian SD</u>	Years on board: <u>5</u>
Profession: <u>Volunteer</u>	Contact Number (please check <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>4082033459</u>
*Primary E-mail: <u>presunkac@cambriansd.org</u>	
<small>(*Communications from CSBA will be sent to primary email)</small>	
Are you an incumbent Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, year you became Delegate: _____	

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I have 3 children currently enrolled in public education and ensuring they are receiving an excellent education has been a priority for me. I've regularly volunteered in the classroom, chaired volunteer committees, and been president of the Home & School Club. My oldest child has severe special needs and I've worked in the special needs community as a project manager, educator and peer support. It has provided me with a greater understanding of a fair and appropriate education. I have also worked on bond and tax measures for the district. I recently resigned from the board of the Alternating Hemiplegia of Childhood Foundation who's focus is to fund research and support families with the disorder. I served over 15 years on the Board. My knowledge of schools' challenges, individual families needs and how to work in the larger community will be beneficial in the delegate assembly.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

On top of my regular duties as trustee,,I sat on the district's facilities committee overseeing the spending of our bond. The measure has funded opening a new STEAM school, solar and fencing at all our schools, a new multi-purpose room, outdoor learning spaces and more. Recently I oversaw the successful passing of a Parcel Tax for our district. I have also served on the West Side Boards committee for the last 5 years, which brings together board representatives from 5 surrounding school districts and the high school to share district happenings and how we can work together. Each year I represent our board at one of our schools, meeting with the principal, school tours, attending Home & School Club meetings and school activities. I have also completed the CSBA's Masters in Governance. I've

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

Our biggest challenge is how to continue to provide high standards in education with a limited budget at a time of skyrocketing cost of living. Attracting new teachers and retaining existing ones is a constant challenge. Funding new curriculum to meet common core standards and to keep our students learning at the highest levels. CSBA is vital in keeping education in the forefront of our legislators minds. A demographer recently said, with declining population and a record number of people retiring we need to ensure every child is educated. CSBA can encourage housing subsidies for staff, cost of living allowances, providing incentives for new curriculum, holding the state accountable for the physical condition of our schools. New curriculum is not just about the teaching method but where it can be taught. Maker labs require special equipment, the arts require an auditorium, music requires instruments, all which require funding.

*Submit biographical sketch form only once, do not send multiple times. E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA Exec. Office | Attn: DA Elections | 3251 Beacon Blvd., West Sacto, CA 95691 by the deadline: Tues. Jan. 7, 2020.*

## Delegate Assembly Biographical Sketch Form for 2020 election

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Please complete, sign, and date this required biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted. Please do not state “see résumé” and do not re-type this form. It is the candidate’s responsibility to confirm that all nomination materials have been received by the CSBA Executive Office, call 800.266.3382 or email at [nominations@csba.org](mailto:nominations@csba.org).

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: Jodi Muirhead

Date: 1/6/2020

Name: <u>Jodi Muirhead</u>	CSBA Region & subregion #: <u>20</u>
District or COE: <u>Santa Clara Unified School District</u>	Years on board: <u>5</u>
Profession: <u>School Board Member</u>	Contact Number (please v <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>408-444-6160</u>
*Primary E-mail: <u>JMuirhead@scusd.net</u>	
<i>(*Communications from CSBA will be sent to primary email)</i>	
Are you an incumbent Delegate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   If yes, year you became Delegate: <u>2017</u>	

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I am very focused on ensuring that every student has the opportunity to graduate from our public schools ready for college or a career. I will be a passionate and effective component of a collaborative working environment with other delegates in our region and throughout the state to bring focus on the necessary financial and legal changes that are needed to advocate for students and improve our schools.

I have been an active volunteer in our schools for 20 years and an educator for 12 years. I am and have been involved with numerous school board and district committees. I was a founder and board member of Santa Clara Unified Parents, a district-wide advocacy and support non-profit. I was a software engineer for 13 years at several local technology companies. Throughout all these activities, I have been a strong collaborator and enjoy bringing people with diverse viewpoints together to reach a common goal. I received the PTA Honorary Service Award in 2014 and the Marilyn Rea Volunteer of the Year Award in 2008. I am the proud parent of three children; all are graduates of our public high school.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

I have been involved in numerous board committees, including the Policy, Budget, City Liaison, and Community College Liaison committees. I have been part of district wide committees, including the District Advisory Committee, Facilities Task Force and the district PTA Council. As a parent, I have been on a school site council and the board of parent organizations. I have volunteered at schools for over 20 years and continue to do so. I am an active member of the CA Association of Large Suburban School Districts.

I have been the president and vice-president of the Santa Clara County School Boards Association (SCCSBA) and was the co-chair of the Hoffmann Award Committee. I completed the CSBA Masters in Governance Certificate in 2016 and have attended the CSBA AEC conference every year since I became a board member. I co-chaired CSBA PAC’s first fundraiser in the state.

I founded and was a board member for Santa Clara Unified Parents, a non-profit set up to offer parent advocacy and district support. I participated in Santa Clara’s Charter Review Committee and co-wrote the ballot statements for three city charter measures that resulted from our discussions and were placed on the November, 2016 ballot. They all passed overwhelmingly. I am a board member of Santa Clara Parade of Champions, completing the process to become a non-profit organization.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

Governing boards have several challenges facing them, but this year it is most important to improve the strength of the public school system in California. CSBA must effectively advocate for districts to have the financial support and legislative support that they will need to equitably educate all students. CSBA and its delegates must work together to ensure that: there is sufficient school funding; there are enough teachers; there is an emphasis on STEAM education in grades K-12; and ALL students can graduate college/career ready.

*Submit biographical sketch form only once, do not send multiple times. E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA Exec. Office | Attn: DA Elections | 3251 Beacon Blvd., West Sacto, CA 95691 by the deadline: Tues. Jan. 7, 2020.*

# Jodi Muirhead

3138 Butte St.  
Santa Clara, CA 95051  
(408) 444-6160

JMuirhead@scusd.net  
Jodi@JodiMuirhead.com

## Experience in the Education Field

- 2015 – present **Santa Clara County School Boards Association (SCCSBA)**  
**President, Vice-President, Hoffmann Award Co-Chair**  
**Co-Chair, CSBA PAC fundraiser for Santa Clara and San Mateo Counties**
- 2014 – present **Trustee, Santa Clara Unified School District**  
Committee Member: District Advisory, Facilities Task Force, Budget, Policy, Sunnyvale City Liaison, West Valley-Mission Community College Liaison, PTA liaison
- 2011 – 2014 **Chairperson, Santa Clara Unified District Science Fair**  
Joint project of Santa Clara Unified Parents and Santa Clara Unified School District
- 2011 – 2014 **Co-founder, Treasurer and Board Member, Santa Clara Unified Parents**
- 2006 – 2014 **Substitute Teacher, SCUSD, Santa Clara, CA, Grades K – 12; Discovery Charter, San Jose, CA, Grades K – 6**  
**Math and Literacy Intervention Teacher, Washington Open Elementary School, Santa Clara, CA**
- 2012 **Campaign Leadership Team, SCUSD Measure A Parcel Tax Campaign, Santa Clara, CA**
- 2013 – 2014,  
2010 – 2011 **Member, Site Council, Santa Clara High School, Santa Clara, CA**
- 2011 – 2013 **Board Member-at-Large, Youth Groups, Congregation Shir Hadash, Los Gatos, CA**
- 2006 – 2010 **Treasurer, Parent Board, Washington Open Elementary School, Santa Clara, CA**  
**Ways & Means Chair, Parent Board, Washington Open Elementary School, Santa Clara, CA**
- 1996 – 2014 Participating Parent, Sunnyvale Parent Preschool, Santa Clara Parents Nursery School, Washington Open Elementary School, Buchser Middle School, Santa Clara High School, and Discovery Charter School 1.

## Experience in the Community

- 2018 – present **Board Member, Santa Clara Parade of Champions**
- 2016 – 2019 **Member, Santa Clara Challenge Team**
- 2017 **Leadership Santa Clara**
- 2016 - 2017 **Member, City of Santa Clara Charter Review Committees**  
Ballot Statement Co-Author, Measures O, P and Q. All passed overwhelmingly

## Experience in the Engineering Field

- 1999 – 2000 Independent Systems Consultant
- 1996 – 1999 Senior Systems Consultant, Professional Services, Edify Corporation, Santa Clara, CA
- 1987 – 1996 Senior Software Engineer, Siemens Corporation (formerly ROLM, an IBM Company), Santa Clara, CA

## Awards

- 2014 Santa Clara Unified PTA Council Honorary Service Award Recipient
- 2008 Marilyn Rea Volunteer of the Year Recipient

## Education

- 2016 CSBA Masters in Governance Certificate
- 1982 - 1986 California Polytechnic State University, San Luis Obispo, CA; BS, Computer Science; Minor in English

## Interests

Math, puzzles, technology, guiding children and adults

## Motto

Learn Something New Every Day

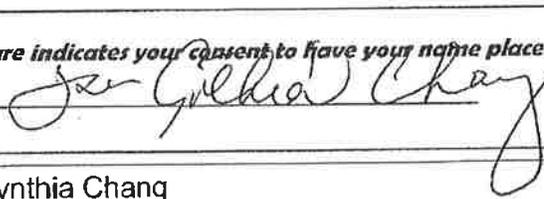
## Delegate Assembly Biographical Sketch Form for 2020 election

**DUE: Tuesday, January 7, 2020 – no late submissions accepted**

Please complete, sign, and date this required biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted. Please do not state “see résumé” and do not re-type this form. It is the candidate’s responsibility to confirm that all nomination materials have been received by the CSBA Executive Office, call 800.266.3382 or email at [nominations@csba.org](mailto:nominations@csba.org).

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: \_\_\_\_\_



Date: January 5, 2020

Name: T. Cynthia Chang

CSBA Region & subregion #: 20

District or COE: Los Gatos-Saratoga Union High School District

Years on board: 21

Profession: CPA Contact Number (please v  Cell  Home  Bus.): 408-888-8995

\*Primary E-mail: cchang@lgsuhd.org

(\*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate?  Yes  No | If yes, year you became Delegate: 2008

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

The Delegate Assembly is a vital link in CSBA's governance structure and ensures that CSBA reflects the interests of school districts and COE's throughout the state and supports the best education for all students. I am an experienced board member and also serve as President of the Asian Pacific Islander School Board Member Assn. I bring my background as a CPA, my MBA; my ongoing efforts to refine my skills as a Trustee; a strong network with other Trustees and local/state elected officials, and; most importantly, my full commitment to serve on the Delegate Assembly.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

Local districts: PTA, SSC, Saratoga Education Foundation, Saratoga Union SD Trustee, LGSUHSD Trustee, MetroEd Trustee, SCCSBA.

Community: Key organizer of Building Bridges (a Saratoga Rotary Club-sponsored project promoting the understanding of different cultures in our community); BSA Troop 508 Committee Chair (6 Yrs); Co-Chair of Saratoga Memorial Day Observance (3 Yrs)

CSBA: MIG completion (twice); Links Learning Task Force; Policy Platform Committee; DA and AEC.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

There are several - stable and adequate funding sources for public education; implementation of LCFF, CCSS and ESSA compliance; mounting pension plan/retirement and benefits liabilities; mandates without adequate funding, e.g., special education; and the social-emotional wellbeing of our students. CSBA plays a critical role in advocacy and in addressing these concerns by working closely with governmental officials, state legislators and local school board members.

**Delegate Assembly Biographical Sketch Form for 2020 election**  
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**Signature:** Lorena Chavez **Date:** 1/5/20

Name: <u>Lorena Chavez</u>	CSBA Region & subregion #: <u>20</u>
District or COE: <u>East Side Union High School District</u>	Years on board: <u>1</u>
Profession: <u>Education</u>	Contact Number (please check <input checked="" type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Bus.): <u>408-420-4082</u>
*Primary E-mail: <u>Lavilla9@gmail.com</u>	
<small>(*Communications from CSBA will be sent to primary email)</small>	
Are you an incumbent Delegate? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, year you became Delegate: _____	

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.**

I believe CSBA is an opportunity to learn from my colleagues. As a mother and lifelong educator, I am committed to change the next generation's view of what is possible. These various perspectives help me to be an effective trustee and community liaison because I can connect with community members from diverse backgrounds and prioritize listening to and addressing their concerns. This background would make me an impactful CSBA Delegate in that I understand how to facilitate conversations among diverse groups, develop common ground, and achieve results.

**Please describe your activities and involvement on your local board, community, and/or CSBA.**

I just completed my 1st year as a trustee. As I go into my 2nd year, I am committed to living into my role as a trustee and have as much impact as possible. For example, I am committed to strengthening my communications and community engagement activities, such as “Cafecito's con Chavez,” small listening events in local coffee shops where I engage directly with students, educators, and other community stakeholders. I currently chair the Audit committee, am the Budget committee co-chair, and am the Student Governing Board liaison. I am ready to take on a challenge.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?**

One of the many issues that I see that governing boards face is balancing both immediate and long term concerns. A challenge right now that makes that balance difficult is our current lack of financial stability. Many districts are facing some tough budget decisions ahead. In addition, we have many districts that have declining enrollment, these leads to budget cuts over time while trying to remain competitive with charter schools. CSBA's role in supporting our governing board overcoming these challenges is to communicate more effectively with dists. and delegates to better understand local challenges

**Lorena A. Chavez**  
2409 Ridgelen Way • San Jose, CA 95133  
☎: (408)420-4082 ✉: lavilla9@gmail.com

## EDUCATION

<b>Preliminary Administrative Services Credential, Leaders in Educational Administration Program</b>	<b>2014- 2015</b>
<b>Master of Arts in Education, Alliant International University</b>	<b>2008- 2011</b>
<b>Multiple Subjects Preliminary Teaching Credential, Alliant International University</b>	<b>2008- 2011</b>
<b>Bachelor of Arts in International Relations; Bachelor of Arts in Sociology University of California, Davis</b>	<b>2003-2007</b>

**Certifications: Guided Language Acquisition Design (GLAD), Certificate Achievement Via Individual Determination (AVID) Teacher Certificate**

## PROFESSIONAL EXPERIENCE

<b>TEACH FOR AMERICA</b> San Jose, Ca Managing Director, Bay Area Partnerships	<b>2018- Present</b>
<b>TEACH FOR AMERICA</b> San Jose, CA Director, Talent and Alumni Learning	<b>2015- 2018</b>
<b>ACE EMPOWER ACADEMY</b> , San Jose, CA Principal	<b>2014- 2015</b>
<b>ACE EMPOWER ACADEMY</b> , San Jose, CA Assistant Principal	<b>2012 – 2014</b>
<b>LEE MATHSON MIDDLE SCHOOL</b> , San Jose, CA 7 <sup>th</sup> & 8 <sup>th</sup> Grade Math and Science Teacher	<b>2008- 2010</b>
<b>CAPITOL CAMPAIGNS</b> , Sacramento, CA Campaign Manager	<b>2007- 2008</b>

## PUBLIC SERVICE

<b>DEMOCRATIC ACTIVISTS WOMEN NOW (DAWN)</b> Board Member	<b>2016-2019</b>
<b>EAST SIDE UNION HIGH SCHOOL DISTRICT (ESUHSD)</b> Board Member	<b>2018- Present</b>

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Board Policy 4119.11/4219.11/4319.11 Sexual Harassment, First Reading Information Only.

Submitted by: Hilaria Bauer, Ph.D. Title: Superintendent

To the Board of Trustees:

Meeting:

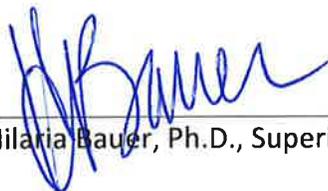
February 13, 2020

Regular Board Meeting

Information Only

8.08

Agenda Placement



Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Tabled: \_\_\_\_\_

# Alum Rock Union ESD

## Board Policy

### Sexual Harassment

BP 4119.11/~~4219.11/4319.11~~

#### Personnel

The Board of Trustees is committed to providing a safe work environment that is free of harassment and intimidation. ~~–The Board prohibits sexual harassment of against district employees and job applicants. –The Board also and prohibits~~ retaliatory behavior or action against ~~district employees or other~~ any persons who complains, ~~testify~~ testifies, or otherwise participates in the complaint process established ~~pursuant to~~ for the purpose of this policy and administrative regulation.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply  
staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints

4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

#### Sexual Harassment Reports and Complaints

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5-CCR-4964)

Any district employee ~~or job applicant~~ who feels that he/she has been sexually harassed in the performance of his/her district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee, ~~a job applicant or a student~~, shall immediately report the incident to his/her direct supervisor, another supervisor, the principal, district administrator, the district's coordinator for nondiscrimination, or the Superintendent, or, if available, a complaint hotline or an ombudsman.

A supervisor, ~~principal~~ or other ~~district~~ administrator who receives a harassment complaint shall promptly notify the Superintendent or designee coordinator.

Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in AR 4031-4030 - Complaints Concerning Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. 4031-4030 - Complaints Concerning Nondiscrimination in Employment)

All complaints and allegations of sexual harassment shall be kept confidential to the extent

necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

~~Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.~~

~~(cf. 4117.4—Dismissal)~~

~~(cf. 4118—Suspension/Disciplinary Action)~~

~~(cf. 4218—Dismissal/Suspension/Disciplinary Action)~~

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

7288.0 Sexual harassment training and education

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1681-1688 Title IX prohibition against discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7—Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6—Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities

106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities

~~106.9 Dissemination of policy~~

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Promising Practices for Preventing Harassment, November 2017

~~OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS-GENERAL~~

~~Protecting Students from Harassment and Hate Crime, January, 1999~~

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr/index.html>

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

Revised: December 12, 2019 January February 163, 2020

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

8.09

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Approve Board Policy 4030 Nondiscrimination in Employment, Second Reading.

Submitted by: Hilaria Bauer, Ph.D. Title: Superintendent

To the Board of Trustees:

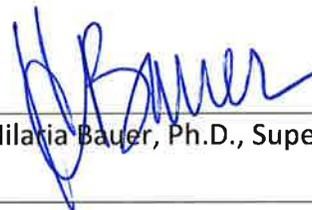
Meeting:

February 13, 2020

Regular Board Meeting

8.09

Agenda Placement



Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Tabled: \_\_\_\_\_

# Alum Rock Union ESD

## Board Policy

### Nondiscrimination In Employment

BP 4030

#### Personnel

The Governing Board is determined to provide ~~district employees, interns, volunteers, and job applicants~~ a safe, positive environment where ~~they all district employees~~ are assured of full and equal employment access and opportunities, protection from harassment ~~or and~~ intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, shall apply to all district employees include job applicants, and, to the extent required by law, to interns, volunteers, and persons who contracted with the district to provide services, as applicable job applicants.

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4111/4211/4311 - Recruitment and Selection)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, ~~religious creed~~, color, ~~ancestry~~, national origin, ~~ancestry~~, age, ~~religious creed~~, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, ~~sex, sexual orientation~~, gender, gender identity, gender expression, ~~sex, or sexual orientation or his/her~~ association with a person or group with one or more of these actual or perceived characteristics.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that it is necessary to comply with federal immigration law. (2 CCR 11028)

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment

(cf. 4151/4251/4351 - Employee Compensation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training

~~(cf. 4151/4251/4351 – Employee Compensation)~~

~~(cf. 4154/4254/4354 – Health and Welfare Benefits)~~

3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:

a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

(cf. 4033 - Lactation Accommodation)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

b. Religious creed discrimination based on an employee's religious belief or observance, including ~~his/her~~ religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

~~(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)~~

c. ~~Disability discrimination based on a district R~~requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

~~(cf. 4119.41/4219.41/4319.41 – Employees with Infectious Disease)~~

d. ~~Disability discrimination based on the district's F~~failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee, who has requested such accommodations in order to determine effective reasonable accommodations, if any, to be provided to the employee for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition

(cf. 4032 - Reasonable Accommodation)

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to file a claim against the district or to disclose information about harassment or other unlawful employment practices. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy. ~~He/she shall including,~~ providing training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

~~In addition, the Superintendent or designee shall post, in a conspicuous place on district premises, the California Department of Fair Employment and Housing publication on workplace discrimination and harassment issued pursuant to 2 CCR 11013.~~

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act, especially:

12940-12952 Unlawful employment practices

12960-12976 Unlawful employment practices; complaints

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment, especially:

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11027-11028 National origin and ancestry discrimination.

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

## COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shepard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

## Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment, ~~December 2014~~

[Transgender Rights in the Workplace](#)

[Workplace Harassment Guide for California Employers](#)

[Your Rights and Obligations as a Pregnant Employee](#)

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

~~Questions and Answers: Religious Discrimination in the Workplace, 2008~~

~~New Compliance Manual Section 15: Race and Color Discrimination, April 2006~~

[EEOC Compliance Manual](#)

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

## WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

~~revised~~Revised: January 18, 2018

Revised: ~~December 12, 2019~~ January February 163, 2020

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

8.10

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Board Policy 4111/4211/4311 Recruitment and Selection, First Reading Information Only.

Submitted by: Hilaria Bauer, Ph.D. Title: Superintendent

To the Board of Trustees: Meeting: February 13, 2020  
Regular Board Meeting  
Information Only

8.10 Hilaria Bauer, Ph.D., Superintendent  
Agenda Placement

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

# Alum Rock Union ESD

## Board Policy

### Recruitment And Selection

BP 4111/4211/4311

#### Personnel

~~Cautionary Notice: AB 97 (Ch. 47, Statutes of 2013) repealed Education Code 42605, which provided temporary flexibility for specified "Tier 3" categorical programs, and instead redirects the funding for those categorical programs into the Local Control Funding Formula (LCFF) (Education Code 42238.01-42251). The supplemental and concentration grant portions of the LCFF may be used for any schoolwide or districtwide educational purpose in accordance with state regulations to be adopted by January 31, 2014, with a goal of increasing or improving services for English learners, foster youth, and students eligible for free and reduced-price meals. Certain requirements related to Tier 3 categorical program(s) in the following policy or regulation are no longer applicable.~~

The Board of Trustees is committed to employing suitable, qualified individuals to effectively carry out the district's vision, mission, and goals. ~~to provide high-quality education to its students and to ensure the efficient running of district operations.~~

(cf. 0000 - Vision)

(cf. ~~0100-0200~~ - Goals for the School District)

(cf. 4000 - Concepts and Roles)

(cf. 4100 - Certificated Personnel)

(cf. 4200 - Classified Personnel)

(cf. 4300 - Administrative and Supervisory Personnel)

~~(cf. 9000 - Role of the Board)~~

The Superintendent shall develop equitable, fair, open, and transparent recruitment and selection processes and procedures that which ensure that employees individuals are selected based on demonstrated knowledge, skills, and competence and not on any bias, personal preference, or unlawful discrimination.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 4030 - Nondiscrimination in Employment)

~~(cf. 4031 - Complaints Concerning Discrimination in Employment)~~

(cf. 4032 - Reasonable Accommodation)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

When a vacancy occurs, the Superintendent or designee shall review the job description for the position to ensure that it accurately describes the major functions and duties of the position. He/she ~~also~~ shall also disseminate job announcements to ensure a wide range of candidates.

The district's selection procedures shall include screening processes, interviews, ~~observations,~~ and recommendations from previous employers, and observations when appropriate, -as necessary to identify the best possible candidate for a position.

(cf. 4112.61/4212.61/4312.61 - Employment References)

The Superintendent or designee may establish an interview committee, ~~as appropriate,~~ to rank candidates and recommend finalists. During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job. All discussions and recommendations shall be confidential in accordance with law.

(cf. 2230 - Representative and Deliberative Groups)

~~During job interviews, applicants may be asked to describe or demonstrate how they will be able to perform the duties of the job.~~ No inquiry shall be made with regard to any category of discrimination information prohibited by state or federal nondiscrimination laws.

The Superintendent or designee shall not inquire, orally or in writing, in regard to an applicant's salary history information, including compensation and benefits. He/she shall also not rely on salary history information as a factor in determining whether to offer employment to an applicant or the salary to offer. However, the Superintendent or designee may consider salary information that is disclosable under state or federal law or that the applicant discloses voluntarily and without prompting. Upon request, the Superintendent or designee shall provide the applicant the pay scale for the position to which he/she is applying. (Labor Code 432.3)

For each position, the Superintendent or designee shall present to the Board one candidate who meets all qualifications established by law and the Board for the position. No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4112.2 - Certification)

(cf. 4112.23 - Special Education Staff)

~~(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)~~

(cf. 4212 - Appointment and Conditions of Employment)

(cf. 4312.1 - Contracts)

Recruitment Incentives for Teachers

With Board approval and in accordance with district needs, the district may provide incentives to recruit teachers, administrators, or other employees, such as signing bonuses, assistance with beginning teacher induction and/or credential costs, mentoring, additional compensation, and/or subsidized housing.

~~Contingent upon available funding, the Superintendent or designee may provide incentives to recruit credentialed teachers to teach in any district school ranked in the bottom half of the state.~~

~~Academic Performance Index. Such incentives may include, but are not limited to, signing bonuses, improved work conditions, teacher compensation, or housing subsidies.—(Education Code 44735)~~

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

~~35035 Responsibilities of superintendent~~

44066 Limitations on certification requirement

44259 Teaching credential; exception; designated subjects; minimum requirements

~~44735—Incentive grants for recruiting teachers for low-performing schools~~

~~44740-44741—Personnel management assistance teams~~

44750 Teacher recruitment resource center

44830-44831 Employment of certificated persons

44858 Age or marital status in certificated positions

44859 Prohibition against certain rules and regulations re residency

45103-45139 Employment (classified employees)

49406 Examination for tuberculosis

52051 Academic Performance Index

GOVERNMENT CODE

815.2 Liability of public entities and public employees

~~6250-6276.48 Public Records Act~~

12900-12996 Fair Employment and Housing Act, including:

12940-~~12956—12957~~ Discrimination prohibited; unlawful practices

HEALTH AND SAFETY CODE

~~53570-53574 Teacher Housing Act of 2016~~

LABOR CODE

~~432.3 Salary information~~

UNITED STATES CODE, TITLE 5

~~552 Freedom of Information Act~~

UNITED STATES CODE, TITLE 8

1324a Unlawful employment of aliens

1324b Unfair immigration related employment practices

UNITED STATES CODE, TITLE 20

~~1681-1688 Title IX prohibition against discrimination~~

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

~~2000h-2-2000h-6—Title IX, 1972 Education Act Amendments~~

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities

COURT DECISIONS

C.A. v William S. Hart Union High School District et al., (2012) 138 Cal.Rptr.3d 1

Management Resources:

CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS

Teacher Recruitment in California: An Analysis of Effective Strategies, Research Brief, Veritas Research and Evaluation Group, October 2017

WEB SITES

California County Superintendents Educational Services Association: <http://ccsesa.org/recruit>

California Department of Education: <https://www.cde.ca.gov>

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Education Job Opportunities Information Network: <http://www.edjoin.org>

Teach USA: <https://culturalvistas.org/programs/us/teach-usa>

<http://www.calteach.org>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

Revised: February 13, 2020

8.11

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Board Policy 5131 Conduct, First Reading Information Only.

Submitted by: Hilaria Bauer, Ph.D. Title: Superintendent

To the Board of Trustees:

Meeting:

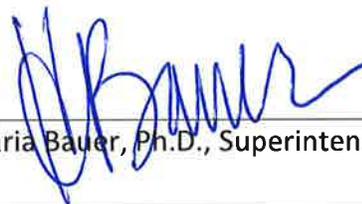
February 13, 2020

Regular Board Meeting

**Information Only**

8.11

Agenda Placement



Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Tabled: \_\_\_\_\_

# Alum Rock Union ESD

## Board Policy

### Conduct

BP 5131

### Students

The Board of Trustees believes that all students have the right to be educated in a safe and positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.1 - Bus Conduct)

(cf. 5137 - Positive School Climate)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5142 - Safety)

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program.

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Conduct that disrupts the orderly classroom or school environment

(cf. 5131.4 - Student Disturbances)

4. Willful defiance of staff's authority
5. Damage to or theft of property belonging to students, staff, or the district

(cf. 3515.4 - Recovery for Property Loss or Damage)  
(cf. 5131.5 - Vandalism and Graffiti)

~~The district shall not be responsible for students' personal belongings which are brought on-campus or to a school activity and are lost, stolen, or damaged.~~

6. Obscene acts or use of profane, vulgar, or abusive language

(cf. 5145.2 - Freedom of Speech/Expression)

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited ~~drug~~substances

(cf. 5131.6 - Alcohol and Other Drugs)  
(cf. 5131.62 - Tobacco)  
(cf. 5131.63 - Steroids)

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)

~~Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.~~

9. Use of a ~~cellular/digital telephone~~cell phone, smart watch, pager, or other mobile communications device during instructional time or in an unauthorized manner in violation of district policy

~~Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.~~

~~No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. —(Education Code 48901.5)~~

10. Plagiarism or dishonesty on school work or tests

(cf. 5131.9 - Academic Honesty)  
(cf. 6162.54 - Test Integrity/Test Preparation)  
(cf. 6162.6 - Use of Copyrighted Materials)

11. ~~Inappropriate attire~~ Wearing of any attire that violates district or school dress codes, including gang-related apparel

(cf. 5132 - Dress and Grooming)

12. Tardiness or unexcused absence from school

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5113.11 - Attendance Supervision)

(cf. 5113.12 - District School Attendance Review Board)

13. Failure to remain on school premises in accordance with school rules

(cf. 5112.5 - Open/Closed Campus)

Employees are expected to ~~provide appropriate supervision to~~ enforce standards of conduct and, ~~if when~~ they observe or receive a report of a violation of these standards, to ~~immediately appropriately~~ intervene or ~~call for~~ seek assistance. ~~If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.~~

When a school ~~official-employee~~ suspects that a search of a student or ~~his/her~~ a student's belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

(cf. 5145.12 - Search and Seizure)

When a student uses any prohibited device, or uses a permitted device in ~~any unethical or illegal activity~~ an unauthorized manner, a district employee may confiscate the device. The employee shall store the ~~item in a secure manner until an appropriate time~~ device securely until it is ~~returned to the student or turned over to the principal or designee, as appropriate.~~

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 6020 - Parent Involvement)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6159.4 - Behavioral Interventions for Special Education Students)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6164.5 - Student Success Teams)  
(cf. 6184 - Continuation Education)  
(cf. 6185 - Community Day School)

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

35181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension and expulsion

51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

417.25-417.27 Laser scope or laser pointer

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

VEHICLE CODE

23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

UNITED STATES CODE, TITLE 42

~~2000h-2000h620~~ 2000h620 USC 1681-1688 Title IX, 1972 Education Act Amendments

COURT DECISIONS

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

LaVine v. Blaine School District, (~~2000~~2001, 9th Cir.) 257 F.3d 981

Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088

Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675  
New Jersey v. T.L.O., (1985) 469 U.S. 325  
Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011  
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

<https://www.ewa.org/organization/center-safe-and-responsible-internet-use>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

revised: February 13, 2020

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

8.12

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Board Policy 5145.7 Sexual Harassment (Students) , First Reading Information Only.

Submitted by: Hilaria Bauer, Ph.D. Title: Superintendent

To the Board of Trustees: Meeting: February 13, 2020  
Regular Board Meeting

**Information Only**

8.12 Hilaria Bauer  
Agenda Placement Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

# Alum Rock Union ESD

## Board Policy

### Sexual Harassment

BP 5145.7

#### Students

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits ~~sexual harassment of students~~ at school or at school-sponsored or school-related activities.—, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment. participates in district complaint processes.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

#### Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment **under any circumstance**
3. Encouragement to report observed instances of sexual harassment, even where the **alleged** victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
64. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
75. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable, **including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues**
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

## Complaint Process

~~Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.~~

~~(cf. 1312.1—Complaints Concerning District Employees)  
(cf. 5141.4—Child Abuse Prevention and Reporting)~~

~~The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.~~

## Complaint Process and Disciplinary Actions

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Upon investigation of a sexual harassment complaint, a~~Any student who found to have engaged~~engaged in sexual harassment or sexual violence ~~at school or at a school-sponsored or school-related activity is~~ in violation of this policy and shall be subject to disciplinary action. For students in grades 4-8, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, Any staff member any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal have his/her employment terminated in accordance with applicable policies, laws, and/or the applicable collective bargaining agreements.

(cf. 4117.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

### Confidentiality and Record-Keeping

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)  
(cf. 5125 - Student Records)

—The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the district schools.

(cf. 3580 - District Records)

### Legal Reference:

#### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

#### CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

#### GOVERNMENT CODE

12950.1 Sexual harassment training

#### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

[1221 Application of laws](#)

[1232g Family Educational Rights and Privacy Act](#)

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

[99.1-99.67 Family Educational Rights and Privacy](#)

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

[Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014](#)

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

[Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010](#)

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

[Dear Colleague Letter: Transgender Students, May 2016](#)

[Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016](#)

[Dear Colleague Letter: Title IX Coordinators, April 2015](#)

[Questions and Answers on Title IX and Sexual Violence, April 2014](#)

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance, [Harassment of Students by School Employees, Other Students, or Third Parties](#), January 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

Revised: February 13, 2020

FIRST READING

9.01

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

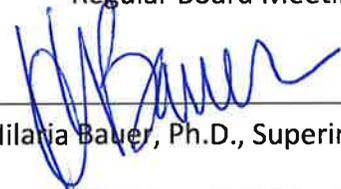
Subject: CONSIDERATION/DISCUSSION: Board Policy 3513.3, Tobacco-Free Schools – First Reading

Attached is the first reading for Board Policy 3513.3, Tobacco-Free Schools

Recommendation:

Staff recommends approval of first reading.

Submitted by: <u>Norma Flores</u> <b>NF</b>	Title: <u>Director of Student Services</u>
Approved by: <u>Rene Sanchez</u> <b>R.S</b>	Title: <u>Assistant Supt. Instructional Services</u>

To the Board of Trustees:	Meeting:	February 13, 2020
<b>Recommend Approval</b>		Regular Board Meeting
<u>9.01</u>		
Agenda Placement	Hilaria Bauer, Ph.D., Superintendent	

<b><u>DISPOSITION BY BOARD OF TRUSTEES</u></b>		
Motion by: _____	Seconded by: _____	
Approved: _____	Not Approved: _____	Tabled: _____

# Alum Rock Union ESD

## Board Policy

### Tobacco-Free Schools

BP 3513.3

#### Business and Noninstructional Operations

The Governing Board recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

- (cf. 3514 - Environmental Safety)
- (cf. 4159/4259/4359 - Employee Assistance Programs)
- (cf. 5030 - Student Wellness)
- (cf. 5131.62 - Tobacco)
- (cf. 5141.23 - Asthma Management)
- (cf. 6142.8 - Comprehensive Health Education)
- (cf. 6143 - Courses of Study)

The Board prohibits smoking and/or the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420.5, 104559; Labor Code 6404.5; 20 USC 6083)

~~This~~ These prohibitions apply to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

- (cf. 1330 - Use of School Facilities)
- (cf. 1330.1 - Joint Use Agreements)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or

ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff

2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

This policy does not prohibit the use or possession of prescription products and other cessation aids that have been approved by the U.S. Department of Health and Human Services, Food and Drug Administration, such as nicotine patch or gum.

~~Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Other vapor emitting electronic devices, such as electronic hookah, with or without nicotine content, that mimic the use of tobacco products, are also prohibited. However, this section does not prohibit the use or possession of prescription products, or other cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property. Exceptions may be made for the use or possession of prescription nicotine products.~~

Smoking or use of any tobacco-related products ~~and~~or disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited. (Health and Safety Code 104495)

Legal Reference:

EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act: definitions

HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

~~7100-7117 Safe and Drug-Free Schools and Communities Act~~

7111-7122 Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

PERB-PUBLIC EMPLOYMENT AND RELATIONS BOARD RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

Management Resources:

WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

revised: May 8, 2014

revised: February 13, 2020

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

9.02

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: **CONSIDERATION/DISCUSSION: Board Policy 5131.62, Tobacco (Use Prevention Education Program) – First Reading**

Attached is the first reading for Board Policy 5131.62– Tobacco (Use Prevention Education Program)

Recommendation:

Staff recommends approval of first reading.

Submitted by: Norma Flores *NF* Title: Director of Student Services

Approved by: Rene Sanchez *R.S.* Title: Assistant Supt., Instructional Services

To the Board of Trustees:

**Recommend Approval**

*9.02*

Agenda Placement

Meeting:

February 13, 2020

Regular Board Meeting

*H. Bauer*

Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

# Alum Rock Union ESD

## Board Policy

### Tobacco

BP 5131.62

### Students

The Governing Board recognizes that tobacco use presents serious health risks and desires to provide support and assistance in reducing the number of students who begin or continue to use tobacco. The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco possession and use by students, tobacco-use prevention education including youth development activities, and intervention and cessation activities and/or referrals.

(cf. 5141.23 - Asthma Management)

### Prohibition Against Tobacco Use

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine or vapor emitting electronic devices, with or without nicotine content, that mimic the use of tobacco products, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. ~~Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel and other~~ Vapor emitting electronic devices, such as electronic hookah, with or without nicotine content, that mimic the use of tobacco products, are also prohibited. However, this section does not prohibit the use of possession of prescription products, or other cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property. (Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

~~Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.~~

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. (Business and Professions Code 22950.5; Education Code 48901)

Tobacco products include: (Business and Professions Code 22950.5; Education Code 48901)

1. A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff
2. An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah
3. Any component, part, or accessory of a tobacco product, whether or not sold separately

These prohibitions do not apply to a student's possession or use of his/her own prescription products. (Education Code 48900, 48901)

Legal Reference:

EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

BUSINESS AND PROFESSIONS CODE

22950.5 Stop Tobacco Access to Kids Enforcement Act; definitions

HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education

104559 Tobacco use prohibition

119405 Unlawful to sell or furnish electronic cigarettes to minors

PENAL CODE

308 Minimum age for tobacco possession

CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

UNITED STATES CODE, TITLE 20

~~7111-7117 Safe and Drug-Free Schools and Communities Act~~

7111-7122 Student Support and Academic Enrichment Grants

CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 8 (2005)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

TUPE Acceptance of Funds Guidance

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000

WEST ED PUBLICATIONS

Guidebook for the California Healthy Kids Survey

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.ca.gov/ls/he/at/tupe.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention, Smoking and Tobacco Use:

<http://www.cdc.gov/tobacco>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

adopted: July 2, 2013 San Jose, California

revised: May 8, 2014

revised: February 13, 2020

9.03

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION - BOARD OF TRUSTEES**

To the Board of Trustees:

Date: January 24, 2020

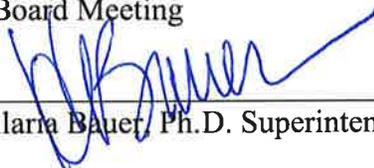
**Subject: SB 187 Comprehensive School Safety Plans**  
**Schools must routinely write or revise their Comprehensive School Safety Plans**

**Staff Analysis:**

Schools have completed revising their Comprehensive School Safety Plans. Using the district provided template, schools developed plans to reflect their needs while integrating numerous elements of school safety. The submitted plans for twenty-five schools are in compliance with SB187 guidelines and are available for review.

**Recommendation:** Staff recommends approval of the submitted school safety plans for 2019-2021

Submitted by: <u>Norma Flores</u> <b>NF</b>	Title: <u>Director of Student Services</u>
Approved by: <u>Rene Sanchez</u> <b>RS</b>	Title: <u>Assistant Superintendent, Instructional Services</u>

To the Board of Trustees: Recommend Approval	Meeting: February 13, 2020 Regular Board Meeting
<u>9.03</u> Agenda Placement	 Hilaria Bauer, Ph.D. Superintendent

<b><u>DISPOSITION BY BOARD OF TRUSTEES</u></b>		
Motion by: _____	Seconded by: _____	
Approved: _____	Not Approved: _____	Tabled: _____

9.04

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

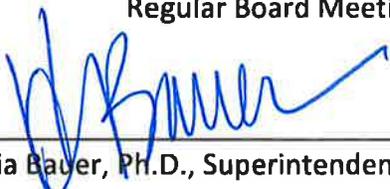
Date: February 3, 2020

**Subject:** Student and School Progress Update

**Staff Analysis:** California's system of support is one of the central components of California's accountability and continuous improvement system. Alum Rock School District was eligible for Differentiated Assistance in the 2017/2018 school year and worked in partnership with the Santa Clara County Office of Education on continuous improvement efforts. Recently, our team was notified that our District exited Differentiated Assistance. Due to this overall improvement, staff will present data on student and school progress.

**\*\*PRESENTATION/INFORMATION ONLY\*\***

Submitted by: <u>Sandra Garcia</u> <i>SG</i>	Title: <u>Director of State and Federal Programs</u>
Approved by: <u>Rene Sanchez</u> <i>R.S</i>	Title: <u>Assistant Superintendent, Instructional Services</u>

To the Board of Trustees:	Meeting: <u>February 13, 2020</u> Regular Board Meeting
<u>9.04</u> Agenda Placement	 Hilaria Bauer, Ph.D., Superintendent

<b><u>DISPOSITION BY BOARD OF TRUSTEES</u></b>		
Motion by: _____	Seconded by: _____	
Approved: _____	Not Approved: _____	Tabled: _____

# District and School Success

A Dashboard Update





# 01:

## District Progress

## **Differentiated Assistance**

**Eligibility for technical assistance if any group met the criteria in two or more priorities areas**

- **2017-2018 met the criteria for our SWD subgroup on Academic Indicators & Suspension**
- **2018-2019 met the criteria for our SWD subgroup: Chronic Absenteeism & Suspension**

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# ARUSD and SCCOE Collaboration



- Over the course of 2018-2019 the instructional team collaborated with SCCOE in continuous improvement efforts.
  - **Focus on Chronic Absenteeism**
- Analysis Process-
  - Data analysis, root cause analysis, systems reviews
  - Involved various stakeholder groups -management, administrators, teachers, students, office assistance, community liaisons
  - Process Maps to understand our procedures and systems
  - Empathy interviews to better understand “the why”
- The Work -
  - Align attendance work
  - Participated in Differentiated Assistance Institute to run some PDSA cycles (Instructional team + 2 site principals)
  - Continuously reviewed CA data with management - created action plans for each site
  - Principals held one on one meetings with students and families -creating systems of support for them (multi t
  - Focus on school climate to foster student attendance

# Student Groups

## What's changed from 2018 to 2019?

Student Group	Chronic Absenteeism	Suspension Rate	English Language Arts	Mathematics
All Students	Orange	Green	Orange	Orange
English Learners	Orange	Green	Orange	Orange
Foster Youth	Orange	Yellow	None	None
Homeless	Orange	Green	Yellow	Yellow
Socioeconomically Disadvantaged	Orange	Green	Orange	Orange
Students with Disabilities	Red	Yellow	Orange	Orange
African American	Orange	Orange	Orange	Yellow
Asian	Green	Blue	Green	Green
Filipino	Green	Green	Green	Yellow
Hispanic	Orange	Green	Orange	Orange
Native Hawaiian or Pacific Islander	Red	Green	Yellow	Orange
White	Yellow	Green	Green	Yellow
Two or More Races	Orange	Orange	Yellow	Green

50 reported metrics

# What's changed from 2018 to 2019?

Student Group	Chronic Absenteeism	Suspension Rate	English Language Arts	Mathematics
All Students	Orange		Orange	Orange
English Learners	Orange		Orange	Orange
Foster Youth				
Homeless	Orange			
Socioeconomically Disadvantaged	Orange		Orange	Orange
Students with Disabilities	Red		Orange	Orange
African American				
Asian	Green		Green	Green
Filipino			Green	
Hispanic				
Native Hawaiian or Pacific Islander	Orange		Orange	Orange
White				
Two or More Races			Green	

50 reported metrics: 23 stayed the same, 20 improved, 7 declined



# What's changed from 2018 to 2019?

Student Group	Chronic Absenteeism	Suspension Rate	English Language Arts	Mathematics
All Students		Green		
English Learners		Green		
Foster Youth	Orange	Yellow		
Homeless		Green	Yellow	Yellow
Socioeconomically Disadvantaged		Green		
Students with Disabilities		Yellow		
African American	Orange	Orange		Yellow
Asian		Blue		
Filipino	Green	Green		
Hispanic		Green		
Native Hawaiian or Pacific Islander		Green	Yellow	
White	Yellow	Green		
Two or More Races		Green		

50 reported metrics: 23 stayed the same, 20 improved, 7 declined

# What's changed from 2018 to 2019?

Student Group	Chronic Absenteeism	Suspension Rate	English Language Arts	Mathematics
All Students				
English Learners				
Foster Youth				
Homeless				
Socioeconomically Disadvantaged				
Students with Disabilities				
African American				
Asian				
Filipino				Yellow
Hispanic				
Native Hawaiian or Pacific Islander	Red			Yellow
White				
Two or More Races	Orange	Orange	Yellow	Green

50 reported metrics: 23 stayed the same, 20 improved, 7 declined

**This year ARUSD has  
exited Differentiated Assistance**



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

9.05

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

Date: February 5, 2020

**Subject:** Form J-13A - Request for Allowance of Attendance Due to Emergency Conditions for Preschool Program at Adelante I and Adelante II.

**Staff Analysis:** The Request for Allowance of Attendance Due to Emergency Conditions, form J-13A is used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Educational Code (EC) Section 41422*.
- When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and *California Code of Regulations (CCR), Title 5, Section 428*.
- When attendance records have been lost or destroyed as described in EC Section 46391.

Due to the Public Safety Power Shutoff (PSPS) issued by PG&E, the District closed all of its schools on Wednesday, October 9, 2019 and Thursday, October 10, 2019. By way of Form J-13A, the District is requesting the California Department of Education (CDE) restore the loss of ADA for the time period noted above.

**Recommendation:** Staff recommends that the Board of Trustees approve Form J-13A as presented.

Submitted by: <u>Dr. Dianna Ballesteros</u> 	Title: <u>Director of Early Learning</u>
Approved by: <u>Rene Sanchez</u> 	Title: <u>Assistant Superintendent, Instructional Services</u>

To the Board of Trustees:	Meeting: February 13, 2020 Regular Board Meeting
<b>Recommend Approval</b> 9.05	
Agenda Placement	Hilaria Bauer, Ph.D., Superintendent

<b>DISPOSITION BY BOARD OF TRUSTEES</b>		
Motion by: _____	Seconded by: _____	
Approved: _____	Not Approved: _____	Tabled: _____

**REQUEST FOR ALLOWANCE OF ATTENDANCE  
DUE TO EMERGENCY CONDITIONS**

**Form J-13A**

(Revised December 2017)

**California Department of Education**

School Fiscal Services Division

Website: <https://www.cde.ca.gov/fg/>

Telephone: 916-324-4541

Email: [attendanceaccounting@cde.ca.gov](mailto:attendanceaccounting@cde.ca.gov)

# Form J-13A Instructions

## Why file:

The Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A is used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code (EC)* Section 41422.
- When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- When attendance records have been lost or destroyed as described in *EC* Section 46391.

The California Department of Education's (CDE) approval of the J-13A, combined with other attendance records, serve to document the local educational agency's (LEA) compliance with instructional time laws and provide authority to maintain school for less than the required instructional days and minutes without incurring a fiscal penalty to the LEA's Local Control Funding Formula (LCFF) funding.

## How to file:

The Form J-13A is available at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp>. Also available on the J-13A Web page are FAQs and supplemental pages for sections B and C in Excel format. All affidavits must have original signatures.

Charter schools must file separately from the authorizing school district or county office of education (COE).

The LEA governing board must approve each request by completing Section E, Affidavit of School District, County Office of Education, or Charter School Governing Board Members. Once the majority of the governing board members have approved the request, the LEA should keep a copy of the request and then submit the original to the county superintendent who must approve the request before it can be submitted to the State Superintendent of Public Instruction, CDE. Charter schools must submit the request to their authorizing LEA for approval, who will then forward to the county superintendent for approval.

The following summarizes the J-13A submittal and CDE review process:

- The county superintendent executes the Affidavit of County Superintendent of Schools, certifying the approval.
- The COE should keep a copy of the request and mail the original request to the listed CDE address.
- Once CDE has received the Form J-13A, the request will go through a review process. If the request is approved, CDE will e-mail the approval letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the approval letter. If the request is denied, CDE will e-mail the denial letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the denial letter.

## Where to file:

Mail the entire original Form J-13A to:  
School Fiscal Services Division  
California Department of Education  
1430 N Street, Suite 3800  
Sacramento, CA 95814

## General Instructions:

- Multiple emergency events and schools may be included on one Form J-13A. Be sure to include specific detailed information and supporting documents for each event and school.
- If the emergency event resulted in a closure and material decrease, complete sections B and C.
- Supplemental pages for sections B and C are available in Excel format for a request that requires more lines than allocated on Form J-13A.
- Attach supporting documentation. Redact any personally identifiable information. Examples of required supporting documentation:
  - Declaration of a State of Emergency
  - News articles
  - E-mails
  - Invoices

# Form J-13A Instructions

- A local safety officer letter for any incident involving police activity, threats, cyber threats, etc.
- A county public health officer letter for any incident involving epidemic-type illness. The letter is to specify that the illness was an epidemic or that there was an increase in the number of cases of a disease above what is normally expected of the population in that area.

## SECTION A: REQUEST INFORMATION

Refer to the California School Directory at <https://www.cde.ca.gov/schooldirectory/> for information needed to complete this section.

### PART I: LOCAL EDUCATIONAL AGENCY (LEA)

- LEA Name – Enter the name of the school district, COE, or charter school submitting the Form J-13A.
- County Code – Enter the two-digit county code associated with this entity.
- District Code – Enter the five-digit district code associated with this entity.
- Charter Number – If this request is for a charter school, enter the charter number associated with this entity.
- LEA Superintendent or Administrator Name – Enter the name of the superintendent or administrator associated with this entity.
- Fiscal Year – Enter the fiscal year of the requested emergency closure, material decrease and/or lost or destroyed attendance records.
- Address – Enter the LEA's full address including:
  - Number and street
  - County name
  - City
  - State
  - Zip code
- Contact Information – Enter a contact person for this request. Include the following:
  - Name
  - Title
  - Phone number
  - E-mail address

### PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST

Select the LEA type associated with the request and, for a school district or COE request, if all or select school sites are included in the request. Only one LEA type may be selected.

### PART III: CONDITION(S) APPLICABLE TO THIS REQUEST

Read each condition carefully and select one or more that apply to this request. In addition, indicate if the request is associated with a Declaration of a State of Emergency by the Governor of California.

## SECTION B: SCHOOL CLOSURE

This section is used for closures pursuant to *EC* Section 41422. If the request does not include any school closures, select the "Not Applicable" box on the top right corner and proceed to Section C.

### PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the school closure.

### PART II: SCHOOL INFORMATION

The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each school closed on a separate line. Use the supplemental Excel form at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 10 lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code.
- C. Site Type – Enter the site type associated with the school listed in Column A. This site information is need for CDE to determine the specific instructional time requirements for the listed school. Choose one of the following site type options:
  - Charter School
  - Community Day
  - Continuation School
  - County Community
  - Juvenile Court School

# Form J-13A Instructions

- Opportunity School
- Special Education
- Traditional

- D. Days in School Calendar – Provide the number of days in the school calendar. Attach a copy of the school calendar to the request. If the request includes multiple schools, attach a copy of each different school calendar and clearly identify which schools follow each calendar. If all schools have the same school calendar, note “all schools” at the top of the calendar.
- E. Emergency Days Built In – Provide the number of additional days the school has built in to the school calendar to use as make-up days for emergency closures.
- F. Built In Emergency Days Used – Provide the number of built in emergency days the school has used so far in the school year.
- G. Date(s) of Emergency Closure – Enter the date(s) closed for the emergency in the current request.
- H. Closure Dates Requested – Of the dates provided in Column G, enter the dates the school will not be able to make-up, and is requesting as part of the Form J-13A.
- I. Total Number of Days Requested – Enter the total number of days for the dates requested in Column H.

Applicable” box on the top right corner and proceed to Section D.

If the attendance of an LEA or a school is less than or equal to 90 percent of "normal" attendance for a reasonable time during or after an emergency event, the LEA may assume that a case exists for claiming emergency attendance credit for the "material decrease" of attendance. According to CCR, Title 5, Section 428, "normal" attendance is the average daily attendance (ADA) for the month of either October or May of the same school year. If the emergency occurred between July and September of the current year, the LEA must wait to submit the request until after October ADA of the current year can be calculated. The October or May ADA is used as a proxy for a normal day of attendance for the emergency day. However, if an emergency occurs in October or May, the LEA may request to use a different month as a proxy for a normal day of attendance for the emergency day.

Pursuant to EC Section 46392, the 90 percent threshold may be waived when the Governor has declared a "State of Emergency." A copy of the Governor's declaration should be included in the submittal. Any reduction of attendance in a necessary small school (NSS), even if less than 10 percent, may be considered material.

Attendance must be provided at the school site level. Approval of a districtwide material decrease is contingent upon the inclusion of all district sites, and a districtwide percentage of 90 percent or less on each emergency day. For non-districtwide emergencies, each school must meet the 90 percent threshold on each emergency day for approval of attendance credit.

## PART III: CLOSURE HISTORY

In this section, provide the closure history for the current and five prior fiscal years for all schools included in the request, regardless if a J-13A request was submitted. For example, if a school had multiple closures in one year, group the closures by fiscal year and nature.

School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
School #1	0123456	2016-17	12/5, 2/10	Flooding	Yes
School #1	0123456	2016-17	4/17-4/18	Power Outage	No
School #1	0123456	2015-16	12/15-12/6	Road Closures	Yes

## PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the material decrease in attendance. Provide a detailed explanation for any gap in between emergencies. Request should be accompanied by supporting documents, if applicable.

## PART II: MATERIAL DECREASE CALCULATION

The information provided in Parts II and III will be used to determine if the loss of attendance meets the 90 percent threshold for attendance credit approval (except when the governor declares a state of emergency or in the case of a NSS site), and to calculate the estimated attendance credit

## SECTION C: MATERIAL DECREASE

This section is used to claim attendance for material decreases pursuant to EC Section 46392. If the request does not include any credits for a material decrease in attendance, select the “Not

## Form J-13A Instructions

amount. The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each school requesting attendance credit on a separate line. Use the supplemental Excel form at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 10 lines are needed for this request and select the “Supplemental Page(s) Attached” box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code
- C. “Normal” Attendance – Provide the ADA for the school month of October or May of the same school year.

A school month is 20 days, or four weeks of five days each, including legal holidays but excluding weekend makeup classes (*EC* Section 37201). The school calendar begins on the first Monday of the week that includes July 1 or the Monday of the first week of school. As a result, school months can be split between September and October; October and November; April and May; May and June. Therefore, the CDE advises LEAs to use the school month that has the most school days in either October or May.

- D. Dates Used for Determining “Normal” Attendance – Enter the date range of the school month used to provide the ADA in Column C.
- E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**
- F. Actual Attendance – Provide the actual attendance for the school site on the date of emergency listed in Column E.
- G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance

adjustment when the Actual Attendance (Column F) divided by the “Normal” Attendance (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

- H. Net Increase of Apportionment Days (C-F) – Calculated field. The Actual Attendance (Column F) is subtracted from the “Normal” Attendance (Column C) to determine the Net Increase of Apportionment Days (Column H). When attendance on the date of emergency is greater than the “normal” attendance, this field will yield zero and should be removed from the material decrease calculation table.

**If the request is approved, CDE’s approval letter will include the total net increase of apportionment days, which may differ from the amount shown.** The LEA will then divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

### PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS

Continuation education is an hourly program, therefore the attendance must be provided in hours for continuation schools. Three hours equals one apportionment day. The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each continuation school requesting attendance credit on a separate line. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than five lines are needed for this request and select the “Supplemental Page(s) Attached” box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code.

# Form J-13A Instructions

- C. "Normal" Attendance Hours – Provide the attendance hours for the continuation school on the same day of the week prior to, or the week following the emergency.

Example: If the emergency day is on a Tuesday, provide the attendance hours on the Tuesday of the week prior to or following the emergency.

- D. Date Used for Determining "Normal" Attendance – Enter the date of the school day used to provide the attendance hours in Column C.
- E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**
- F. Actual Attendance Hours – Provide the actual attendance hours for the continuation school on the date of emergency.
- G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with EC Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance Hours (Column F) divided by the "Normal" Attendance Hours (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.
- H. Net Increase of Hours (C-F) – Calculated field. The Actual Attendance Hours (Column F) is subtracted from the "Normal" Attendance Hours (Column C) to determine the Net Increase of Hours (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

**If the request is approved, the approval letter will include the total net increase of hours for all continuation schools on the form, which may differ from the amount shown.** The LEA will then convert the hours to apportionment days and divide this number by the days in the applicable P-1,

P-2, or Annual reporting period to determine the ADA increase.

## SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

If this request does not include any lost or destroyed attendance records, select the "Not Applicable" box on the top right corner and proceed to Section E.

### PART I: PERIOD OF REQUEST

Enter the dates of the records that were lost or destroyed.

### PART II: CIRCUMSTANCES

Provide a detailed explanation on the emergency condition(s) and the extent of the lost or destroyed records.

### PART III: PROPOSAL

Provide a detailed proposal or estimation in the allotted space.

## SECTION E: AFFIDAVIT

A completed affidavit is required before submitting the entire Form J-13A request to CDE.

### PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS

- Enter the name of the school district, COE, or charter school.
- Enter the names of the all the board members.
- At least a majority of the board members must sign this affidavit.
- The governing board signatures must be witnessed. The witness person must complete the following fields:
  - Witnessed date
  - Name
  - Signature
  - Title
  - County name

### PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER

Only complete for a charter school request. Once the governing board members and witness fields have been completed, this request will be submitted to the charter school's authorizer for approval. An authorizer for a charter school may be

## Form J-13A Instructions

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a school district, COE or State Board of Education.  
If approved, the superintendent of the charter school's authorizer will complete the following fields:

- Name
- Signature
- Authorizing LEA Name

### **PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

All requests must go to the COE for approval. If approved, the COE will complete Part III of the affidavit. The county superintendent's signature must be witnessed.

- Name of the County Superintendent of Schools (or designee)
- Signature of the County Superintendent of Schools (or designee)
- Witnessed date
- Witness name
- Witness signature
- Witness title
- County name
- Contact person/individual responsible for completing the county affidavit.  
Include the contact person's name, title, phone number and e-mail address.

**SECTION A: REQUEST INFORMATION**

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/aadpa/13a.asp> for information regarding the completion of this form.

**PART I: LOCAL EDUCATIONAL AGENCY (LEA)**

LEA NAME: Alum Rock Union Elementary	COUNTY CODE: 43	DISTRICT CODE: 69369	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Dr. Hilaria Bauer	COUNTY NAME: Santa Clara		FISCAL YEAR: 2019-2020
ADDRESS: 2930 Gay Ave.	CITY: San Jose		
STATE: CA	ZIP CODE: 95127	CONTACT NAME: Sandra Garcia	
TITLE:	PHONE: 408-928-6935	E-MAIL: sandra.garcia@arUSD.org	

**PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):**

<input checked="" type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> CHARTER SCHOOL
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**PART III: CONDITIONS APPLICABLE TO THIS REQUEST:**

**SCHOOL CLOSURE:** When one or more schools were closed because of conditions described in EC Section 41422, LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per EC Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC Section 46200, et seq.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

**MATERIAL DECREASE:** When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of EC Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

**LOST OR DESTROYED ATTENDANCE RECORDS:** When attendance records have been lost or destroyed as described in EC Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to EC Section 46391:

*"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."*



CALIFORNIA DEPARTMENT OF EDUCATION  
**REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS**  
FORM J-13A, REVISED DECEMBER 2017

**SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS**

**Not Applicable (Proceed to Section E)**

**PART I: PERIOD OF REQUEST** The entire period covered by the lost or destroyed records commences with \_\_\_\_\_

up to and including \_\_\_\_\_.

**PART II: CIRCUMSTANCES** (Describe below circumstances and extent of records lost or destroyed.)

Empty rectangular box for describing circumstances and extent of records lost or destroyed.

**PART III: PROPOSAL** (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

Empty rectangular box for describing the proposal to reconstruct attendance records or estimate attendance in the absence of records.



CALIFORNIA DEPARTMENT OF EDUCATION  
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS  
FORM J-13A, REVISED DECEMBER 2017

**SECTION E: AFFIDAVIT**

**PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS** – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Alum Rock Union Elementary School, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

**Board Members Names**

Ernesto Bejarano, President

**Board Members Signatures**

Corinna Herrera, Vice President

Andres Quintero, Clerk

Linda Chavez, Member

Dolores Marquez-Frausto, Member

**At least a majority of the members of the governing board shall execute this affidavit.**

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_,

Witness: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ Title: \_\_\_\_\_ of \_\_\_\_\_ County, California

**PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER** (Only applicable to charter school requests)

Superintendent (or designee): \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) Authorizing LEA Name: \_\_\_\_\_

**PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): Dr. Mary Ann Dewan \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature)

Subscribed and sworn (or affirmed) before me, this \_\_\_\_\_ day of \_\_\_\_\_,

Witness: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ Title: \_\_\_\_\_ of \_\_\_\_\_ County, California

COE contact/individual responsible for completing this section:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

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2930 Gay Avenue, San José, CA 95127 · Phone: 408-928-6800 · Fax: 408-928-6416 · [www.arusd.org](http://www.arusd.org)

October 8, 2019

Dear Alum Rock Community:

As you are well aware, beginning tomorrow, PG&E has informed the City of San Jose that they may shut off power in sectors of the City. Unfortunately, the Alum Rock Union School District is located within those sectors. Our district will be shut down Wednesday, October 9 and Thursday, October 10, 2019. Even though some schools may have power, the District Office will not have power and therefore cannot provide emergency support and services. **Again, all schools will be closed on Wednesday, October 9 and Thursday, October 10, 2019.**

Our next scheduled update will take place Thursday, October 10 at 4:00 pm. Please check our social media sites and website for updated information.

For updates please check the following links:

For ARUSD: [www.arusd.org/emergency-status](http://www.arusd.org/emergency-status)

For PG&E: [http://bit.ly/PGE\\_OutageMap](http://bit.ly/PGE_OutageMap)

For Facebook: <https://www.facebook.com/pg/alumrockunion>

Like you, we share in the frustration of this uncertainty.

Thank you for your understanding.

Sincerely,

Dr. Hilaria Bauer  
Superintendent

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Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Linda Chavez, President · Ernesto Bejarano, Vice-President  
Dolores Márquez-Frausto, Clerk · Andrés Quintero, Member · Corina Herrera-Loera, Member

Office of Superintendent of Schools

10.01

**ITEM REQUIRING ATTENTION - BOARD OF TRUSTEES**

Date: January 29, 2020

To the Board of Trustees:

**Subject:** 2018/2019 Annual Performance and Financial Audit of  
General Obligation Bonds Report

**Staff Analysis:** Every year the district hires an independent auditor to review our financial activities for Measure J General Obligation Bond funds for period ending June 30, 2019. Our auditor is Crowe, LLP. A representative from the firm will present the report to the Board.

**Recommendation:** Staff recommends approval of the 2018/2019 Annual Performance and Financial Audit of General Obligation Bonds Report.

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

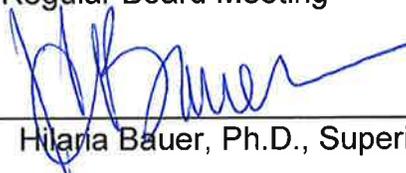
To the Board of Trustees:

Meeting: February 13, 2020  
Regular Board Meeting

**Recommend Approval**

10.01

Agenda Placement



Hilana 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

Office of Superintendent of Schools

10.02

**ITEM REQUIRING ATTENTION - BOARD OF TRUSTEES**

Date: January 29, 2020

To the Board of Trustees:

**Subject:** Request for Proposal (RFP) on Program Management Update

**Staff Analysis:** Updates on RFP for Program Management Services.

**\*\*\*DISCUSSION, INFORMATION\*\*\***

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

To the Board of Trustees:

Meeting: February 13, 2020  
Regular Board Meeting

**INFORMATION ONLY**

10.02

Agenda Placement

  
Hilatia 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

11.01

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Information Regarding Resignations

Staff Analysis:

Pursuant to Board Policy 4117.2 the Superintendent or her designee has accepted the following resignations.

Submitted by: Carlos Moran



Title: Assistant Superintendent, Human Resources

To the Board of Trustees:

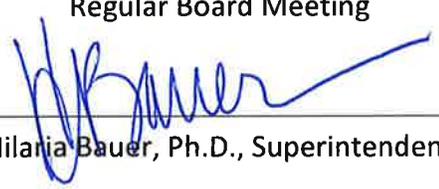
**Information Only**

11.01

Agenda Placement

Meeting:

February 13, 2020  
Regular Board Meeting



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  
MEETING OF THE BOARD OF TRUSTEES**

**February 13, 2020**

**CERTIFICATED RESIGNATIONS:**

**I. Resignation in Lieu of Non Reelection**

1. Arora, Sarika	Resource Teacher/Ryan	06/09/2020
2. Hagiwara, Kathleen	SDC/Ryan	06/09/2020
3. Hernandez, Steven	Math & Science/Fischer	06/09/2020
4. Lombardi, Anthony	RSP/Ryan	06/09/2020
5. Sanchez Silva, Anabel	4/Adelante	06/09/2020
6. Wagner, Julie	Speech/Special Education	06/09/2020
7. Wolf, Nicole	5/LUCHA	06/09/2020

12.01

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject:

**APPROVAL OF BOARD MEETING MINUTES FOR THE FOLLOWING DATES:**

- **November 14, 2019, Regular Board Meeting**
- **January 16, 2020, Regular Board Meeting**

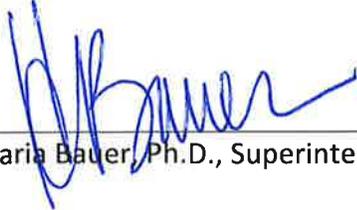
**RECOMMEND APPROVAL**

Submitted by: Hilaria Bauer Title: Superintendent

To the Board of Trustees: Meeting: February 13, 2020  
Regular Board Meeting

**Recommend Approval**

12.01  
Agenda Placement

  
Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

**DRAFT MINUTES  
ALUM ROCK ELEMENTARY SCHOOL DISTRICT  
2930 Gay Avenue  
San Jose, CA 95127**

**MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES  
of the Alum Rock Union School District  
Held on Thursday, November 14, 2019, 5:30 p.m. at the Alum Rock Union School  
FISCHER MIDDLE SCHOOL Cafeteria, 1720 Hopkins Drive, San Jose, CA 95122  
Meeting #07-19/20**

**1. OPEN SESSION**

**1.01 Call to Order / Roll Call/ Pledge of Allegiance**

President Linda Chavez welcomed everyone in the audience. President Linda Chavez called the Board Meeting to order at 5:30 p.m. followed by Roll Call and said there is a quorum.

Board Members Present:

Linda Chavez	President
Ernesto Bejarano	Vice-President
Dolores Marquez-Frausto	Clerk
Andrés Quintero	Member ( <i>arrived late at 5:44 p.m.</i> )
Corina Herrera-Loera	Member

Administrative and Support Staff Members Present:

Dr. Hilaria Bauer	Superintendent
Carlos Moran	Assistant Superintendent, Human Resources
Kolvira Chheng	Assistant Superintendent, Business Services
Maribel Carrillo	Sr. Executive Assistant, Superintendent's Office

Administrative Member Absent:

Rene Sanchez	Assistant Superintendent, Instructional Services
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**1. OPEN SESSION (continued)**

Superintendent Bauer asked if the item 2.04 could be moved since all the presenters were present.

Member Corina Herrera-Loera asked if the Pledge of Allegiance could be said.

President Linda Chavez led the Pledge of Allegiance at this time.

**2. Special Presentation**

**2.04 Impact of School Readiness on Students' Academic Performance Presentation. First Five Santa Clara, Healthier Kids Foundation, Somos Mayfair and ARUESD Student Services.**

Superintendent Bauer spoke on item 2.04 and asked Coordinator, Student Services Jesus Araujo could start the presentation.

Coordinator Mr. Jesus Araujo spoke about the Universal Access Pilot and introduced Ms. Lisa Colvig- Niclai from Applied Survey Research, who gave a Power Point presentation. Some of the highlights included the following:

<b>Insight into the Alum Rock Community</b>	<b>Third grade reading and poverty are correlated.. in not the right way</b>
<ul style="list-style-type: none"> <li>-Traditionally a low-income, immigrant neighborhood.</li> <li>-82% Latino; 8.3% Vietnamese</li> <li>-36.2% foreign-born</li> <li>- \$72,079 median household income vs \$101,173 countrywide</li> <li>-85.3% free and reduced lunch</li> </ul>	<ul style="list-style-type: none"> <li>-In 2018/19, Alum Rock Union had the second to lowest rate of third grade reading proficiency in the county, and the highest rate of child poverty.</li> </ul>

<b>We are increasing access to services</b>	<b>Third grade reading is increasing</b>
<ul style="list-style-type: none"> <li>- Increased number of children/families have received Family Resource Center (FRC) services and health screenings</li> </ul>	<ul style="list-style-type: none"> <li>-The percentage of third grade students reading at grade level is increasing</li> </ul>

## 2. **Special Presentation** *(continued)*

Vice-President Ernesto Bejarano asked Ms. Lisa Colvig- Niclai how readiness is defined.

Vice-President Ernesto Bejarano asked Ms. Lisa Colvig- Niclai in her study how can the percentage go higher than 39% access.

Clerk Dolores Marquez-Frausto asked Coordinator Mr. Jesus Araujo when does the entry points of information come to the District Office to know what is going on.

Coordinator Mr. Jesus Araujo introduced Mr. Saul Ramos from Somos Mayfair he spoke about the Resource Centers.

Vice-President Ernesto Bejarano asked Mr. Saul Ramos if the clients were duplicated.

Vice-President Ernesto Bejarano asked Mr. Saul Ramos asked if the unduplicated numbers increased and as new families come in are they counted.

Clerk Dolores Marquez-Frausto asked Mr. Saul Ramos for clarification on the lack of family involvement.

Clerk Dolores Marquez-Frausto asked Mr. Saul Ramos if the district numbers that were given were in collaboration with the district staff and Somos Mayfair.

Clerk Dolores Marquez-Frausto asked Ms. Lisa Colvig-Nicclair if the data given was from 2018.

Member Corina Herrera-Loera asked Ms. Lisa Colvig-Nicclair if they are gathering data for every school year.

Member Andrés Quintero thanked the presenters for the presentation and their great work.

### **2.03 Census 2020 representative will update the ARUESD school board and community regarding Census 2020 efforts in our community.**

Mr. Ray Mueller representative of Census 2020 gave a powerpoint presentation. Some of the highlights included the following:

All data is confidential

- The Census is confidential and required by law.
- Results of the Census are reported in Statistical format only.
- We do not share a respondents personal information with other government agencies.
- All Census Employees swear to a lifetime oath to protect respondent information.

## 2. **Special Presentation** *(continued)*

- Penalties for wrongful disclosure- Up to 5 years imprisonment and or a fine of \$250,000.

Languages- Supporting Linguistically Diverse Populations.

Available in Spanish

- Enumerator Instruments (handheld)
- Paper questionnaire and other mailings
- Field enumeration materials

Internet option and Census Questionnaire Assistance (CQAs) will be available in 12 non-English languages

Spanish, Chinese (simplified), Vietnamese, Korean, Russian, Arabic, Tagalog, Polish, French, Haitian Creole, Portuguese and Japanese

More Items available in 59 non-English languages

- Language glossary
- Language identification card

Member Corina Herrera-Loera thanked Mr. Ray Mueller for his presentation.

### **2.01 Facilities Assessment Report**

Superintendent Bauer introduced Assistant Superintendent Kolvira Chheng to speak on the board item.

Assistant Superintendent Chheng introduced Mr. Matt Anderson from A Bureau Veritas Group Company who gave a powerpoint presentation. Some of the highlights included the following:

FCA Project Process/Methodology  
Process

- Data collection-Plans, building histories, staff interviews
- On-site review- Visual survey with maintenance staff escort
- Reporting-Final data input, reporting
- Quality Control-Data and draft report reviews
- Findings-Facility Condition Index, forecasted funding
- Training- Capital forecast reporting and preventive maintenance planning

**2. Special Presentation (continued)**

**Short Term Repairs**

Adelante Dual Language Academy \$1,314,437 Alpha (formerly Slonaker) \$196,494 Alum Rock-District Office \$120,392 Aptitud Community Academy at Goss \$350,410 Arbuckle/Adelante II \$472,046 Cassell Elementary \$539,796 Chavez Elementary \$794,690 Cureton Elementary \$791,722 Dorsa Elementary \$105,615 Fischer Middle School / Renaissance I \$9,029 George Middle School \$1,224,255 Hubbard Media Arts Academy \$15,379 KIPP Heartwood (formerly Miller) \$73,098	Linda Vista Elementary \$101,550 LUCHA Elementary \$136,187 Lyndale Elementary \$199,642 Mathson Institute of Technology / Renaissance II \$336,931 McCollam Elementary \$169,195 Meyer Elementary \$41,358 Ocala STEAM Academy \$274,974 Painter Elementary \$369,536 Russo/McEntee Academy \$156,938 Ryan STEAM Academy \$2,004,149 San Antonio Elementary \$452,281 Sheppard Middle School \$1,885,763 <b>Grand Total \$12,135,867</b>
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**Repairs by Plan Type**

**FCA Summary Findings**

Safety \$375,990 Performance/Integrity \$14,368,126 Accessibility \$803,768 Environmental \$3,745 Modernization/Adaptation \$22,046,072 Lifecycle/Renewal \$120,150,482	<ul style="list-style-type: none"> <li>• Some of the repairs in the FCAs are already planned by the District and in progress this summer.</li> <li>• Infrared review of electrical panels shows areas where further testing of circuits is needed due to air-conditioning and computer charging stations.</li> <li>• Some HVAC equipment has exceeded its estimated useful life and energy saving opportunities are present in schools with individual classroom systems.</li> <li>• Short-Term repair needs of \$12,135,867</li> <li>• Total 20-Year repair needs to be estimated to be \$253,648,294</li> </ul>
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Vice-President Ernesto Bejarano asked Mr. Matt Anderson if there was a way to prioritize the categories.

Clerk Dolores Marquez-Frausto asked Mr. Matt Anderson what he was referring to when he spoke about short term repairs.

Superintendent Bauer commented that this is an introduction for the assessment and the Board would need to give direction for the next steps.

Member Corina Herrera-Loera asked if there were any other sites assessed.

Assistant Superintendent Chhng replied that there were no other sites assessed in the report.

## **2. Special Presentation** *(continued)*

Clerk Dolores Marquez-Frausto commented the MACSA should have been included in this report.

Superintendent Bauer replied that the MACSA building should have been done and for those reasons, it was not included in this report.

Member Andrés Quintero advised his colleagues to direct staff to analyze the data.

Vice-President Ernesto Bejarano asked if there was anything that should be addressed urgently.

President Linda Chavez asked Assistant Superintendent Chheng if Santa Clara County Office of Education turned this down due to the cost.

Assistant Superintendent Chheng replied he was not aware.

President Linda Chavez commented she agreed with Member Andrés Quintero and the present state the district is in this is not a good idea.

Superintendent Bauer said this report was requested by Vice-President Ernesto Bejarano.

Member Corina Herrera-Loera commented it was better to direct staff to analyze the data.

Member Andrés Quintero said the district does not have a lot of money but they need to be ready to address facilities that need to be fixed.

Clerk Dolores Marquez-Frausto commented the district is not ready yet and there are 5 million dollars in bond money that could be used.

Vice-President Ernesto Bejarano said there are repairs that need to be addressed.

President Linda Chavez commented the repairs were approved five years ago and they were not addressed. She said over the summer the repairs should have been done.

Vice-President Ernesto Bejarano commented to have the staff analyze what is the priority and come back to the Board to inform them what needs to be addressed.

Superintendent Bauer said she would come back with a report to address safety repairs that need to be done and a Board Study Session would be the appropriate process to do.

President Linda Chavez commented to the Board to propose a date for the Board Study Session.

Superintendent Bauer said she will follow up with dates for the Board Study Session.

## 2. Special Presentation *(continued)*

### 2.02 Proposition 39 Energy Savings Program Update.

Ms. Genesis Vega, Mr. Steve Ramirez, and John Paul gave a powerpoint presentation. Some of the highlights included the following:

#### Energy Program Process

- February 28, 2017: District issued competitive RFQ for Energy Conservation and Renewable Energy Improvements
- April 4, 2017: District interviewed top 3 qualified firms
- April 13, 2017: Board approved selection of ENGIE and directed ENGIE to develop a comprehensive program to support student achievement and generate energy savings
- August 10, 2018: Presented Board informational update
- March 8, 2018: District Energy Expenditure Plan (EEP) approved by CVCEC
- April 11, 2019: Prop 39 Lighting Project Approved by the Board
- May 3, 2019- February 2020: LED Lighting Project Final Engineering & Construction.

#### Schools in Phase 1 Lighting Project

Cesar Chavez ES	Linda Vista
Clyde Arbuckle ES	Millard McCollam ES
Clyde L. Fischer MS	Ocala MS
Donald J Meyer ES	Sylvia Cassell ES

#### Emergency Backup Power

- Public Safety Power Shutdowns
- Solar + Battery Storage  
Microgrid (Yuba City at right)
- Emergency backup power at:
  - District Office (server)
  - District Office (freezer)
  - Ocala MS (central kitchen)

Vice-President Ernesto Bejarano asked if Ocala Middle School was the only central kitchen.

Assistant Superintendent Chheng responded that Ocala Middle School is the only central kitchen the district has.

## **2. Special Presentation (continued)**

Member Corina Herrera-Loera asked Mr. John Paul in regards to backup power would there be a generator purchased.

Clerk Dolores Marquez-Frausto asked Mr. John Paul if the energy-saving program would be fully funded.

Clerk Dolores Marquez-Frausto asked if the district would go solar would there be any cost.

Vice-President Ernesto Bejarano asked Mr. John Paul if any school districts that he is aware of have reduced their access power.

President Linda Chavez asked Assistant Superintendent Chheng if the Santa Clara County Office of Education turned down the energy-saving program because it was too expensive.

Assistant Superintendent Chheng replied he is not familiar with the business of Santa Clara County Office of Education.

### **3.01 Announcement and Public Comments Regarding Items to be Discussed In Closed Session**

President Linda Chavez announced the items that would be discussed in Closed Session. There were no public comments from the audience at this time.

### **3.02 The Board will Adjourn to Closed Session at Approximately 8:23 p.m.**

President Linda Chavez announced that the Board would reconvene to Open Session at approximately 8:23 p.m. The Board adjourned to Closed Session at 7:23 p.m.

## **4. RECONVENE TO OPEN SESSION**

### **4.01 Call to Order / Roll Call**

The Board reconvened to Open Session at 8:46 p.m. President Linda Chavez welcomed everyone and took a second Roll Call in which all Board Members were present and there is a quorum.

**3. RECONVENE TO OPEN SESSION** *(continued)*

**4.03 Discussion And/Or Modification(S) of the Agenda**

Member Andrés Quintero asked to move the following agenda items.

**8.10 Board Member Term Limits**

**8.01 Superintendent's Contract of Employment and Consideration and Approval of 3% Salary Increase retroactive to July 1, 2018, and Consideration and Approval of Extension or Renewal of Contract Term.**

**8. Superintendent/ Board Business—Board Discussion And/ Or Action**

**8.10 Board Member Term Limits**

Public Comments:

- 1) Martina Gomez said in the last 25 years the district has had had 12 Superintendents. She also commented that Del Terra was given 25 million dollars without completing the work.
- 2) Cynthia Macias said she is a parent at Cureton Elementary School. She spoke about having term limits for Board members.
- 3) Claudia Cuellos spoke about term limits for Board members. She said most have term limits of two terms. She wants to ask the Board to adopt the term limits for Board members.
- 4) Maribel Ruiz said she is a taxpayer and voter. She said term limits are good practice for governance.
- 5) Flor De Leon said she has served in several school site councils. She said she does this because she cares. She commented she expects this proposal in the next Board Meeting of December 12, 2019.
- 6) Deliza Gonzalez commented she is also a parent of Alum Rock School District. She said Clerk Dolores Marquez- Frausto has said this is what the community wants to have her as a Board member. She said the community wants a two-term limit for Board members.
- 7) Araceli Sandoval said she is a parent of a student at Adelante I. She believes everyone is here because of democracy. She wants to have a policy where there is a term for Board members to serve.

Vice-President Ernesto Bejarano commented he did research and since the year 2000, there has been a total of seventeen trustees of which two have been here more than two terms. He said the available research indicates that there is a correlation between term limits of 10 years at a minimum and high performing districts. He commented terms limits hurt established relationships. He would like to have community members take training to prepare for campaigns and budgets.

Member Corina Herrera-Loera said she was in agreement with term limits and asked how would they move forward to the next steps of this policy.

## **8. Superintendent/ Board Business—Board Discussion And/ Or Action** *(continued)*

Counsel Rogelio Ruiz replied if the Board passes it to be put on the ballot and it would be put on the November 2020 ballot.

Member Corina Herrera-Loera asked what is the process of the funding.

Counsel Rogelio Ruiz responded the cost would need to be paid by the district, out of the general fund. He said he does not know the amount but it is not free.

President Linda Chavez commented she does not want to take money away from the children's education to be used for those purposes. She said there are other ways to get trustees out by backing a good candidate and voting the incumbent trustee out.

Member Andrés Quintero said he is not opposed to term limits but he is opposed to a two-year term limit. He commented tax dollars are spent to train school board members. He said it takes four years for members to understand the process of governance. He said he does not plan to run again after his term is up. He commented he will continue to serve East Side San Jose. He said two-term limits are not effective.

Clerk Dolores Marquez-Frausto commented that in December 2019 will be her 12<sup>th</sup> year being a Board member and she is here because the voters voted for her. She said she is alright with the term limits to be put on the ballot because it is being put through the process.

Vice-President Ernesto Bejarano said he has been a Board member for a year and he is on a learning curve. He commented it is different to be a parent sitting with the community and sitting on the Board.

Clerk Dolores Marquez-Frausto commented she believes that Board members should come from the system. She worked in the system for 29 years. She said she is not going anywhere.

### **4.02 Report of Action Taken in Closed Session**

Counsel Rogelio Ruiz reported that there were no actions to report.

## **5. Public Hearing**

President Linda Chavez opened the public hearing at 9:27 p.m.

**5.01 Disclosure of major provisions of the collective bargaining agreement with California School Employees Association (CSEA) #305, including, but not limited to, the cost that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years.**

## **5. Public Hearing** *(continued)*

Clerk Dolores Marquez Frausto asked Counsel Rogelio Ruiz why was there a settlement and it was not part of the packet given to the Board.

Counsel Rogelio Ruiz replied that it is not a legal practice it all depends on what the requirements are for that particular bargaining unit.

Clerk Dolores Marquez-Frausto thanked Counsel Rogelio Ruiz for the clarification.

### **5.02 Approval and Ratification of Tentative Agreement between the Alum Rock Union Elementary School District and California School Employees Association (CSEA) #305, for the period of July 1, 2018-June 30, 2019.**

**MOTION #07-01 by Clerk Dolores Marquez-Frausto to approve Action Item 5.02 as presented. MOTION #07-01 was seconded by Vice-President Ernesto Bejarano.**

Clerk Dolores Marquez-Frausto asked if this was a retro pay and if anyone had the cost of the retro pay.

Counsel Rogelio Ruiz said there is retro pay and it was part of the agenda item.

Assistant Superintendent Chheng replied it was part of the agenda item. He said the report does not break it down by unit only district-wide. He said the cost is 2.6 million dollars it is part of the "Me Too" language that is in place for all our bargaining units.

Clerk Dolores Marquez-Frausto said she wanted to know what the cost would be. She requested in the future for the cost to be broken down by unit.

***MOTION #07-01 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.***

### **5.03 Receive The Alum Rock Educators' Association (AREA) Initial Bargaining Proposal to Open Negotiations with Alum Rock Union Elementary School District; Re: 2019-2020 Reopeners.**

Public Comments:

- 1) Music Educator said she is new to the district and she thanked the Board for whoever supported the salary increase for Educators. She said she chooses to stay in the classroom because she loves to teach music.
- 2) Jocelyn Merz said on behalf of AREA sunshine proposal intent to have reopeners for 2019-2020 to begin as soon as possible with a fair and reasonable settlement.

President Linda Chavez closed the Public Hearings at 9:38 p.m.

## **8. Superintendent /Board Business—Board Discussion And/Or Action**

### **8.01 Superintendent's Contract of Employment and Consideration and Approval of 3% Salary Increase retroactive to July 1, 2018, and Consideration and Approval of Extension or Renewal of Contract Term.**

**MOTION #07-02 by Member Andrés Quintero to approve the renewal of contract commencing July 1, 2020-June 30, 2023, with the increase of salary requested. MOTION #07-02 was seconded by Vice-President Ernesto Bejarano.**

Public Comments:

- 1) Jocelyn Merz encouraged the Board to approve the contract of Superintendent Bauer. She said for the past four years there have been obstacles in an attempt to see Superintendent Bauer in an attempt to see her fail but she stood strong. She commented if the Board does not extend her contract there will be many districts recruiting her.

Clerk Dolores Marquez-Frausto commented that under Superintendent Bauer's watch there is a 14 million dollar deficit and the libraries closed. She was told by a former Board member to stay away from the classrooms. She commented in the dashboard the district is in the orange. She said she has already said this before she had lost all confidence in this administration.

Member Andrés Quintero said he made the motion and the comments made were to make Superintendent Bauer look bad. He said Superintendent Bauer established partnerships.

Vice-President Ernesto Bejarano commented the performance of the students is the accountability of the Board has on their shoulders. He said the dashboard data are gauges although Dr. Bauer is accountable to the district's performance, there could be a lot of factors including hunger and poverty. He commented he has confidence in Superintendent Bauer. He said the audits were also an issue of governance.

Clerk Dolores Marquez-Frausto said she votes the way she sees things. She commented on what she said tonight is based on facts.

Member Corina Herrera-Loera thanked Superintendent Bauer for her work and she thanked the creator for the reports that came out. She will support to extend the Superintendent's contract and giving her a raise.

Member Andrés Quintero said he wanted to clarify he did not vote for Del Terra, it was Martinez, Herrera, Tran and Clerk Dolores Marquez-Frausto.

***MOTION #07-02 carried with a vote of 4 in favor; one opposition (Clerk Dolores Marquez-Frausto); no absent; and no abstention.***

## **6. Public Members Who Wish to Address the Board**

### **6.01 Requests to Address the Board**

There was none.

## **7. COMMENTS AND COMMUNICATION**

### **7.01 Teamsters**

There were no representatives from Teamsters at this time.

### **7.02 California School Employee's Association (CSEA)**

There were no representatives from CSEA at this time

### **7.03 Alum Rock Administrator's Association (ARAA)**

Tara Brickford, Principal of George Middle School, spoke about the grand opening of Adelante I Spanish immersion Preschool. She commented the dual immersion Vietnamese program at Painter was a success. She said Assemblymember Ash Kalra came out to see Cassell Elementary look at the sites and afterschool programs.

### **7.04 Alum Rock Educator's Association (AREA)**

Jocelyn Merz, AREA President thanked the Board, for making the right decision.

### **7.05 Superintendent**

Superintendent Bauer thanked the Board for their vote of confidence. She commented on the decisions she made she would make them all over again. She said she is happy to serve the 9000 students, 2000 employees, and the 5 Board members.

### **7.06 Board of Trustees/Communication/Comments**

Member Corina Herrera-Loera said she was happy to report there was a Safety & Wellness Committee meeting Vice President Ernesto Bejarano was also present. She said the next meeting will be January 21, 2020. She commented she attended Parent University at Hubbard.

## **7.06 Board of Trustees/Communication/Comments (continued)**

Vice-President Ernesto Bejarano thanked Fischer staff for having the Board meeting at their location. He also thanked the staff who setup. He commented he attended Citizen's Oversight Committee meeting and went to the MACSA site. He attended Sheppard Middle School for El Dia de Los Muertos event.

Member Andrés Quintero commented he had the opportunity to attend the grand opening of the Dual Immersion Preschool opening at Adelante I. He said there were a lot of people in attendance.

Clerk Dolores Marquez-Frausto said she will be withdrawing from the committees she signed up for because she cannot fit it in her schedule.

The Board was in consensus to extend the Board Meeting to 11:15 p.m.

President Linda Chavez said she visited three schools. She commented she took a CPR class.

## **8. Superintendent/ Board Business—Board Discussion And/Or Action**

### **8.02 Approval of Unrepresented Management/Supervisory/Confidential Employees 3% salary increase effective July 1, 2018.**

**MOTION #07-03 by Vice-President Ernesto Bejarano to approve Action Item 8.02 as presented. MOTION #07-03 was seconded by Member Andrés Quintero.**

Member Corina Herrera-Loera asked when was the last time the unrepresented received an increase.

Assistant Superintendent Chheng replied the last time was 2017-2018 year.

Clerk Dolores Marquez-Frausto asked if there was going to retro pay and if they had "Me Too" language.

Assistant Superintendent Chheng replied they do not have "Me Too" language.

***MOTION #07-03 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.***

Superintendent Bauer commented items 8.03 and 8.04 are for first reading this part of the State Audit.

**8. Superintendent/ Board Business—Board Discussion And/Or Action (continued)**

**8.05 Board Policy 6163.4, Second Reading- Student Use of Technology**

**MOTION #07-04 by Vice-President Ernesto Bejarano to approve Action Item 8.05 as presented. MOTION #07-04 was seconded by Member Andrés Quintero.**

*MOTION #07-04 carried with a vote of 4 in favor; no opposition; one absent (Clerk Dolores Marquez-Frausto); and no abstention.*

**8.06 Exhibit 6163.4, Second Reading—Student Use of Technology**

**MOTION #07-05 by Member Corina Herrera-Loera to approve Action Item 8.06 as presented. MOTION #07-05 was seconded by Member Andrés Quintero.**

Vice-President Ernesto Bejarano commented there was a typo where it states law enforcement agency or agencies.

*MOTION #07-05 carried with a vote of 4 in favor; no opposition; one absent (Clerk Dolores Marquez-Frausto); and no abstention.*

**8.07 Board Bylaw 9220 Governing Board Elections, Third Reading**

**MOTION #07-06 by Member Corina Herrera-Loera to approve Action Item 8.07 as presented. MOTION #07-06 was seconded by Member Andrés Quintero.**

*MOTION #07-06 carried with a vote of 4 in favor; no opposition; one absent (Clerk Dolores Marquez-Frausto); and no abstention.*

**8.08 Board Bylaw 9323 Meeting Conduct, First Reading**

There was no discussion.

**8.09 Board Bylaw 9250 Remuneration, Reimbursement and Other Benefits, First Reading**

There was no discussion.

**10. Bond**

**10.01 Citizen's Board Oversight Committee (CBOC) Appointment**

## 10. Bond *(continued)*

**MOTION #07-07 by Member Andrés Quintero to approve Action Item 10.01 as presented. MOTION #07-07 was seconded by Vice-President Ernesto Bejarano.**

Member Andrés Quintero asked in the future to have the application included in the Board book.

***MOTION #07-07 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.***

## 12. CONSENT CALENDAR

President Linda Chavez asked if there were any items that anyone wants to pull an item.

*There was a consensus from the Board to combine and take action on Agenda Items 12.01, 12.02, 12.03, 12.04, 12.05, 12.06, 12.07, 12.08, 12.09, 12.10, 12.11, 12.12, 12.13 and 12.14 to discuss.*

12.01 Approval of Minutes for the following meeting: (1) September 7, 2019, Special Board Meeting/Study Session, (2) September 14, 2019, Special Board Meeting/Study Session, (3) October 10, 2019, Regular Board Meeting, (4) Continuation of October 10, 2019-October 15, 2019, Regular Board Meeting.

12.02 Approve/Ratify Notices of Employment and Changes of Status /November 14, 2019/Human Resources Department.

12.03 Approve Out of State Travel, Deloitte Courageous Principals Training, Westlake, TX, January 24-26, 2019 for Ivan Montes. Estimated cost \$400.

12.04 Approval of 2018-2019 AREA Salary Schedules 3% salary increase effective July 1, 2018.

12.05 Approval of 2018-2019 Teamsters Local 150 Salary Schedules 3% salary increase effective July 1, 2018.

12.06 Approval of 2018-2019 CSEA Chapter #305 Salary Schedules 3% salary increase effective July 1, 2018.

12.07 Acceptance of Donations.

12.08 Approval of Fundraising Activities.

12.09 Acceptance of Vendor & Payroll Warrants.

12.10 Acceptance of Enrollment/Attendance Report from Month 2 (September 16, 2019 thru October 11, 2019).

12.11 Approval of Annual Developer Fees 2018-2019.

12.12 Approve Contracts for Professional Services-Firm.

12.13 School-sponsored Field Trip List.

12.14 Acceptance of Grant/Award Notification.

## **12. CONSENT CALENDAR (continued)**

***MOTION #07-08 by Member Andrés Quintero to approve Agenda Items 12.01, 12.02, 12.03, 12.04, 12.05, 12.06, 12.07, 12.08, 12.09, 12.10, 12.11, 12.12, 12.13 and 12.14 as presented. MOTION #07-08 was seconded by Member Corina Herrera-Loera.***

Vice-President Ernesto Bejarano asked if on item 12.09 the vendor list can be categorized by fund code.

Assistant Superintendent Chheng replied he will work with staff.

Member Andrés Quintero commented on item 12.12 he wanted to recognize the partnership that the district has with the Health Trust.

Clerk Dolores Marquez-Frausto commented on item 12.10 she does not see any growth on enrollment. She asked Superintendent Bauer if enrollment was going to be revisited to increase it.

Superintendent Bauer replied back in September 2019 there was a report presented from Student Services where it was said families were moving out of the area. She commented the community liaisons have done home visits.

Clerk Dolores Marquez-Frausto asked to speak on item 12.14.

Superintendent Bauer replied that it is an afterschool program.

Vice-President Ernesto Bejarano commented on item 12.12 on how he has noticed that purchasing is including more information. H would like to see the draft of the new form.

***MOTION #07-08 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.***

## **13. RECEIVE REPORTS**

### **13.01 Superintendent's office**

Clerk Dolores Marquez-Frausto commented she had thought the money had come out of the general fund. She did not know it came out of the restricted funds and asked if the total amount was 53 thousand.

Assistant Superintendent Chhneg replied it was 53 thousand.

Member Andrés Quintero commented he noticed the computer lab was redone and the Board room is looking nice.

**13. RECEIVE REPORTS** *(continued)*

Vice-President Ernesto Bejarano commented improvements made to the district makes it a place of work where you want to be. He said it is a balance of the cost of things.

**13.02 Update on Language requested for contracts**

Superintendent Bauer commented she is still working on that.

**13.03 Update on Art & Conservation-Resolution**

Superintendent Bauer said she is working with Member Andrés Quintero regarding this item.

**14. FUTURE BOARD AGENDA REQUESTS**

**14.01 Requests from Board of Trustees and/or from the Public**

President Linda Chavez said there will be a Board Budget Committee Meeting on November 21, 2019, and invited everyone to attend.

Member Andrés Quintero asked for the next Board Meeting to have a complete count of the Census Resolution, Discussion on the Board Self Evaluation, MACSA building and Facilities Board Study Session.

Vice-President Ernesto Bejarano asked to have an update on the live streaming.

Superintendent Bauer commented that Director of Information Technology Support Services, Avtar Gill is on his way back from Guadalajara, Mexico. He was an international speaker and she is proud of him.

**15. ADJOURNMENT**

**15.01 President Adjourns the Meeting**

President Linda Chavez adjourned the meeting at 10:52 p.m.

Respectfully submitted,

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Dolores Marquez-Frausto  
Board Clerk  
mc

**DRAFT MINUTES  
ALUM ROCK ELEMENTARY SCHOOL DISTRICT  
2930 Gay Avenue  
San Jose, CA 95127**

**MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES  
of the Alum Rock Union School District  
Held on Thursday, January 16, 2020, 5:30 p.m. at the Alum Rock Union School  
District Office Board Room, 2930 Gay Avenue, San Jose, CA 95127  
Meeting #09-19/20**

**1. OPEN SESSION**

**1.01 Call to Order/Roll Call/Pledge of Allegiance**

President Ernesto Bejarano welcomed everyone in the audience. President Ernesto Bejarano called the Board Meeting to order at 5:30 p.m. followed by Roll Call.

Board Members Present:

Ernesto Bejarano	President
Corina Herrera-Loera	Vice-President
Andrés Quintero	Clerk
Linda Chavez	Member
Dolores Marquez-Frausto	Member

Administrative and Support Staff Members Present:

Dr. Hilaria Bauer	Superintendent
Rene Sanchez	Assistant Superintendent, Instructional Services
Carlos Moran	Assistant Superintendent, Human Resources
Kolvira Chheng	Assistant Superintendent, Business Services
Maribel Carrillo	Sr. Executive Assistant, Superintendent's Office

**1. OPEN SESSION** *(continued)*

**1.01 Call to order/Roll Call/Pledge of Allegiance**

President Ernesto Bejarano said there was a quorum.

**2. Special Presentation-Discussion And Consideration Only (No Action)**

**2.01 Special Presentation- Ocala Golden Bell Recognition**

Superintendent Bauer spoke on item 2.01 and asked Principal Tracy Leathers of Ocala Steam Academy to start the presentation. Ms. Leathers said it was an honor representing Ocala. She said Ocala was recognized for the design thinking process at the Golden Bell Awards.

Ms. Dina Lopes, a teacher at Ocala, said this kind of activity with students is geared up to prepare them for any outside opportunities. She commented that Sabrina Dao had the opportunity to speak at San Jose State University.

Superintendent Bauer commented that 7<sup>th</sup> grader Sabrina Dao spoke in front of an audience that included professors.

Ms. Cristina Bustamante, a teacher at Ocala, said with Verizon and community partners there is an innovation lab, where all students have access.

Ms. Tracy Leathers said students can do anything they want to if they put their mind to it. She said she was proud that every student has access to the Verizon lab every day.

Board Comments:

Clerk Andrés Quintero congratulated Ocala for the award they received and said to keep up the good work.

Vice-President Corina Herrera-Loera said it was an honor to be with Ocala staff when they received the Golden Bell Award. She commented that she looks forward to bringing the energy and passion to Alum Rock.

Member Linda Chavez commented, "Let's do it again."

Member Dolores Marquez-Frausto thanked all the students and parents at Ocala because they made Alum Rock look good.

## **2. Special Presentation-Discussion And Consideration Only (No Action)(continued)**

President Ernesto Bejarano said he agreed with what Vice-President Corina Herrera-Loera said and it is inspiring to see the Ocala students perform..

Clerk Andrés Quintero said he would like to make a suggestion to move item 5.01 Public Comments to before the Board goes to closed session and to allow 20 minutes for comments.

## **5. Public Members Who Wish to Address the Board**

President Ernesto Bejarano commented there will only be 2 minutes for each speaker for a total of 20 minutes, and 4 minutes for those who need a translator.

Public Comments:

- 1) Maria Chavez said she is involved with Empuje. She said there are no term limits at Alum Rock. She feels there needs to be a term limit. She said parents and the community should have a voice.
- 2) Nani Lopez said she is a member of Empuje. She feels there needs to be a term limit. She commented the current members of the Board were elected under transparency.
- 3) Gabriela Cardoza said she is involved with Empuje. She wants term limits to be approved and for this item to be put on the November 2020 ballot.
- 4) Claudia Cuello said a presentation was given at the November 2019 Board meeting regarding terms limits and she would like the Board to support term limits.
- 5) Araceli Sandoval said Palo Alto Unified School District has a term limit policy. She said 2020 is the best time to bring this policy. She commented she would like to see the term limits policy on the next Board meeting on February 13, 2020.
- 6) Flor De Leon said she would like for there to be a presentation from the Santa Clara County Office of Education on term limits.
- 7) Brenda Zendejas said she is here to support her community and she thanked everyone.

President Ernesto Bejarano said it is correct that there was a request for this item to be agendized on the month of November, however, there appears to be some confusion on whether this was an action item at that time. It technically was an action item. He said he would like to request a report that would include potentially the SCCOE. They are experts on the county process on term limit policy. He said if the Board moves forward with this, they are informed.

## **5. Public Members Who Wish to Address the Board *(continued)***

President Ernesto Bejarano asked Counsel Patty McKernan if he could offer his colleagues an opportunity to add anything more to his request for the specific response to the public comment and he knows this item is not agendized.

Counsel Patty McKernan replied that the Board cannot because there would be a discussion and it is not agendized.

Vice-President Corina Herrera-Loera asked what the guidelines are and whether to keep it on the agenda or not.

Counsel Patty McKernan replied that you could remove it from the agenda. It would be reflected in the minutes and the Board needs to consider putting it on for the next meeting.

President Ernesto Bejarano said he would like the information requested to be provided no longer than two to three months maximum. He commented keeping in mind there are several items that are time-sensitive. He said his request would be to have the information as soon as possible but no later than two to three months maximum.

Member Linda Chavez said since President Ernesto Bejarano asked if it was on the agenda, she said it was put on the agenda. She asked if this item was going to be on the agenda again. She asked if it does not go in their favor, are they going to let it go or are they going to bring it up every month.

President Ernesto Bejarano asked Counsel Patty McKernan if the Board could have this dialogue.

Counsel Patty McKernan replied no.

President Ernesto Bejarano said the Board can not have a dialogue, but if and when it makes it to the agenda, then a discussion can be held at that time.

## **3. Closed Session**

### **3.01 Announcement and Public Comments Regarding Items to be Discussed In Closed Session**

President Ernesto Bejarano announced the items that would be discussed in Closed Session. There were no public comments from the audience at this time.

### **3.02 The Board will Adjourn to Closed Session at Approximately 5:35 p.m.**

President Ernesto Bejarano announced that the Board would reconvene to Open Session at approximately 8:09 p.m. The Board adjourned to Closed Session at 6:09 p.m.

#### **4. RECONVENE TO OPEN SESSION**

##### **4.01 Call to Order / Roll Call**

The Board reconvened to Open Session at 7:10 p.m. President Ernesto Bejarano welcomed everyone and took a second Roll Call in which all Board Members were present. There was a quorum.

President Ernesto Bejarano asked Counsel Patty McKernan to report out what was discussed in Closed Session.

##### **4.02 Report of Action Taken in Closed Session**

Counsel Patty McKernan reported that the Board took the following action:

***3.05 To approve the settlement agreement, with a vote of 4 in favor; no opposition; no absent; and one abstention (Member Dolores Marquez-Frausto).***

Counsel Patty McKernan said there were no further actions to report.

##### **4.03 Discussion And/Or Modification(s) of the Agenda**

Superintendent Bauer asked to pull item 7.05 and item 9.01 to be tabled.

Clerk Andrés Quintero asked to move the following agenda item before ***Agenda Item 7.05 Board Policy 4119.11/4219.11/4319.11 Sexual Harassment, First Reading.***

***8.03 Approve One-Year Extension through June 30, 2021 with Alpha Blanca Alvarado Lease Agreement and Memorandum of Understanding to Extend Prop 39 Deadline for Fiscal Year 2021-22.***

#### **6. Comments and Communications**

##### **6.01 Teamsters**

There were no representatives from Teamsters at this time.

##### **6.02 California School Employee's Association (CSEA)**

There were no representatives from CSEA at this time.

## **6. Comments and Communications** *(continued)*

### **6.03 Alum Rock Administrator's (ARAA)**

Tara Bickford, ARAA President and Principal of Joseph George said she was happy because of the innovative sites like with the Golden Bell Award and the VAPA program. She commented the start of next year's enrollment at Alum Rock Schools.

### **6.04 Alum Rock Educator's Association (AREA)**

Jocelyn Merz, AREA President, said she wished for a happy start to the new year. She thanked the Human Resources unit for the bargaining agreement and she said there will be reopeners this year.

### **6.05 Superintendent**

Superintendent Bauer shared that there is a new dual immersion Vietnamese program located at Painter Elementary.

### **6.06 Board of Trustees/Communication/Comments**

Vice-President Corina Herrera-Loera wished everyone a Happy 2020 and was happy to have witnessed the VAPA performance at Eastridge mall. She commented she is excited about the measures coming up. She said she met with Assemblymember Ash Kalra's Chief of Staff Chris Reefe. She said she was touching base with him in order to maintain a relationship with those who are in Sacramento. She mentioned that Assemblymember Ash Kalra has supported the district. She said she was very happy with the dual immersion school and said her daughter also attends a dual immersion school here at the district at Adelante. She thanked Superintendent Bauer and staff for providing dual immersion programs and for planning to eventually spread to the Mandarin community.

Clerk Andrés Quintero thanked Superintendent Bauer for the launching of the Vietnamese immersion program. He said he had brought forth that request some time ago. He said it was an idea but to see Superintendent Bauer and staff move forward is nice. He is looking forward to hearing the date when it is opened because he wants to be there to provide support to celebrate. He said Happy New Year to everyone.

## **6. Comments and Communications** *(continued)*

Member Dolores Marquez-Frausto welcomed everyone back. She said she wished she had known about the 49ers because she would have liked to have gone. She asked Superintendent Bauer about the vandalism the district had.

Superintendent Bauer said she was not sure what Ms. Bickford was speaking of. She commented the district had a lot less vandalism than before.

Member Dolores Marquez-Frausto said she wanted to thank the students and parents for the commitment they had during the VAPA performance. She said she went to one of the performances and was very pleased. She commented that Eastridge Mall was almost lost but they fought to keep it open. She commented she also goes to the movies at Eastridge Mall. She said, this year, she is hoping that the district gets out of debt because she does not want to lose any programs and she doesn't want people to lose their jobs. She said the district needs to manage its finances tighter and spend less.

Member Linda Chavez said she went to visit Texas and she saw a lot of advertisements that caught her attention. There are a lot of donations. She said she wants to thank all those people who have donated to Alum Rock and did not want to put their name down. She commented that you can get a tax write off when you donate. She asked if the district can look into that. She thanked those people who have given with all their hearts.

President Ernesto Bejarano said he attended the VAPA showcase on the last night. He said there was a lot of work that was done to put this together. He wanted to acknowledge the students, their parents, and the staff that made this happen. He also shared a story and an apology. He said on the same night he attended the VAPA showcase, it was raining and he was driving alone. He drove by Russo/ McEntee and saw, through the mist, someone going door to door at the school and thought it was not right. He quickly called the police and told them there is an unidentified person on campus checking the doors at the school. At this point, he could not see them. He said he called Superintendent Bauer to inform her of what was going on and she said she will look into this. He said he saw someone running from the district office and he called Superintendent Bauer to inform her of this she said this was a staff person. President Bejarano said it was a custodian doing his job above and beyond his scope of work. He commented that once it was cleared up, he felt bad like he feels now. He said it was not intended to play out the way it did but he wants to apologize to the individual and the family.

President Ernesto Bejarano said Superintendent Bauer has informed him of a correction on the agenda.

Superintendent Bauer said she made a mistake. Instead of pulling item 7.06, she asked to pull item 7.05. She said item 7.06 needs to be tabled.

## **8. Business Services- Board Discussion And/ Or Action**

### **8.03 Approve One-Year Extension through June 30, 2021 with Alpha Blanca Alvarado Lease Agreement and Memorandum of Understanding to Extend Prop 39 Deadline for Fiscal Year 2021-22.**

Superintendent Bauer said she will turn over this item to Assistant Superintendent Chheng.

Assistant Superintendent Chheng said staff is recommending this item for approval as presented and he is happy to answer any questions the Board may have.

**MOTION #01-09 by Member Linda Chavez to approve Action Item 8.03 as presented. MOTION #01-09 was seconded by Clerk Andrés Quintero.**

Member Dolores Marquez-Frausto asked if the MOU will come to us the following year.

Assistant Superintendent Chheng replied there were two parts to this which is the joint use agreement that will expire at the end of this year. He said he is requesting an extension for the school year 2020/2021 to allow both parties to continue to talk. He said regarding the MOU, Proposition 39 has a deadline to allow charter schools to submit.

Member Dolores Marquez-Frausto asked if, in the year 2020, the district will deal with the joint agreement only.

Assistant Superintendent Chheng replied that is correct.

Member Dolores Marquez-Frausto said, coming November 1, the district will be dealing with the MOU. But if the district does not come into an agreement, the staff will be speaking to the Alvarado site.

Assistant Superintendent Chheng said this was similar to what the Board had approved previously in October or November. He said there is a statutory deadline of November 1. He commented if both parties do not agree, they can continue to speak.

Member Dolores Marquez-Frausto asked for a copy of the MOU.

Clerk Andrés Quintero said because it will not be for a long time, he will be supporting this item. He commented that he looks forward to when Blanca Alvarado runs out of business and we can go back to Slonaker School. He said, in the meantime, the district needs to work these things out and staff recommended one year, therefore, he will be supporting this item.

Superintendent Bauer reminded the Board, they are always welcomed to request updates.

## **8. Business Services- Board Discussion And/ Or Action**

Member Linda Chavez said there are a lot of families in the middle of all of this and she believes it is in the best interest to move forward and extend it.

***MOTION #01-09 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.***

## **7. Superintendent/Board Business—Board Discussion And/ Or Action**

### **7.01 Board Bylaw 9323 Meeting Conduct, Third Reading.**

Member Dolores Marquez-Frausto asked that item 7.01 be tabled.

### **7.02 Board Bylaw 9121 President, First Reading.**

Clerk Andrés Quintero said he proposed these changes and general counsel can say where it makes more sense to put these changes. He commented that these changes needed to happen a long time ago and he's not proposing them because President Bejarano is now president. The following is the language he would like added.

*“Upon assuming the role of board president, prior to the next regularly scheduled meeting, the board president and the district's general counsel will schedule and hold an orientation. The orientation shall provide an overview of the board president's roles and responsibilities. Furthermore, the orientation will provide an overview of the pertinent sections of the bylaws that give or limit the authority of the board president. The orientation will take place on an annual basis. general counsel will provide the board president a select list of bylaws that outline their roles and responsibilities.”*

Clerk Andrés Quintero said he doubts that anyone who reads the Board Bylaws understands their roles and responsibilities. He said it is important for the Board to know on a month- to-month basis if there is a massive increase in legal services and if they are calling the attorney for any random thing. He commented he is not targeting anyone. This is to avoid things that have happened in the past. He commented the following is the language he would like added.

*“On a monthly basis, the board of trustees will be provided with a dollar amount and number of hours that the board president has incurred in legal services.”*

## **7. Superintendent/Board Business—Board Discussion And/ Or Action** *(continued)*

Clerk Andrés Quintero said the following language he wants to be added is not intended to limit access to general counsel or the board president. He said this is to avoid asking beyond advice. He commented that is why the recommendation is that the Board clarify the roles and responsibility of the board president. He said he wants to make it clear that one individual can incur costs without getting the approval from the majority of the Board.

*“Any and all requests of general counsel, other than legal advice as currently permitted under the bylaws, that by their nature will incur cost to Alum Rock School District, will be brought to the board and will proceed only with an affirmative vote of the majority of the board.”*

Member Dolores Marquez-Frausto said she would like to wait until Counsel Rogelio Ruiz is at the meeting because she said she has concerns about this item.

Member Linda Chavez said this is good and this is clarification in order for the board president to know. She said there are some things the Trustees cannot know. She commented that she has been asking for a Board book because when she got on the Board, she did not know what she can and cannot do.

President Ernesto Bejarano said he wanted to make it clear that he does not take personal offense of this. He said he appreciates the effort because he thinks he understands the spirit that has been set forth. He said he gets the spirit of the primary powers of the Board President and said the only thing he may add is Vice-President and the Secretary Clerk for the orientation.

Member Dolores Marquez-Frausto said she started speaking to Counsel Rogelio Ruiz because the Board had put the attorneys on the table of negotiations when she was Board President. She had asked Counsel Rogelio Ruiz if he was charging every time she was calling him. He had told her no-only when he was speaking at negotiations. She commented since the Board is doing that for the president, vice-president and that should also be done for the superintendent. She said she was concerned last year because general counsel was at the Human Resources department a lot during the time the district did not have an Assistant Superintendent of Human Resources.

Superintendent Bauer commented that every time the district consults general counsel the district is charged.

## **7. Superintendent/Board Business—Board Discussion And/ Or Action**

Clerk Andrés Quintero said there is a lack of clarity. He said the reason this is targeted towards the board president is because that it is the only role where an individual can go out and rack up 3 hundred thousand dollars worth of charges in the district if they choose to and everyone else needs to come to the Board to sign a check or concur a cost. He said, in regards to putting limits on staff the district would be in a lot of trouble because the Board would be taking the staff's ability to do their job. He commented the Board needs to avoid these situations going forward.

Member Dolores Marquez-Frausto clarified that when she mentioned staff it was not to put a cap from them keeping them from calling general counsel. It is to keep a log.

President Ernesto Bejarano commented specifically on the overview of the role and responsibility of the Board clerk and vice-president. He said he did not know what would happen if something were to happen to a board president. He said the remainder of their term the vice-president steps forward and if so the vice-president would have the same power and responsibility.

Member Linda Chavez commented on the examples given by Clerk Andrés Quintero and that they were outrageous as far as president goes. She said sometimes you do need to have general counsel's advice because you may not be getting the answers from the Superintendent. She commented the board president is asking general counsel and they charge.

Vice-President Corina Herrera-Loera said she was in agreement with this item so that in the future, if someone forgets, they can always reference back to the Board bylaw and policies that are in place. She said she is in agreement to add the Vice-President for the orientation in case something should happen. She commented she has also called Counsel Rogelio Ruiz while letting Superintendent Bauer know and now she will be thinking twice before calling him. She said she looks forward to supporting this item.

Member Dolores Marquez-Frausto said her suggestion is to hand it over to Counsel Rogelio Ruiz. If he has questions to ask Clerk Andrés Quintero to what does he want to zero in on.

President Ernesto Bejarano asked what the terms of the process are. He asked regarding the first reading, does it get submitted to staff, or how are these potential changes.

Clerk Andrés Quintero said his intention was to submit it in writing and these were his thoughts. He said to have general counsel look at it to make sure there are no legal issues and bring it back with redlined suggested changes.

Superintendent Bauer said you will get the redlines and have more discussion.

## **7. Superintendent/Board Business—Board Discussion And/ Or Action (continued)**

President Ernesto Bejarano asked if there is no action required on the first reading. He asked the Board if there are any urgent comments they would like to make on this item.

Superintendent Bauer asked to table items 7.03 and 7.04.

Member Linda Chavez asked for clarification of what items 7.03, 7.04 and 7.06 are being tabled but not 7.05.

### **7.05 Board Policy 4119.11/4219.11/4319.11 Sexual Harassment, First Reading.**

President Ernesto Bejarano commented to the Board if they had any additions to be added to submit them in writing. He said this would be helpful in moving forward. He commented that this policy refers to several behaviors the Board prohibits, which is clearly true. He asked Counsel Patty McKernan to know why the law does not prohibit this behavior, but the Board prohibits it.

Counsel Patty McKernan replied because of the Board Policy, As the employer prohibits sexual harassment. She said many policies have a lower threshold than legal standards. She commented that an employee can violate the verbiage without the legal standard but the verbiage prohibits it and it is pretty standard for any employer.

Member Dolores Marquez-Frausto asked for clarification on under sexual harassment and complaints in the second paragraph any district employee who feels harassed or an applicant that was deleted. She said she was wondering why would the district delete that if someone came to apply and they felt sexually harassed he or she still has rights.

Counsel Patty McKernan replied typically it would include a job applicant and she said she did not know why it was not included.

Member Dolores Marquez-Frausto said she feels that it should have not been deleted.

Superintendent Bauer said this was CSBA's updated policy. She commented that is the reason why the Board is discussing it.

Member Dolores Marquez-Frausto is not in favor of striking that text out. She said if an applicant felt like they were harassed, they should be able to submit a complaint to the district.

Counsel Patty McKernan commented the Board would need to change the language and the Board would need to look at the entire Board Policy.

President Ernesto Bejarano said on the second-page second paragraph when it starts Superintendent and the phrase at the bottom "necessary changes shall be made to the harassment policy". He said, in addition, it would be "those changes shall be reported to the Board."

## **7. Superintendent/Board Business—Board Discussion And/ Or Action** *(continued)*

Superintendent Bauer said the changes would be after the training and it will be reported to the Board.

Clerk Andrés Quintero suggested to ask staff and they will ask CSBA why they removed that language.

Member Linda Chavez asked the staff to also ask about sexual harassment all complaints and allegations. She asked why you would want to keep it confidential.

Superintendent Bauer said she will double-check with legal about the reason.

President Ernesto Bejarano said there is another one on the second-page 6<sup>th</sup> paragraph “employee may bypass his or her supervisor when filing a complaint when his or her supervisor is the subject of the complaint”. He commented he would like to strike that part of the supervisor is the subject of the complaint.

Member Linda Chavez said all these that are struck should all stay there.

Clerk Andrés Quintero said not every single item, only the ones that have been identified.

Superintendent Bauer commented on just the ones that are struck with redlines in this particular policy.

### **7.09 Board Self-Evaluation.**

President Ernesto Bejarano asked Superintendent Bauer if she had looked at the scoring indicator.

Superintendent Bauer replied she had not.

President Ernesto Bejarano commented that what the Board sees it is not accurately presenting the scores. He said he and Superintendent Bauer went through several and together they identified one.

Superintendent Bauer commented that everyone completed the Board Self-Evaluation. She said she was unable to go through the entire self-evaluation. She commented the Board would need to direct her in regards to the next steps.

## **9. Superintendent/Board Business—Board Discussion And/ Or Action** *(continued)*

Member Linda Chavez said as far as CSBA is concerned, the Board needs more training. She commented the Board will not agree all the time. She mentioned that Mr. Arturo Flores mentioned that his Board did that and they worked better together.

Vice-President Corina Herrera-Loera said, if she remembers correctly, the Board gets to publicly release the results of the Board evaluation.

Counsel Patty McKernan replied she did not know.

Vice-President Corina Herrera-Loera mentioned that she thinks what the Board had discussed is part of the next steps. She commented that if the Board can direct staff contact, Mr. Arturo Flores, to seek help on how the Board can move forward in this process.

Clerk Andrés Quintero commented that the Board should get a third party to say what to do with the results once the Board receives the results of what the indicators say.

**MOTION #02-09 by Vice-President Corina Herrera-Loera to bring in Santa Clara Office of Education appointed facilitator to support us with the Board Evaluation. MOTION #02-09 was seconded by Member Linda Chavez.**

Member Dolores Marquez-Frausto mentioned when you to item 7.07, there is nothing attached and it is not acceptable. She commented the results should have been included behind the cover. She asked how to join the the Advisory Committee.

President Ernesto Bejarano mentioned he is trying to make a connection with what Member Dolores Marquez-Frausto is saying about the Board Self Evaluation.

Member Dolores Marquez-Frausto mentioned the Board Self Evaluation results should have been included and they are not there.

President Ernesto Bejarano said it is a valued point to bring up where it fits.

Member Dolores Marquez-Frausto commented she would have mentioned it before the motion was made. She said if the community had a look, they would not know what the Board is speaking about.

### **Public Comments:**

- 1) Maria Martinez mentioned she is a parent and she supported what Member Dolores Marquez-Frausto had said regarding the Board Self Evaluation results. She said she was thinking about the same thing. She said the community needs the information in order to be transparent. She mentioned she will bring some information about an item next month.

## **7. Superintendent/Board Business—Board Discussion And/ Or Action** *(continued)*

President Ernesto Bejarano mentioned to Ms. Maria Martinez that if she had what she had said for next month, feel free to bring it to the Board beforehand.

Superintendent Bauer said she wanted to make it clear to everyone that the Board Self-Evaluation does not belong to the Superintendent. She commented to the Board that there needs to be a vote in order to say these are the next steps. She said she wants to be completely transparent, but she needs to follow the proper protocol that binds her to be able to release information.

Member Linda Chavez said that to the motion that was made by Vice-President Corina Herrera-Loera she would like to add Mr. Arturo Flores as the facilitator because he is familiar with the Board.

President Ernesto Bejarano said to Vice-President Corina Herera-Loera there is an amendment to your motion.

Member Dolores Marquez-Frausto said when the Board did the evaluation the Board did it with the consensus to use the instrument and she thought that was something the Board needed to report to the community. She commented that what the Board did became public.

Counsel Patty McKernan replied she would assume so.

Member Dolores Marquez-Frausto commented it would the public be because the Board is paying to use the instrument with the community and taxpayers' pay.

Clerk Andrés Quintero said when the Board approved to go with CSBA for the Board Self Evaluation he said he included in the motion to move forward with the evaluation alone and then staff would come back to give the Board some options. He said that the Board would take the evaluation to a study session or some sort of workshop in order to present it to the public and do something with it. He commented that the document can be requested.

Superintendent Bauer said she can put up the results on the website tomorrow. She said she wanted the direction of the Board members.

Member Dolores Marquez-Frausto commented she did not expect to speak about it. She expected to see it on the agenda in order to have everyone see it as well.

President Ernesto Bejarano asked Superintendent Bauer for clarification on the comment that: "the Board Evaluation does not belong to the Superintendent".

Superintendent Bauer replied it is not an administrative tool. It is the Board's tool.

## **7. Superintendent/Board Business—Board Discussion And/ Or Action** *(continued)*

President Ernesto Bejarano said, just to be clear, he is asking belong means you do not have the authority.

Vice-President Corina Herrera-Loera said when the Board spoke about it she did not remember anything about a study session.

President Ernesto Bejarano asked how the Board knows what does not belong to the Superintendent. He commented that the reason is clear the public had questions about being able to access it. He asked, going forward if the Board can determine on a case-by-case basis what belongs to the Board specifically or does Superintendent Bauer have the authority to do so.

Superintendent Bauer commented there are a number of things that need the Board to approve in order to be able to engage. She mentioned there has not been a Board evaluation since she has been the Superintendent. She said this has been the first time she has been involved in the process and there are many things she is still learning including this process. She commented, in this particular situation, she was waiting for the Board's direction.

Member Dolores Marquez-Frausto commented to President Bejarano that she expected Superintendent Bauer to have discussed it. She said it is not about ownership. It is about the process and Superintendent Bauer is part of the team.

Member Linda Chavez said in the handbook the Superintendent's role would be included in this type of discussion on how to move the district forward.

Clerk Andrés Quintero said there has been discussion as to why it was included. He said to beat a "horse over and over again." He said if the Board were to this would be considered harassment. He mentioned the entire body of the Board directed Superintendent Bauer, through a vote, to go ahead come back and to let the Board know what their options were.

President Bejarano said there is a motion on the floor to direct staff to get the Office of Education to have a facilitator. Specifically, one we already had as soon as possible.

### **7.10 Establish District Advisory Committee Regarding School Capacity Issues, Facility Utilization and School Transformation (Education Code Section 17387).**

Superintendent Bauer said she is respectfully asking the Board to allow her to bring an Advisory Committee and to consider the list that is in the language. She commented in terms of the law, she has checked with Counsel Rogelio Ruiz regarding the language. She said the membership would be parents, staff and community members.

**7. Superintendent/Board Business—Board Discussion And/ Or Action** *(continued)*

**MOTION #03-09 by Member Linda Chavez to approve Action Item 7.10 as presented. MOTION #03-09 was seconded by Clerk Andrés Quintero.**

Member Dolores Marquez-Frausto said Superintendent Bauer named community members, parents, and staff. She commented she is a grandparent and a community member. She commented that on her one-on-one with Superintendent Bauer she said there would not be any Board members

Superintendent Bauer commented Board members were not in the committee because that way they would not be biased.

Member Dolores Marquez-Frausto commented Superintendent Bauer does not want Board members at the committee meeting, but she is violating her rights.

Superintendent Bauer said this is the reason why the Board needs to decide.

Member Dolores Marquez-Frausto said she is concerned with Superintendent Bauer's recommendation. She is stopping the Board members from being on this committee. She said it was unfortunate because she would like to have spoken to legal counsel about her rights with being excluded.

Counsel Patty McKernan replied it is a recommendation.

Member Dolores Marquez mentioned it was violating her rights.

Counsel Patty McKernan said she has to look at the Board's statute and it goes to the Board after. She said the Board actually has a chance to have input and Member Dolores Marquez-Frausto is not being excluded completely.

President Ernesto Bejarano mentioned that he needed to move the process forward.

Clerk Andrés Quintero said the motion is for an advisory committee and said asked how he would advise himself as a Board member. He said it does not work that way. He commented there are no Board members in DELAC or parent committees that operate in the district. He is very comfortable moving forward with having input from the community, staff, and parents.

Vice-President Corina Herrera-Loera commented she remembered a couple of meetings ago her colleague Member Dolores Marquez-Frausto asked to step down from all the committees. She said she understands she cannot advise herself. She mentioned she would like to move forward with this item. She said her colleague Clerk Andrés Quintero had mentioned there is harassment going on and it is very clear to her there is.

## **7. Superintendent/Board Business—Board Discussion And/ Or Action** *(continued)*

Member Dolores Marquez-Frausto mentioned this item should be tabled until Counsel Rogelio Ruiz can be present.

President Ernesto Bejarano commented that this committee is, in his understanding, meant to be comprised of stakeholders. He commented that his role is to facilitate this process and to keep the Board's comments directed to the topic and not to the individuals.

Superintendent Bauer said the committee meeting is open to the public.

Member Dolores Marquez-Frausto said she feels harassed by the three votes. She said she decided to stay off of the other committees, but she is interested in this committee. She said she has been a stakeholder longer than anyone sitting at the Board meeting.

President Ernesto Bejarano said, to clarify, he did not say Member Dolores Marquez-Frausto is not a stakeholder.

Member Dolores Marquez-Frausto commented to table this item until they get a legal opinion.

Clerk Andrés Quintero said the advisory committee will go through the process and the final decision will rest with the Board. He commented that is truly an advisory committee. It does not have Board participation.

President Ernesto Bejarano asked Counsel Patty McKernan if it was advisable to move forward with the recommendation.

Counsel Patty McKernan replied yes, it sounds like an advisory committee.

Member Dolores Marquez-Frausto said it is clear to her that there are three votes pushing the agenda and they are supporters of Superintendent Bauer. She said she asked to table this item in order to get a legal opinion from legal counsel because the counsel that is present does not see anything wrong.

***MOTION #02-09 carried with a vote of 4 in favor; one opposition (Member Dolores Marquez-Frausto); no absent; and no abstention.***

### **7.11 District Vision Statement**

Superintendent Bauer said this item is a recommendation by the state audit or setting the tone and the path for the district whatever the Board wishes to have on the vision statement.

## **7. Superintendent/Board Business—Board Discussion And/ Or Action** *(continued)*

**MOTION#03-09 by Member Linda Chavez for the Board with staff and Superintendent to craft a vision statement for the district. MOTION #03-09 was seconded by Clerk Andrés Quintero.**

Clerk Andrés Quintero asked Superintendent Bauer if the mission and vision statement are the same or what the difference is.

Superintendent Bauer replied there is a difference. She asked President Ernesto Bejarano if he would like to share the conversation they had about the difference.

President Ernesto Bejarano said the mission statement is like everyone at Disneyland who walks away with a smile and what we see when we get to Disneyland is the actionable things. He said this would be implemented at an organizational level to get us to that vision statement.

Clerk Andrés Quintero said the mission and vision statement is a massive long process. He asked if the district is incorporating things that are already in the mission statement.

Superintendent Bauer replied this was essential for the Strategic Plan and to make sure the Board sets the tone of where the Board wants to see Alum Rock 5 to 10 years from now. She said the mission statement captures the actual activity. She said the mission statement may change, but not the vision statement.

Clerk Andrés Quintero said to put the vision statement in one session and see what everybody feels like at that time.

Vice-President Corina Herrera-Loera mentioned that at the Board Study Session, each of the Board members wrote their own vision statement.

Member Linda Chavez said Mr. Arturo Flores had mentioned that what drives the district quickest is an established vision statement. She said Mr. Arturo Flores said it was putting a diploma in every student's hand. She said the way Mr. Arturo Flores led things out was the way it worked in Sacramento. She mentioned studies that have been made. Once you do that, you are driving the direction forward.

President Ernesto Bejarano mentioned at the CSBA Conference workshop given by Greenfield Elementary School District, they gave a thorough explanation of how they developed their vision/mission statement. He said they spoke about how they implemented it and incorporated it in every single thing they did.

## **7. Superintendent/Board Business—Board Discussion And/ Or Action *(continued)***

Member Dolores Marquez-Frausto mentioned the Board was in kindergarten or first grade but Alum Rock School District is one of the best school districts. She said she did not attend the Strategic Planning Committee Meeting.

Vice-President Corina Herrera-Loera said she attended the Strategic Planning Committee Meeting back in the 2018 school year when she was a parent and was a part of it. She mentioned there were Board members there like Member Dolores Marquez-Frausto.

Superintendent Bauer mentioned the Strategic Planning Committee Meeting the last time was held back in the 2017-2018 school year and some of the Board members attended.

Clerk Andrés Quintero said he had seconded the motion for the purpose of discussion. He asked if the Board could reuse the mission statement for the vision statement.

Member Linda Chavez replied the vision statement and the mission statement are different.

### **Public Comment:**

- 1) Flor De Leon thanked the Board and asked if when they have the study session for the vision statement if it could be opened to the public.

***MOTION #03-09 carried with a vote of 4 in favor; no opposition; no absent; and one abstention (Member Dolores Marquez-Frausto).***

### **7.12 Board Governance Handbook**

**MOTION #04-09 by Member Linda Chavez to implement a Board Governance Handbook and put a handbook in each Trustees' hand. MOTION #04-09 was seconded by Clerk Andrés Quintero.**

Vice-President Corina Herrera-Loera asked what goes in the handbook.

Member Linda Chavez replied that it was done before and she can bring her husband's handbook in order to make copies so the Board can use that for reference.

President Ernesto Bejarano asked what the difference is between Board bylaws and the handbook. He mentioned he understands the handbook would be more user-friendly.

Superintendent Bauer said the Board can consider an ARUSD Board handbook and if they would like to adopt it.

## **7. Superintendent/Board Business—Board Discussion And/ Or Action (continued)**

Public Comment:

- 1) Frank Chavez said when he was Board President, they did a study session and that was how they did the handbook.

***MOTION #04-09 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.***

## **8. Business Services—Board Discussion And/Or Action**

### **8.02 Approve 2018/2019 Annual Financial Audit Report**

Superintendent Chheng presented Mr. Charles Raibley, CPA from Crowe LLP. Mr. Charles Raibley had a PowerPoint presentation regarding the audit and the highlights are as follows:

- The audit indicates internal controls
- Risk-based audit when the audit takes place
- Reports of December 16, 2019
- Payroll

***MOTION #05-09 by Clerk Andrés Quintero to approve Action Item 8.02 as presented. MOTION #05-09 was seconded by Member Linda Chavez.***

Member Dolores Marquez-Frausto asked what the internal control was prior to your findings (page 71).

Mr. Charles Raibley replied prior to the year, there were already entries posted to offset the correction of the prior year but the error occurred the prior year.

Member Dolores Marquez-Frausto said in the 2017/2018 school year, the findings are from two years ago.

Mr. Charles Raibley replied it did reflect the prior year activity and said it is a carryover from the past.

***MOTION #05-09 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.***

**10. Human Resources**

**11.01 Information Regarding Resignations**

**11. CONSENT CALENDAR**

*There was a consensus from the Board to combine and take action on Agenda Items 11.02, 11.03, 11.04, 11.05, 11.06, 11.07, 11.08, 11.09, 11.10, and 11.11.*

*President Ernesto Bejarano asked to pull Agenda Item 11.01 Approval of Minutes for the following meetings: (1) November 14, 2019, Regular Board Meeting and (2) December 12, 2019, Organizational Board Meeting to be discussed separately.*

- 11.02 School-Sponsored Field Trip List.
- 11.03 Acceptance of Donations.
- 11.04 Approval of Fundraising Activities.
- 11.05 Acceptance of Vendor & Payroll Warrants.
- 11.06 Acceptance of Enrollment/Attendance Report for Month 4 (November 11, 2019 thru December 6, 2019)
- 11.07 Resolution No. 11-29/20: African American History Month
- 11.08 Approve/Ratify Notices of Employment and Changes of Status/January 16, 2020/Human Resources Department.
- 11.09 Approve Out of State Travel, New Tech Network Leadership Summit, Dallas, TX, March 24-27, 2020 for Jennifer Doherty, Jackie Montejano and Joann Sanchez. Estimated cost \$3800.
- 11.10 Approve Out of State Travel, CADA Annual Convention, Reno, NV, March 4-7, 2020 for Jessica Hernandez and Abby Harris. Estimated \$2191.
- 11.11 Approve Contracts for Professional Services- Firms/Organizations

***MOTION #6-09 by Member Linda Chavez to approve Agenda Items 11.02, 11.03, 11.04, 11.05, 11.06, 11.07, 11.08, 11.09, 11.10, and 11.12 as presented. MOTION #6-09 was seconded by Clerk Andrés Quintero.***

***MOTION #6-09 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.***

**11.01 Approval of Minutes for the following meetings: (1) November 14, 2019, Regular Board Meeting and (2) December 12, 2019, Organizational Board Meeting**

President Ernesto Bejarano asked for the following changes to be made for the November 14, 2019, Meeting Minutes.

## 11. CONSENT CALENDAR

Minutes - Vice-President Ernesto Bejarano asked Mr. Saul Ramos if the slides were duplicated

Correction - Did not ask if slides were duplicated, asked if “clients” were duplicated

Minutes - Vice-President Ernesto Bejarano commented he did research and since the year 2000, there has been a total of seventeen trustees of which two have been here more than two terms. He said short term limits are not good and they are dysfunctional. He commented term limits hurt established relationships. He would like to have community members take training to prepare for campaigns and budgets.

Correction: Did not say that term limits are not good or dysfunctional. Said that Actual - the available research indicates that there is a correlation between term limits of 10 years at a minimum and high performing districts

Minutes - Vice-President Ernesto Bejarano commented the performance of the students is the accountability that the Board has on their shoulders. He said the dashboard data are gauges and there could be a lot of factors hunger and poverty. He commented he has confidence in Superintendent Bauer. He said the audits were also an issue of governance.

Correction - Said that although Dr. Bauer is accountable to the district’s performance, there could be a lot of factors including hunger and poverty

Member Linda Chavez said she sent over the correction she wanted to be made to Senior Executive Assistant Maribel Carrillo.

**MOTION #7-09 by Member Linda Chavez to approve the December 12, 2019, Organizational Board Meeting Minutes. MOTION #7-09 was seconded by Vice-President Corina Herrera-Loera.**

***MOTION #7-09 carried with a vote of 5 in favor; no opposition; no absent; and no abstention.***

## 12. RECEIVE REPORTS

There were none.

## 13. FUTURE BOARD AGENDA REQUESTS

### 14.01 Requests from Board of Trustees and/or from the Public

President Ernesto Bejarano asked to have the application of formatting for the agenda.

Member Dolores Marquez-Frausto asked if it could be incorporated the last day to submit items to the Board for the agenda.

**13. FUTURE BOARD AGENDA REQUESTS** *(continued)*

Member Linda Chavez asked for a date for the Board Study Session to incorporate the vision statement.

Superintendent Bauer said she will speak with Mr. Arturo Flores regarding if it makes sense to do them together or separate.

**14. ADJOURNMENT**

**14.01 President Adjourns the Meeting**

President Ernesto Bejarano adjourned the meeting at 9:45 p.m.

Respectfully submitted,

---

Andrés Quintero, Board Clerk  
mc

Office of Superintendent of Schools

12.02

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

Date: January 27, 2019

**Subject:**                **Acceptance of Donations**

**Staff Analysis:**        The District has received donations as summarized on the sheet dated February 13, 2020.

**Recommendation:** Staff recommends approval for acceptance of these donations.

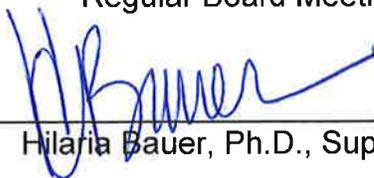
Approved by: Kolvira Chheng  Title: Assistant Superintendent, Business Services

To the Board of Trustees:

Meeting:    February 13, 2020  
              Regular Board Meeting

**Recommend Approval**

12.02  
Agenda Placement

  
Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

**ACCEPTANCE OF DONATIONS**

<u>DONOR NAME</u>	<u>DESCRIPTION OR PURPOSE</u>	<u>ESTIMATED VALUE</u>	<u>RECEIVING SCHOOL OR DEPARTMENT</u>
Ms. Kristin Burt	Materials & Supplies	\$ 50.00	ARUESD-Family Winter Luncheon
Various Management Team	Materials & Supplies	\$ 375.00	ARUESD-Family Winter Luncheon
Synopsys, Inc.	Materials & Supplies	\$ 150.00	ARUESD-Family Winter Luncheon
City of San Jose	Materials & Supplies	\$ 500.00	Aptitud Academy at Goss
Dorsa Elementary School Community	Materials & Supplies	\$ 3,356.00	Dorsa Elementary
Philanthropic Ventures Foundation	Materials & Supplies	\$ 500.00	Dorsa Elementary
Philanthropic Ventures Foundation	Materials & Supplies	\$ 500.00	Hubbard Elementary
Bay Area Prabasi	Materials & Supplies	\$ 1,500.00	Lyndale Elementary
Lifetouch	Materials & Supplies	\$ 266.62	Lyndale Elementary
Box Tops Education	Materials & Supplies	\$ 35.30	Lyndale Elementary
YourCause, LLC Trustee for Wells Fargo Foundation Ed. Matching Gifts	Materials & Supplies	\$ 240.00	Lyndale Elementary
L.U.C.H.A. Parent Leader Group	Materials & Supplies	\$ 6,094.85	L.U.C.H.A.
Philanthropic Ventures Foundation	Materials & Supplies	\$ 290.00	McCollam Elementary
Lifetouch	Materials & Supplies	\$ 359.76	Meyer Elementary
Environmental Volunteers	Materials & Supplies	\$ 1,000.00	Painter Elementary
Mr. & Ms. Luke Sneeringer	Materials & Supplies	\$ 500.00	Painter Elementary
Mr. & Ms. Mark Southworth	Materials & Supplies	\$ 35.00	Painter Elementary
Mr. & Ms. David Emrick	Materials & Supplies	\$ 500.00	Painter Elementary
Box Tops Education	Materials & Supplies	\$ 60.50	Painter Elementary
Mr. Sami Sweidan	Materials & Supplies	\$ 100.00	Russo/McEntee Academy
Lifetouch	Materials & Supplies	\$ 240.80	Russo/McEntee Academy
Lifetouch	Materials & Supplies	\$ 156.39	San Antonio Elementary



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

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2930 Gay Avenue, San José, CA 95127 · Phone: 408-928-6800 · Fax: 408-928-6416 · [www.arusd.org](http://www.arusd.org)

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Date: November 22, 2019

To: Hilaria Bauer, Ph.D., Superintendent  
Honorable Board Members,  
Alum Rock Union Elementary School District

From: Kristin Burt

Re: Donation for Family Winter Luncheon

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Please accept a donation, a check in the amount of \$50.00. This money will go towards the Family Winter Luncheon to be held on December 14, 2019.

Please deposit the attached check accordingly into the following donation account:  
060-9010-0-8699-00-1110-1000-000000-600-2110.

Thank you in advance for your approval.

---

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Linda Chavez, President · Ernesto Bejarano, Vice-President  
Dolores Márquez-Frausto, Clerk · Andrés Quintero, Member · Corina Herrera-Loera, Member



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

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

Date: December 19, 2019  
To: Hilaria Bauer, Ph.D., Superintendent  
Honorable Board Members,  
Alum Rock Union Elementary School District  
From: ARUESD Management Team  
Re: Donation for Family Winter Luncheon

BUSINESS OFFICE  
RECEIVED  
2019 DEC 19 A 11:13

Please accept a donation, cash in the amount of \$375.00. This money will go towards the Family Winter Luncheon that was held on December 14, 2019.

Please deposit the attached check accordingly into the following donation account:  
060-9010-0-8699-00-1110-1000-000000-600-2110.

Thank you in advance for your approval.

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Linda Chavez, President · Ernesto Bejarano, Vice-President  
Dolores Márquez-Frausto, Clerk · Andrés Quintero, Member · Corina Herrera-Loera, Member



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue, San José, CA 95127 · Phone: 408-928-6800 · Fax: 408-928-6416 · [www.arusd.org](http://www.arusd.org)

Date: January 23, 2020

To: Hilaria Bauer, Ph.D., Superintendent  
Honorable Board Members,  
Alum Rock Union Elementary School District

From: Synopsys, Inc.

Re: Donation for Family Winter Luncheon

---

Please accept a donation, in the amount of \$150.00. This money will go towards the Family Winter Luncheon that was held on December 14, 2019.

Please deposit the donation accordingly into the following donation account:  
060-9010-0-8699-00-1110-1000-000000-600-2110.

Thank you in advance for your approval.

---

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Ernesto Bejarano, President · Corina Herrera-Loera, Vice-President  
Andrés Quintero, Clerk · Linda Chavez, Member · Dolores Márquez-Frausto, Member

# APTITUD COMMUNITY ACADEMY AT GOSS



2475 Van Winkle Lane  
San José, CA 95127  
(408) 928-7650 FAX (408) 928-7651

*Maria Teresa Manzanedo, Principal*

*Rebecca Jensen, Assistant Principal*

To Whom It May Concern,

I received a check for \$500.00 from the City of San Jose.

The money should be deposited into our donations account and will be utilized for materials and supplies.

Thank you,

Maria T. Manzanedo  
Principal

2020 JAN 17 P 12:15  
BUSINESS OFFICE  
RECEIVED



# DORSA ELEMENTARY SCHOOL

1290 Bal Harbor Way

San José, CA 95122

Phone: 408•928•7400

Fax: 408•928•7401

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January 28, 2020

ARUESD Board Members  
2930 Gay Avenue  
San Jose, CA 95127

Dear Board Members:

On behalf of the Dorsa Elementary School community, I would like to petition your approval to accept the following donation in the amount of \$3,356.00

These donations will be used to pay for classroom materials/Fieldtrips

Thank you in advance for supporting our school by accepting these donations.

Respectfully Yours,

Viviana Garcia, Principal,  
Dorsa Elementary School

VCG/jm



# DORSA ELEMENTARY SCHOOL

1290 Bal Harbor Way

San José, CA 95122

Phone: 408•928•7400

Fax: 408•928•7401

January 23, 2020

ARUESD Board Members  
2930 Gay Avenue  
San Jose, CA 95127

Dear Board Members:

On behalf of the Dorsa Elementary School community, I would like to petition your approval to accept the following donation in the amount of \$500.00

These donations will be used to pay for classroom materials/Fieldtrips

Thank you in advance for supporting our school by accepting these donations.

Respectfully Yours,

Viviana Garcia, Principal,  
Dorsa Elementary School

VCG/jmm

BUSINESS OFFICE  
RECEIVED  
2020 JAN 23 P 1:05



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue, San José, CA 95127 · Phone: 408-928-6800 · Fax: 408-928-6416 · [www.arusd.org](http://www.arusd.org)

January 23, 2020

Ernesto Bejarano, President  
Board of Trustees  
Alum Rock Union School District  
2930 Gay Avenue  
San Jose, CA 95127

Dear President Bejarano,

Enclosed please find check #64147 in the amount of \$500.00 from Philanthropic Ventures Foundation. This check should be deposited in the Hubbard Local Donations Account (060-3010-4300-00-1110-1000-000000-080-2110).

Please contact me if you have any questions. Thank you for your assistance.

Respectfully,

Jonathan Natividad  
Principal  
Hubbard Media Arts

encl

BUSINESS OFFICE  
RECEIVED  
2020 JAN 24 P 12: 29

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Ernesto Bejarano, President · Corina Herrera-Loera, Vice-President  
Andrés Quintero, Clerk · Linda Chavez, Member · Dolores Márquez-Frausto, Member



# Lyndale Elementary School

***All Students Can Learn.....All Students Can Succeed***

13901 Nordyke Drive  
San Jose, California 95127  
(408) 928-7900

Ms. Kasturi Basu, Principal  
Ms. Vanessa Esquibel, School Secretary  
January 23, 2020

---

Dear Alum Rock School Board,

I am happy to inform you that Lyndale School is the recipient of a \$1,500.00 donation from Bay Area Prabasi. Thank you for accepting this donation, and your continued support of Lyndale School.

Sincerely,

A handwritten signature in black ink that reads "Kasturi Basu". The signature is written in a cursive, flowing style.

Kasturi Basu, Principal

BUSINESS OFFICE  
RECEIVED  
2020 JAN 24 P 12:30



BUSINESS OFFICE  
RECEIVED  
2020 JAN -9 P 12:20

## Lyndale Elementary School

***All Students Can Learn....All Students Can Succeed***

13901 Nordyke Drive  
San Jose, California 95127  
(408) 928-7900

Ms. Kasturi Basu, Principal  
Ms. Vanessa Esquibel, School Secretary  
January 8, 2020

---

Dear Alum Rock School Board,

I am happy to inform you that Lyndale School is the recipient of a \$266.62 donation from the Lifetouch National School Studios. Thank you for accepting this donation, and your continued support of Lyndale School.

Sincerely,

A handwritten signature in blue ink that reads "Kasturi Basu".

Kasturi Basu,  
Principal



# Lyndale Elementary School

***All Students Can Learn.....All Students Can Succeed***

13901 Nordyke Drive  
San Jose, California 95127  
(408) 928-7900

Ms. Kasturi Basu, Principal  
Ms. Vanessa Esquibel, School Secretary  
January 23, 2020

---

Dear Alum Rock School Board,

I am happy to inform you that Lyndale School is the recipient of a \$35.30 donation from Box Tops Education. Thank you for accepting this donation, and your continued support of Lyndale School.

Sincerely,

A handwritten signature in black ink that reads "Kasturi Basu". The signature is written in a cursive, flowing style.

Kasturi Basu, Principal

2020 JAN 24 P 12:29  
BUSINESS OFFICE  
RECEIVED



# Lyndale Elementary School

***All Students Can Learn.....All Students Can Succeed***

13901 Nordyke Drive  
San Jose, California 95127  
(408) 928-7900

Ms. Kasturi Basu, Principal  
Ms. Vanessa Esquibel, School Secretary  
January 16, 2020

---

Dear Alum Rock School Board,

I am happy to inform you that Lyndale School is the recipient of a \$240.00 donation from Wells Fargo Foundation Educational Matching Gifts. Thank you for accepting this donation, and your continued support of Lyndale School.

Sincerely,

A handwritten signature in black ink that reads "Kasturi Basu".

Kasturi Basu, Principal

BUSINESS OFFICE  
RECEIVED  
2020 JAN 23 P 1:05



# L.U.C.H.A.



**Learning in an Urban Community with High Achievement**

1711 East San Antonio St.

San José, CA 95116

Phone: (408) 928-8300

Fax: (408) 928-8301

Alum Rock Union Elementary School District  
Board of Trustees  
2930 Gay Avenue  
San Jose, CA 95127  
(408) 928-6800

January 10, 2020

Dear Members of the Board of Trustees:

I am writing to ask your acceptance of a donation of \$6,094.85 to L.U.C.H.A. Elementary School.

The donation is from LUCHA's Parent Leader Group and will be used to pay for bus transportation for our field trips.

Your support by accepting this donation would be greatly appreciated. Thank you in advance for your support.

Sincerely,

Kristin Burt  
Principal of L.U.C.H.A.

***L.U.C.H.A. is empowered students, united with invested parents and families,  
a relentless staff, and the greater community, building social, academic,  
and personal success while developing into conscientious leaders.***



# McCollam Elementary School

3311 Lucian Ave. • San Jose, CA 95127 • (408) 928-8000 Fax (408) 928-8001

---

TO: Hilaria Bauer, Superintendent  
Honorable Board Members, Alum Rock Union Elementary  
School District  
Business Office

FR: Pablo Fiene, Principal 

DATE: January 16, 2020

RE: Monetary Donation to McCollam School

BUSINESS OFFICE  
RECEIVED  
2020 JAN 22 P 1:26

Please accept a donation, a check in the amount of \$290.00 from Philanthropic Ventures Foundation. This money will go towards the purchase of software for classrooms. Please deposit the check into the following donation account: # 06-040-21100-8699.

Thank you for your assistance.



# Donald J. Meyer Elementary School

*"Home of the Blue Jays"*

1824 Daytona Drive  
Phone: 408.928.8200

San Jose, Ca. 95122  
Fax: 408.928.8201

Dr. Silvia Carrillo- Principal

---

To: The Board of Trustees  
From: Silvia Carrillo  
Date: January 8, 2020  
Re: Lifetouch

To Whom It May Concern,

The amount of **\$359.78** was donated to Meyer from Lifetouch.  
Please accept and deposit into our local donations account  
0600000043000011010000000001802110.

Thank you,

2020 JAN -9 PM 12:20  
BUSINESS OFFICE  
RECEIVED



# Donald J. Meyer Elementary School

*"Home of the Blue Jays"*

1824 Daytona Drive  
Phone: 408.928.8200

San Jose, Ca. 95122  
Fax: 408.928.8201

Principal: Dr. Silvia T. Carrillo

---

Date: January 10, 2020

To: Alum Rock Board of Trustees

From: Dr. Silvia T. Carrillo

Re: Book donation from Sarika Singal from Arm

To Whom It May Concern,

Please accept the following donation of science related books and book bags which will be given to every 1<sup>st</sup> grader at D. J. Meyer Elementary School as part of Arm's "Raising an Arm" initiative. Their purpose is to expose students to kid friendly science related books. The total cost of the donation will be approximately \$15 per student for a total of \$750-800.

BUSINESS OFFICE  
RECEIVED

2020 JAN 14 A 11:39

# PAINTER ELEMENTARY SCHOOL



500 Rough & Ready Road San Jose, CA 95133

(408) 928-8400

Fax: (408) 928-8401

January 24, 2020

Honorable Board of Trustees  
Alum Rock Union Elementary School District  
2930 Gay Avenue  
San Jose, CA 95127

Dear Board Members:

Please accept the following donation check made to Ben Painter Elementary School from:

Environmental Volunteers Field Trip Transportation Fund	\$500.00	Check #0813
Environmental Volunteers Field Trip Transportation Fund	\$500.00	Check #0814

The funds are intended to counterbalance transportation expenses of student fieldtrips during the 2018/2019 school year to YSI. Reference numbers are: MTS #413857 – Authorization #18-01 and MTS #109910 – Authorization #18-0077. Thank you in advance for your approval of these funds.

Sincerely,

A blue ink handwritten signature, appearing to be "Mrs. Le Tran", written in a cursive style.

Mrs. Le Tran  
Principal

/sna

Attachment

BUSINESS OFFICE  
RECEIVED  
2020 JAN 27 A 11:38



# PAINTER ELEMENTARY SCHOOL

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500 Rough & Ready Road San Jose, CA 95133

(408) 928-8400

Fax: (408) 928-8401

January 13, 2020

Honorable Board of Trustees  
Alum Rock Union Elementary School District  
2930 Gay Avenue  
San Jose, CA 95127

Dear Board Members:

Please accept the following donation check made to Ben Painter Elementary School from:

David and Alexandra Emrick

\$500.00

Check #1175

The contribution is a donation intended for 5<sup>th</sup> Grade Science Camp. Thank you in advance for your approval of these funds.

Sincerely,

A blue ink handwritten signature, appearing to be 'Mrs. Le Tran', with a long, sweeping tail.

Mrs. Le Tran  
Principal

/sna

Attachment

# PAINTER ELEMENTARY SCHOOL



500 Rough & Ready Road San Jose, CA 95133

(408) 928-8400

Fax: (408) 928-8401

January 13, 2020

Honorable Board of Trustees  
Alum Rock Union Elementary School District  
2930 Gay Avenue  
San Jose, CA 95127

Dear Board Members:

Please accept the following donation check made to Ben Painter Elementary School from:

Mark and Ella Southworth

\$35.00

Check #2432

The contribution is a donation intended for 5<sup>th</sup> Grade Science Camp. Thank you in advance for your approval of these funds.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line and a long, thin tail extending to the right.

Mrs. Le Tran  
Principal

/sna

Attachment



# PAINTER ELEMENTARY SCHOOL

500 Rough & Ready Road San Jose, CA 95133

(408) 928-8400

Fax: (408) 928-8401

January 10, 2020

Honorable Board of Trustees  
Alum Rock Union Elementary School District  
2930 Gay Avenue  
San Jose, CA 95127

Dear Board Members:

Please accept the following donation check made to Ben Painter Elementary School from:

Meagan and Luke Sneeringer

\$500.00

Check #1541

The contribution is a donation intended for 5<sup>th</sup> Grade Science Camp. Thank you in advance for your approval of these funds.

Sincerely,

A blue ink handwritten signature, appearing to be 'Mrs. Le Tran', with a long horizontal flourish extending to the right.

Mrs. Le Tran  
Principal

/sna

Attachment

BUSINESS OFFICE  
RECEIVED  
2020 JAN 13 A 11:53



# PAINTER ELEMENTARY SCHOOL

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500 Rough & Ready Road San Jose, CA 95133

(408) 928-8400

Fax: (408) 928-8401

January 9, 2020

Honorable Board of Trustees  
Alum Rock Union Elementary School District  
2930 Gay Avenue  
San Jose, CA 95127

Dear Board Members:

Please accept the following donation check made to Ben Painter Elementary School from:

BoxTops

\$60.50

Check #4098765

The check is of a fundraising activity to raise funds for our school. Thank you in advance for your approval.

Sincerely,

A handwritten signature in black ink, appearing to be 'Mrs. Le Tran', with a large, stylized flourish at the end.

Mrs. Le Tran  
Principal

/sna

Attachment

2020 JAN 10 P 12:38  
BUSINESS OFFICE  
RECEIVED



## Russo/McEntee Academy

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2851 Gay Ave San Jose, CA 95127

Phone: (408)928-8850

Fax: 408-928-8901

---

January 9, 2020

Board of Education:

Please accept the following donations from Sami Sweidan (Russo Parent) on the amount of \$100.00 (check) and LifeTouch on the amount of \$240.80 (check). For field trips, materials and other essentials for Russo/McEntee Academy!

Thank you,

Tanu Kohli, Principal

2020 JAN 10 2 16 38  
BUSINESS RECEIVED

---

Tanu Kohli, Principal



Alum Rock Union Elementary School District  
San Antonio Elementary School  
1721 East San Antonio Street  
San Jose, California 95116  
408-928-8700



Dr. Ivan Montes– Principal

Mrs. Leticia Corona- School Admin. Assistant

---

January 7, 2020

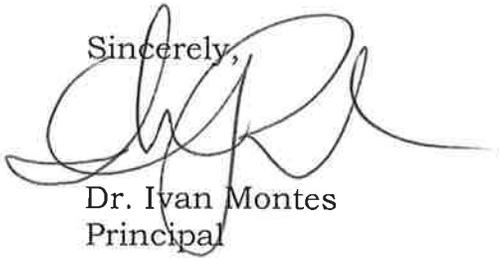
Honorable Board of Trustees  
Alum Rock Union Elementary School District  
2930 Gay Avenue  
San Jose, CA 95127

Honorable Members of the Board:

Please accept the following donation of \$156.39 from Lifetouch National School Studios. The money will be used for student field trips.

Thank you in advance for your approval.

Sincerely,



Dr. Ivan Montes  
Principal

BUSINESS OFFICE  
RECEIVED  
2020 JAN - 8 P 12: 56

12.03

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

Date: January 27, 2020

**Subject:**            **Approval of Fundraising Activities**

**Staff Analysis:**    The District has received fundraising requests as summarized on the attached sheet dated February 13, 2020.

**Recommendation:** Staff recommends approval of these fundraising event requests.

Approved by: Kolvira Chheng <sup>K</sup> Title: Assistant Superintendent, Business Services

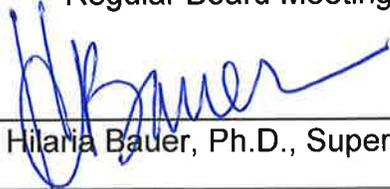
To the Board of Trustees:

Meeting:    February 13, 2020  
              Regular 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: \_\_\_\_\_

**APPROVAL OF FUNDRAISING ACTIVITY**

---

<b><u>SCHOOL</u></b>	<b><u>FUNDRAISING ACTIVITY</u></b>	<b><u>ACTIVITY SPONSOR</u></b>	<b><u>DATE</u></b>
Adelante Academy	Holiday Grams' Sales	PTA	02/10/20-02/14/20
Adelante Academy 1	Synthetic Flower Sales	ASB	02/12/20-02/12/20
Aptitud Academy	End of the Year Dance	ASB	05/29/20-05/29/20
Aptitud Academy	Spring Dance Sales	ASB	03/20/20-03/20/20
Aptitud Academy	Scholastic Book Fair Sales	ASB	04/06/20-04/10/20
Aptitud Academy	Contributions to the ASB Account	ASB	01/01/20-06/30/20
Aptitud Academy	Graduation Gown Sales	ASB	03/01/20-06/30/20
Arbuckle Elementary	Snap! Raise Sales	PTO	02/01/20-03/31/20
Arbuckle Elementary	Valentine's Dance Sales	PTO	02/13/20-02/13/20
Dorsa Elementary	Candy Sales	ASB	02/14/20-02/28/20
Fischer Middle	Chocolate Sales	ASB	02/14/20-03/13/20
Painter Elementary	Catalog Sales	ASB	10/01/19-11/30/19
Painter Elementary	Contributions to the ASB Account	ASB	08/26/19-06/30/20
Renaissance Academy	Friday Snacks' Sales	ASB	02/14/20-02/14/20
Renaissance Academy	Valentine's Day Grams' Sales	ASB	02/14/20-02/14/20
Renaissance Academy	8 <sup>th</sup> Grade Promotion Gowns' Sales	ASB	02/03/20-06/03/20
Renaissance Academy	Yearbook Presales	ASB	02/03/20-06/10/20
Ryan STEAM Academy	Children's Day Festival Sales	ASB	04/30/20-04/30/20
Ryan STEAM Academy	Spring Catalog Sales	ASB	04/01/20-05/20/20
Ryan STEAM Academy	Color Run Sales	ASB	05/29/20-05/29/20
Music DHO-Mathson Band	Candy Bar Sales	AYA	02/24/20-03/06/20
Music DHO-Ren II Band	Candy Bar Sales	AYA	02/24/20-03/06/20



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BUSINESS OFFICE RECEIVED

## FUNDRAISING EVENT APPROVAL FORM

2020 JAN 17 P 12:17

Fundraiser #: \_\_\_\_\_ (From Financial Plan)  
 School Name: Adelante Date: 01/10/2020  
 Description of Event: Type Holiday Grants Vendor \_\_\_\_\_  
 Purpose for Event: Funds for Science Camp

If selling food what are the items: Pens/pencils Brand and package size: \_\_\_\_\_  
Valentines Day Cards  
 Explain how food is handled/stored prior to or day of event: \_\_\_\_\_

Event Sponsor (please check one) ASB: \_\_\_\_\_ Booster Club  PTA  PTO, Other: \_\_\_\_\_  
 Proposed Date(s) of Event: 02/10-2020-02-14-2021 Time of Event: School hours 8:30-3:30pm  
 Contact Person: \_\_\_\_\_  
 Location of Proposed Activity: Adelante  
 Status of Event (please check one):  New Event  Held previously (years): \_\_\_\_\_

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: [Signature] Date: 01/15/2020

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: [Signature] Date: 01/15/2020

Principal Approval: [Signature] Date: 1/14/2020

Reviewed by Business Services: [Signature] Date: 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BUSINESS OFFICE RECEIVED

## FUNDRAISING EVENT APPROVAL FORM

2020 JAN 23 P 1:04

Fundraiser #: \_\_\_\_\_ (From Financial Plan)  
 School Name: Marshall Adelante 1 Date: 01/16/20  
 Description of Event: Type Sell Synthetic Flowers Vendor Hand Made  
 Purpose for Event: Funds for student council

If selling food what are the items: N/A Brand and package size: N/A

Explain how food is handled/stored prior to or day of event: None

Event Sponsor (please check one) ASB:  Booster Club (PTA, PTO, Other): \_\_\_\_\_  
 Proposed Date(s) of Event: 2/12/20 Time of Event: After school 4pm  
 Contact Person: Nancy Garza  
 Location of Proposed Activity: Cafeteria - outside  
 Status of Event (please check one):  New Event  Held previously (years): \_\_\_\_\_

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No   
 ASB Advisor: [Signature] Signature Date: 1/15/20  
 Student Council Approval Date: [Signature] Middle Schools must attach minutes) Date: 1/17/20  
 Student Council Representative: \_\_\_\_\_ Signature Date: \_\_\_\_\_  
 Principal Approval: [Signature] Signature Date: 1-21-2020  
 Reviewed by Business Services: [Signature] Signature Date: 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## FUNDRAISING EVENT APPROVAL FORM

BUSINESS OFFICE RECEIVED

2020 JAN 17 P 12:17

Fundraiser #: \_\_\_\_\_ (From Financial Plan)  
 School Name: Aptitud Community Academy at Goss Date: 1/16/2020  
 Description of Event: Type End of Year Dance Vendor Oriental Trading, Smart & Final  
 Purpose for Event: To raise money for student activities, field trips, and buses

If selling food what are the items: \_\_\_\_\_ Brand and package size: \_\_\_\_\_  
Soft drinks, pizza, nachos

Explain how food is handled/stored prior to or day of event: Non-perishables will be bought day of event and stored in a classroom. Pizza will be bought day of dance.

Event Sponsor (please check one) ASB:  \_\_\_\_\_ Booster Club (PTA, PTO, Other): \_\_\_\_\_  
 Proposed Date(s) of Event: 05/29/2020 Time of Event: 4:30PM to 6:30PM  
 Contact Person: Devin Corea, Lonny Lovins  
 Location of Proposed Activity: School Cafeteria  
 Status of Event (please check one):  New Event  Held previously (years): \_\_\_\_\_

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No   
 ASB Advisor: *Devin Corea* Signature 1/17/2020 Date

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)  
 Student Council Representative: *Abdure* Signature 1-17-20 Date  
 Principal Approval: *Maria Manzanares* Signature 1-16-2020 Date  
 Reviewed by Business Services: *Maria Newton* Signature 1-29-20 Date

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS *Mary* Signature Date: 1/29/20  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## FUNDRAISING EVENT APPROVAL FORM

BUSINESS OFFICE RECEIVED

2020 JAN 17 P 12:17

Fundraiser #: \_\_\_\_\_ (From Financial Plan)  
 School Name: Aptitud Community Academy at Goss Date: 1/16/2020  
 Description of Event: Type Spring Dance Vendor Oriental Trading, Smart & Final  
 Purpose for Event: To raise money for student activities, field trips, and buses

If selling food what are the items: \_\_\_\_\_ Brand and package size: \_\_\_\_\_  
Soft drinks, pizza, nachos

Explain how food is handled/stored prior to or day of event: Non-perishables will be bought day of event and stored in a classroom. Pizza will be bought day of dance.

Event Sponsor (please check one) ASB:  \_\_\_\_\_ Booster Club (PTA, PTO, Other): \_\_\_\_\_  
 Proposed Date(s) of Event: 03/20/2020 Time of Event: 4:30PM to 6:30PM  
 Contact Person: Devin Corea, Lonny Lovins  
 Location of Proposed Activity: School Cafeteria  
 Status of Event (please check one):  New Event  Held previously (years): \_\_\_\_\_

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: [Signature] Signature Date: 1/17/2020

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: [Signature] Signature Date: 1-17-20

Principal Approval: [Signature] Signature Date: 1-16-2020

Reviewed by Business Services: [Signature] Date: 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director.  
 CNS [Signature] Date: 1/29/20  
 Approved  Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BUSINESS OFFICE  
RECEIVED

2020 JAN -9 P 12: 21

## FUNDRAISING EVENT APPROVAL FORM

Fundraiser #: \_\_\_\_\_ (From Financial Plan)  
 School Name: Aptitud Community Academy at Goss Date: 12/20/2019  
 Description of Event: Type Scholastic Bookfair Vendor Scholastic  
 Purpose for Event: To raise funds for field trips, transportation, and student materials

If selling food what are the items: N/A Brand and package size: N/A  
 Explain how food is handled/stored prior to or day of event: N/A

Event Sponsor (please check one) ASB:  Booster Club (PTA, PTO, Other): \_\_\_\_\_  
 Proposed Date(s) of Event: 4/6/20 - 4/10/20 Time of Event: before school, lunch, and after school  
 Contact Person: Andrea Gauntt  
 Location of Proposed Activity: Room B5  
 Status of Event (please check one):  New Event  Held previously (years): 2018-2019

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No   
 ASB Advisor: [Signature] 12/20/19  
 Signature Date

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)  
 Student Council Representative: [Signature] 1/9/20  
 Signature Date  
 Principal Approval: [Signature] 12/20/19  
 Signature Date  
 Reviewed by Business Services: [Signature] 1/29/20  
 Signature Date

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BUSINESS OFFICE  
RECEIVED

## Request for Approval: Contributions to the ASB Account

2020 JAN -9 P 12:21

School Site: Aptitud Community Academy at Goss Date: 12/20/2019

Purpose for Contributions: Contributions from staff, parents, and community for events, trips, activities. and field trips.

Proposed Date(s) of Event: 01/2020 to 06/2020

Contact Person: Lonny Lovins and Devin Corea

Student Body Account Number: 95-120-0502-4300

Status of Event (please check one):  New Event  Held Previously (Years): 2018-2019

What procedures will be used to account for contributions received?  
Receipts

Other Background Information (such as other schools or clubs that have held similar events):

ASB Advisor [Signature] Date: 12/20/19  
Signature

Student Council Approval Date 12/20/2019

Student Council Representative [Signature] Date: 1/19/20  
School Admin (Elementary) Signature

Principal Approval [Signature] Date: 12/20/19  
Signature

Reviewed by Business Services: [Signature] Date: 1/29/20

Board Approval Date: \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BUSINESS OFFICE  
RECEIVED

## FUNDRAISING EVENT APPROVAL FORM

2020 JAN 27 A 11:37

Fundraiser #: \_\_\_\_\_ (From Financial Plan)

School Name: Aptitud Community Academy at Goss Date: 1/22/2020

Description of Event: Type Graduation Gown Vendor Graduation Source

Purpose for Event: For kinder and 8th grade students to have their graduation cap and gown on graduation day

If selling food what are the items: N/A Brand and package size: \_\_\_\_\_

Explain how food is handled/stored prior to or day of event: N/A

Event Sponsor (please check one) ASB:  \_\_\_\_\_ Booster Club (PTA, PTO, Other): \_\_\_\_\_

Proposed Date(s) of Event: 03/2020 - 06/2020 Time of Event: Before and after school

Contact Person: Andrea Gauntt

Location of Proposed Activity: School front office

Status of Event (please check one):  New Event  Held previously (years): 2018-2019

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A

Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No

Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: [Signature] 1/22/2020  
Signature Date

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: [Signature] 1-27-20  
Signature Date

Principal Approval: [Signature] 1-22-2020  
Signature Date

Reviewed by Business Services: [Signature] 1/29/20  
Date

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
CNS \_\_\_\_\_ Date: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BUSINESS OFFICE  
RECEIVED

## FUNDRAISING EVENT APPROVAL FORM JAN 27 A 11:34

Fundraiser #: \_\_\_\_\_ (From Financial Plan)

School Name: Arbuckle Date: 1/24/20

\* Description of Event: Type Fundraiser Vendor Snap! Raise

Purpose for Event: to raise money for science camp

If selling food what are the items: N/A Brand and package size: N/A

Explain how food is handled/stored prior to or day of event: N/A

Event Sponsor (please check one) ASB: N/A Booster Club (PTA, PTO, Other): PTO

Proposed Date(s) of Event: Feb - March 2020 Time of Event: online

Contact Person: Jennifer Maloney (5th grade, Arbuckle)

Location of Proposed Activity: N/A

Status of Event (please check one):  New Event  Held previously (years): \_\_\_\_\_

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A

Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No

Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: \_\_\_\_\_  
Signature Date

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: \_\_\_\_\_  
Signature Date

Principal Approval: Quentin Bonery 1/24/20  
Signature Date

Reviewed by Business Services: Maura Newton Date: 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
CNS \_\_\_\_\_ Date: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_

\* The purpose is to raise funds via website created by Snap! Raise



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

RECEIVED

2020 JAN 17 P 12:17

## FUNDRAISING EVENT APPROVAL FORM

Fundraiser #: 7 (From Financial Plan)  
 School Name: Arbuckle Elementary Date: 1/15/2020  
 Description of Event: Type: Valentine Dance Vendor: Little Ceasars - smax and final  
 Purpose for Event: Raise funds for fieldtrips Nachos-

If selling food what are the items: Pizza, Hotdogs - pizza Brand and package size: \_\_\_\_\_

Explain how food is handled/stored prior to or day of event: stored in office when recieved and distribute same day.

Event Sponsor (please check one) ASB: \_\_\_\_\_ Booster Club (PTA, PTO, Other): P.T.O.  
 Proposed Date(s) of Event: 2/13/2020 Time of Event: 6:00 - 8 pm.  
 Contact Person: Mania Perez  
 Location of Proposed Activity: Cafeteria.  
 Status of Event (please check one):  New Event  Held previously (years): \_\_\_\_\_

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Approval: Rudolph Bonney Signature \_\_\_\_\_ Date 1/15/20

Reviewed by Business Services: Mania Perez Signature \_\_\_\_\_ Date: 1/29/20

• FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS [Signature] Date: 1/29/20  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_

• FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## FUNDRAISING EVENT APPROVAL FORM

Fundraiser #: 1 (From Financial Plan) Date: JAN 23 2020  
 School Name: Dorsa Elementary School  
 Description of Event: Type Candy Sales Vendor World's Finest Chocolates  
 Purpose for Event: Raise money for 5th Grade Science Camp

If selling food what are the items: Chocolate Bars Brand and package size: World's Finest  
Chocolate Box of 60 Bars

Explain how food is handled/stored prior to or day of event: Bars are stored individually wrapped in boxes of 60 in a cool dry place

Event Sponsor (please check one) ASB:  Booster Club (PTA, PTO, Other):   
 Proposed Date(s) of Event: 2/14/20 - 2/28/20 Time of Event: After School (Indiv. sales)  
 Contact Person: Rosie Marques off campus only  
 Location of Proposed Activity: 290 Bal Harbor Way  
 Status of Event (please check one):  New Event  Held previously (years): 2018/19

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No   
 ASB Advisor: [Signature] 1/23/20  
Signature Date

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)  
 Student Council Representative: \_\_\_\_\_  
Signature Date  
 Principal Approval: [Signature] 1/23/20  
Signature Date  
 Reviewed by Business Services: [Signature] Date: 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director.  
 CNS [Signature] Date: 1/29/20  
 Approved  Denied
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_





# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## FUNDRAISING EVENT APPROVAL FORM

BUSINESS OFFICE RECEIVED

2020 JAN -8 P 12:57

Fundraiser #: \_\_\_\_\_ (From Financial Plan)  
 School Name: BEN PAINTER SCHOOL Date: AUGUST 27, 2019  
 Description of Event: Type CATALOG FUNDRAISER Vendor 18772  
 Purpose for Event: COLLECT FUNDS TO COVER EXPENSES OF SCIENCE CAMP, FIELDTRIPS, AND STUDENT INCENTIVES AND ENRICHMENTS.  
 If selling food what are the items: INDIVIDUAL ITEMS Brand and package size: \_\_\_\_\_

Explain how food is handled/stored prior to or day of event: \_\_\_\_\_

Event Sponsor (please check one) ASB:  \_\_\_\_\_ Booster Club (PTA, PTO, Other): \_\_\_\_\_  
 Proposed Date(s) of Event: OCTOBER 2019 Time of Event: NOVEMBER 2019  
 Contact Person: MRS. TRAN AND/OR MRS. AVILA  
 Location of Proposed Activity: SCHOOL CAMPUS  
 Status of Event (please check one):  New Event  Held previously (years): ANNUALLY

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: *Cynthia McGee* Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Approval: *[Signature]* Signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Business Services: *Maria Newt* Signature \_\_\_\_\_ Date: 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## Request for Approval: Contributions to the ASB Account

School Site: Ben Painter Elementary Date: January 23, 2020

Purpose for Contributions: Donations and contributions from parents and teachers/staff.

Proposed Date(s) of Event: August 2019 - June 2020

Contact Person: Mrs. Tran and/or Mrs. Avila

Student Body Account Number: 95-160-0502-0-4300

Status of Event (please check one):  New Event  Held Previously (Years): \_\_\_\_\_

What procedures will be used to account for contributions received?  
Receipt to parents and three staff members to collect/count money.

Other Background Information (such as other schools or clubs that have held similar events):  
Yearly event for 5th grade science camp.

ASB Advisor \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Student Council Approval Date \_\_\_\_\_

Student Council Representative Cendi Madhu Date: 1/23/20  
School Admin (Elementary) Signature

Principal Approval [Signature] Date: 1/23/20  
Signature

Reviewed by Business Services: Maria Newton Date: 1/29/20

Board Approval Date: \_\_\_\_\_

BUSINESS OFFICE  
RECEIVED  
2020 JAN 24 P 12:5



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## FUNDRAISING EVENT APPROVAL FORM

Fundraiser #: \_\_\_\_\_ (From Financial Plan)  
 School Name: Renaissance Academy II (AM) Date: 1/23/20  
 Description of Event: Type Friday Snacks Vendor Smart + Final  
 Purpose for Event: To raise money for field trips, and school activities, and  
 If selling food what are the items: WELCH'S Fruit Snacks, Chips, Capri Sun, Brand and package size: from CNS approved list  
 Explain how food is handled/stored prior to or day of event: Kept in plastic bins in dry storage  
 Event Sponsor (please check one) ASB:  Booster Club (PTA, PTO, Other): \_\_\_\_\_  
 Proposed Date(s) of Event: Feb. 14, 2020 - June 12, 2020 Time of Event: after school,  
 Contact Person: Sarah Kretonics  
 Location of Proposed Activity: Counseling office  
 Status of Event (please check one):  New Event  Held previously (years): \_\_\_\_\_

Use of Facilities thru Facilitron is required for all events outside the normal school hours.

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No   
 ASB Advisor: S. Kretonics Signature Date: 1/23/20  
 Student Council Approval Date: 1/23/2020 (Middle Schools must attach minutes)  
 Student Council Representative: Ashley Samario Signature Date: 1/23/2020  
 Principal Approval: [Signature] Signature Date: 1/23/2020  
 Reviewed by Business Services: [Signature] Date: 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS [Signature] Date: 1/29/20  
 Approved  Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## FUNDRAISING EVENT APPROVAL FORM

Fundraiser #: \_\_\_\_\_ (From Financial Plan)

School Name: Renaissance Academy II (AM) Date: \_\_\_\_\_

Description of Event: Type Valentines Day Grams Vendor Oriental Trading

Purpose for Event: To raise money for field trips, after school activities, purchase student incentives for Honor Roll (Shirts, pencils, certificates), and end of year activities

If selling food what are the items: \_\_\_\_\_ Brand and package size: \_\_\_\_\_

Explain how food is handled/stored prior to or day of event: \_\_\_\_\_

Event Sponsor (please check one) ASB:  \_\_\_\_\_ Booster Club (PTA, PTO, Other): \_\_\_\_\_

Proposed Date(s) of Event: 2/3/20 - 2/14/20 Time of Event: Feb 14, 2020 @ 2:30

Contact Person: Sarah Kretovics

Location of Proposed Activity: distribution during school day

Status of Event (please check one):  New Event  Held previously (years): 5

Use of Facilities thru Facilitron is required for all events outside the normal school hours.

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A

Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No

Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: J. Kretovics Signature \_\_\_\_\_ Date 1/23/2020

Student Council Approval Date: 1/23/2020 (Middle Schools must attach minutes)

Student Council Representative: Ashley Samario Signature \_\_\_\_\_ Date 1/23/2020

Principal Approval: [Signature] Signature \_\_\_\_\_ Date 1/23/2020

Reviewed by Business Services: Maura Newt Signature \_\_\_\_\_ Date 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director, CNS \_\_\_\_\_ Date: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## FUNDRAISING EVENT APPROVAL FORM

Fundraiser #: \_\_\_\_\_ (From Financial Plan)  
 School Name: Renaissance Academy II (CM) Date: 1/23/2020  
 Description of Event: Type 8th grade Promotion Games Vendor Jostens  
 Purpose for Event: To purchase student certificates, awards, honor cards, pins, stoles given during promotion ceremony  
 If selling food what are the items: N/A Brand and package size: \_\_\_\_\_

Explain how food is handled/stored prior to or day of event: \_\_\_\_\_

Event Sponsor (please check one) ASB:  Booster Club (PTA, PTO, Other): \_\_\_\_\_  
 Proposed Date(s) of Event: 2/3/20 - 6/3/20 Time of Event: All day  
 Contact Person: Genesis Sanchez  
 Location of Proposed Activity: office  
 Status of Event (please check one):  New Event  Held previously (years): 5

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: J. Katorces Signature Date: 1/23/2020

Student Council Approval Date: 1/23/2020 (Middle Schools must attach minutes)

Student Council Representative: Ashley S Signature Date: 1/23/2020

Principal Approval: [Signature] Signature Date: 1/23/2020

Reviewed by Business Services: Maura Newb Signature Date: 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## FUNDRAISING EVENT APPROVAL FORM

Fundraiser #: \_\_\_\_\_ (From Financial Plan)

School Name: Renaissance Academy II (EM) Date: 1/23/2020

Description of Event: Type Year book, Pre-Sale Vendor Tree Ring

Purpose for Event: Profit to be used for field trips, after school activities, purchase of students incentives to be given during Honor Roll Ceremonies (logo shirts, certificates, pencils, etc.)

If selling food what are the items: N/A Brand and package size: \_\_\_\_\_

end of year activities

Explain how food is handled/stored prior to or day of event: \_\_\_\_\_

Event Sponsor (please check one) ASB:  Booster Club (PTA, PTO, Other): \_\_\_\_\_

Proposed Date(s) of Event: 2/3/20 - 6/10/20 Time of Event: Before + After School

Contact Person: Genesis Sanchez

Location of Proposed Activity: office

Status of Event (please check one):  New Event  Held previously (years): 5

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A

Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No

Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: J. Katorcs Signature \_\_\_\_\_ Date: 1/23/2020

Student Council Approval Date: 1/23/2020 (Middle Schools must attach minutes)

Student Council Representative: Ashley S. Signature \_\_\_\_\_ Date: 1/23/2020

Principal Approval: [Signature] Signature \_\_\_\_\_ Date: 1/23/2020

Reviewed by Business Services: Marla Newk Signature \_\_\_\_\_ Date: 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director, CNS \_\_\_\_\_ Date: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BUSINESS OFFICE RECEIVED

2020 JAN 15 A 11:30

## FUNDRAISING EVENT APPROVAL FORM

Fundraiser #: 5 (From Financial Plan)  
 School Name: Ryan STEAM Academy Date: 01/13/2020  
 Description of Event: Type Children's Day Festival Vendor \_\_\_\_\_  
 Purpose for Event: Celebrate Children's Day and raise funds for Little Heroes and school fieldtrips

If selling food what are the items: Nachos Brand and package size: caprisuns/water

Explain how food is handled/stored prior to or day of event: All food will be store bought and gloves will be worn

Event Sponsor (please check one) ASB:  \_\_\_\_\_ Booster Club (PTA, PTO, Other): \_\_\_\_\_  
 Proposed Date(s) of Event: 04/30/2020 Time of Event: 5:00-6:00 PM  
 Contact Person: Alejandra Basulto  
 Location of Proposed Activity: Ryan STEAM Academy  
 Status of Event (please check one):  New Event  Held previously (years): \_\_\_\_\_

Use of Facilities thru Facilitron is required for all events outside the normal school hours.

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: Bobby Costanza Signature 1-14-20 Date

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Approval: Raquel Signature 1/13/2020 Date

Reviewed by Business Services: Maia Dent Signature 1/29/20 Date

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director  
 CNS Mary Signature 1/29/20 Date  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BUSINESS OFFICE  
RECEIVED

## FUNDRAISING EVENT APPROVAL FORM

2020 JAN 15 A 11:30

Fundraiser #: 6 (From Financial Plan)  
 School Name: Ryan STEAM Academy Date: 01/13/2020  
 Description of Event: Type Spring Catalog Sales Vendor 18772  
 Purpose for Event: Raise funds for field trips and Little Heroes

If selling food what are the items: n/a Brand and package size: n/a

Explain how food is handled/stored prior to or day of event: \_\_\_\_\_

Event Sponsor (please check one) ASB:  Booster Club (PTA, PTO, Other): \_\_\_\_\_  
 Proposed Date(s) of Event: April 1st- May 20th Time of Event: items will be delivered @EOD  
 Contact Person: Alejandra Basulto  
 Location of Proposed Activity: Ryan STEAM Academy  
 Status of Event (please check one):  New Event  Held previously (years): \_\_\_\_\_

**Use of Facilities thru Facilitron is required for all events outside the normal school hours.**

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No   
 ASB Advisor: Bobby Costanza Signature 1-14-20 Date

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Approval: Raquel Signature 1/13/2020 Date

Reviewed by Business Services: Maria Newt Signature 1/29/20 Date

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## FUNDRAISING EVENT APPROVAL FORM

BUSINESS OFFICE RECEIVED

2020 JAN 15 A 11:30

Fundraiser #: 7 (From Financial Plan)  
 School Name: Ryan STEAM Academy Date: 01/13/2020  
 Description of Event: Type Color Run Vendor \_\_\_\_\_  
 Purpose for Event: Raise funds for Little Heroes and school field trips 19/20 school year

If selling food what are the items: N/A Brand and package size: N/A

Explain how food is handled/stored prior to or day of event: N/A

Event Sponsor (please check one) ASB:  \_\_\_\_\_ Booster Club (PTA, PTO, Other): \_\_\_\_\_  
 Proposed Date(s) of Event: 05/29/2020 Time of Event: 1:00-2:00  
 Contact Person: Alejandra Basulto  
 Location of Proposed Activity: Ryan STEAM Academy  
 Status of Event (please check one):  New Event  Held previously (years): \_\_\_\_\_

Use of Facilities thru Facilitron is required for all events outside the normal school hours.

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: Bobby Costanza Signature 1-14-20 Date

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Approval: Paquillo Signature 1/13/2020 Date

Reviewed by Business Services: Maria Newt Signature 1/29/20 Date

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## FUNDRAISING EVENT APPROVAL FORM

BUSINESS OFFICE RECEIVED

Fundraiser #: \_\_\_\_\_ (From Financial Plan)  
 School Name: Music DHO - Mathison Band Date: 2020 JAN 17 P 12:17  
 Description of Event: Type Candy Bar Sales Vendor Worlds Finest  
 Purpose for Event: Fundraising for Band Trip

If selling food what are the items: Candy Bars Brand and package size: Various

Explain how food is handled/stored prior to or day of event: N/A

Event Sponsor (please check one) ASB: \_\_\_\_\_ Booster Club (PTA, PTO, Other): Booster AYA  
 Proposed Date(s) of Event: 2-21-2020 thru 3-6-2020 Time of Event: Before / After School  
 Contact Person: Seyem Estep  
 Location of Proposed Activity: Off campus only  
 Status of Event (please check one):  New Event  Held previously (years): 2012 - 2018

Use of Facilities thru Facilitron is required for all events outside the normal school hours.

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Approval: Vincent Lopez Signature \_\_\_\_\_ Date 1/16/2020

Reviewed by Business Services: Maia Devoth Signature \_\_\_\_\_ Date: 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS [Signature] Date: 1/29/20  
 Approved  Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BUSINESS OFFICE  
RECEIVED

## FUNDRAISING EVENT APPROVAL FORM

2020 JAN 17 P 12:17

Fundraiser #: \_\_\_\_\_ (From Financial Plan)  
 School Name: MUSIC P40 - Ren II Band Date: Jan 16, 2020  
 Description of Event: Type Candy Bar Sales Vendor Worlds Finest  
 Purpose for Event: Fundraising for Band trip

If selling food what are the items: Candy Bars Brand and package size: Various

Explain how food is handled/stored prior to or day of event: \_\_\_\_\_

Event Sponsor (please check one) ASB: \_\_\_\_\_ Booster Club (PTA, PTO, Other): Booster AYA  
 Proposed Date(s) of Event: 2-24-2020 thru 3-6-2020 Time of Event: Before and after school  
 Contact Person: Seyem Estep  
 Location of Proposed Activity: Off campus only  
 Status of Event (please check one):  New Event  Held previously (years): 2012-2018

Use of Facilities thru Facilitron is required for all events outside the normal school hours.

Is the Use of Facilities Reservation thru Facilitron completed? Yes  No  N/A   
 Has Revenue Potential form been prepared? (For ASB Only - Form must be included) Yes  No   
 Other Background information (Is proposed fundraising event on current ASB budget?) Yes  No

ASB Advisor: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Council Approval Date: \_\_\_\_\_ (Middle Schools must attach minutes)

Student Council Representative: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Approval: [Signature] \_\_\_\_\_  
 Signature \_\_\_\_\_ Date 1/16/2020

Reviewed by Business Services: [Signature] \_\_\_\_\_  
 Signature \_\_\_\_\_ Date 1/29/20

- FUNDRAISING EVENTS INVOLVING FOOD SALES MUST BE REVIEWED BY CNS Director,  
 CNS [Signature] \_\_\_\_\_ Date: 1/29/20  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_
- FUNDRAISING EVENTS INVOLVING USE OF FACILITIES MUST BE REVIEWED BY MOT  
 Director, MOT: \_\_\_\_\_ Date: \_\_\_\_\_  
 Operations Mgr.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved \_\_\_\_\_ Denied \_\_\_\_\_

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

12.04

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION - BOARD OF TRUSTEES**

To the Board of Trustees:

January 27, 2020

**Subject: Vendor & Payroll Warrants**

**Staff Analysis:** Summary of Vendor and Payroll Warrants issued during January month of Fiscal Year 2019/2020.

Total of vendor warrants	\$	3,790,042.94
Total of payroll warrants	\$	<u>4,076,749.82</u>
<b>Total</b>	<b>\$</b>	<b><u>7,866,792.76</u></b>

**Recommendation:** Staff recommends approval of the Vendor & Payroll Warrants for the month of January 2020.

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

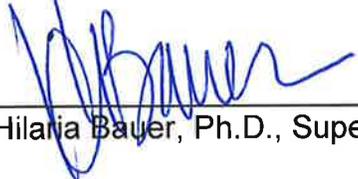
To the Board of Trustees:

Meeting: February 13, 2020  
Regular Board Meeting

**Recommend Approval**

12.04

Agenda Placement

  
Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

January 2020

	<u>VENDOR WARRANTS</u>	<u>AMOUNT</u>
Fund		
010,050,060,080	General Fund (Incl Payroll A/P)	\$2,223,348.16
120	Child Development Fund	\$0.00
130	Cafeteria Fund	\$251,257.64
140	Deferred Maintenance Fund	\$0.00
210	Building Fund	\$2,666.06
250	Capital Facilities Fund	\$0.00
350	County School Facility Fund	\$0.00
400	Special Reserve for Capital Outlay Fund	\$0.00
670	Health and Welfare & Workers Comp	\$1,291,601.10
	<b>Subtotal</b>	<b><u>\$3,768,872.96</u></b>
95	Student Body Fund	\$21,169.98
	<b>Total Vendor Warrants</b>	<b><u>\$3,790,042.94</u></b>
	 <u>PAYROLL WARRANTS</u>	
	10th of the month	\$0.00
	EOM Payroll	\$4,076,749.82
	Manual Checks	\$0.00
	Void Checks	\$0.00
	<b>Total Payroll Warrants</b>	<b><u>\$4,076,749.82</u></b>
	<b>Grand Total All Warrants</b>	<b><u>\$7,866,792.76</u></b>

AP Warrants used #	From	To	
			4001550 - 4002014
Payroll Direct Deposit Pay Stub used #			4700001 - 4700940
Payroll Checks used #			4400001 - 4400083

AP Check Register - Pivot Table Summary by Vendor  
January 2020

Vendor Name	Date	Warrant #	Fund	Sum of Amount
4IMPRINT INC.	1/7/2020	4001550 010	\$	485.19
<b>4IMPRINT INC. Total</b>			\$	<b>485.19</b>
ACCOUNTABLE HEALTHCARE	1/9/2020	4001614 080	\$	7,680.00
<b>ACCOUNTABLE HEALTHCARE Total</b>			\$	<b>7,680.00</b>
ACE EMPOWER ACADEMY	1/9/2020	4001572 010	\$	71,046.00
<b>ACE EMPOWER ACADEMY Total</b>			\$	<b>71,046.00</b>
ACHIEVE KIDS	1/10/2020	4001624 080	\$	4,495.00
<b>ACHIEVE KIDS Total</b>			\$	<b>4,495.00</b>
ACME PACIFIC REPAIRS INC.	1/16/2020	4001669 050	\$	2,041.20
	1/31/2020	4001970 050	\$	1,419.28
<b>ACME PACIFIC REPAIRS INC. Total</b>			\$	<b>3,460.48</b>
ACSA FOUNDATION FOR	1/30/2020	4001920 060	\$	2,793.00
<b>ACSA FOUNDATION FOR Total</b>			\$	<b>2,793.00</b>
ACTION TOWING AND ROAD SERVICE	1/16/2020	4001716 010	\$	435.00
	1/30/2020	4001876 010	\$	540.00
<b>ACTION TOWING AND ROAD SERVICE Total</b>			\$	<b>975.00</b>
ALEXIS PARDO	1/30/2020	4001906 080	\$	46.34
<b>ALEXIS PARDO Total</b>			\$	<b>46.34</b>
ALFONSO SANCHEZ	1/9/2020	4001596 010	\$	400.00
<b>ALFONSO SANCHEZ Total</b>			\$	<b>400.00</b>
ALLIANCE FOR YOUTH ACHIEVEMENT	1/31/2020	4001984 010	\$	30.00
<b>ALLIANCE FOR YOUTH ACHIEVEMENT Total</b>			\$	<b>30.00</b>
ALLIED REFRIGERATION INC.	1/24/2020	4001842 050	\$	302.29
	1/31/2020	4001971 050	\$	1,688.43
<b>ALLIED REFRIGERATION INC. Total</b>			\$	<b>1,990.72</b>
ALLISON ROSE ANDERSON	1/30/2020	4001921 080	\$	247.40
<b>ALLISON ROSE ANDERSON Total</b>			\$	<b>247.40</b>
ALMIRA VIRGINIA & DIONISIO ET	1/16/2020	4001717 010	\$	204.18
<b>ALMIRA VIRGINIA &amp; DIONISIO ET Total</b>			\$	<b>204.18</b>
ALPHA BLANCA ALVARADO(ALPHA1)	1/9/2020	4001573 010	\$	71,491.00
<b>ALPHA BLANCA ALVARADO(ALPHA1) Total</b>			\$	<b>71,491.00</b>
ALPHA JOSE HERNANDEZ (ALPHA	1/9/2020	4001574 010	\$	65,878.00
<b>ALPHA JOSE HERNANDEZ (ALPHA Total</b>			\$	<b>65,878.00</b>
ALTA MONTCLAIR	1/31/2020	4001985 010	\$	254,906.33
<b>ALTA MONTCLAIR Total</b>			\$	<b>254,906.33</b>
ALUM ROCK #305	1/31/2020	4001986 010	\$	520.00
<b>ALUM ROCK #305 Total</b>			\$	<b>520.00</b>
ALUM ROCK ADMINISTRATORS ASSOC	1/31/2020	4001987 010	\$	525.00
<b>ALUM ROCK ADMINISTRATORS ASSOC Total</b>			\$	<b>525.00</b>
AMAZON WEB SERVICES INC.	1/30/2020	4001866 010	\$	3,660.22
<b>AMAZON WEB SERVICES INC. Total</b>			\$	<b>3,660.22</b>
AMAZON.COM LLC	1/23/2020	4001799 010	\$	87.39
	1/30/2020	4001922 010	\$	259.32
<b>AMAZON.COM LLC Total</b>			\$	<b>346.71</b>
AMERICAN FIDELITY ASSURANCE	1/31/2020	4001988 010	\$	21,275.00
<b>AMERICAN FIDELITY ASSURANCE Total</b>			\$	<b>21,275.00</b>
AMERICAN FIDELITY ASSURANCE CO	1/31/2020	4001989 010	\$	32,104.84

AP Check Register - Pivot Table Summary by Vendor  
January 2020

Vendor Name	Date	Warrant #	Fund	Sum of Amount
<b>AMERICAN FIDELITY ASSURANCE CO Total</b>			\$	<b>32,104.84</b>
ANA LILIA ESPINOZA RIOS	1/30/2020	4001877 130	\$	28.90
<b>ANA LILIA ESPINOZA RIOS Total</b>			\$	<b>28.90</b>
ANDRE BOUDIN BAKERIES	1/31/2020	4001947 010	\$	2,851.53
<b>ANDRE BOUDIN BAKERIES Total</b>			\$	<b>2,851.53</b>
APLPD HOLDCO INC	1/23/2020	4001807 050	\$	80.85
<b>APLPD HOLDCO INC Total</b>			\$	<b>80.85</b>
APPLE INC.	1/7/2020	4001551 060	\$	173.65
<b>APPLE INC. Total</b>			\$	<b>173.65</b>
ARACELI VILLASENOR	1/10/2020	4001650 130	\$	22.62
<b>ARACELI VILLASENOR Total</b>			\$	<b>22.62</b>
ARAMARK UNIFORM SERVICES	1/16/2020	4001738 130	\$	1,210.54
	1/9/2020	4001557 130	\$	3,254.24
<b>ARAMARK UNIFORM SERVICES Total</b>			\$	<b>4,464.78</b>
ARCLITE INC	1/16/2020	4001670 050	\$	919.99
	1/24/2020	4001851 050	\$	961.99
	1/31/2020	4001963 050	\$	1,231.52
<b>ARCLITE INC Total</b>			\$	<b>3,113.50</b>
ASSOCIATION OF CALIFORNIA	1/31/2020	4001990 010	\$	3,255.43
<b>ASSOCIATION OF CALIFORNIA Total</b>			\$	<b>3,255.43</b>
AT&T	1/7/2020	4001552 010	\$	21.70
	1/9/2020	4001585 010	\$	80.25
		4001613 010	\$	4,269.62
	1/23/2020	4001800 010	\$	102.58
	1/24/2020	4001833 010	\$	404.70
		4001834 010	\$	80.25
<b>AT&amp;T Total</b>			\$	<b>4,959.10</b>
AUL 3121 TRUST	1/31/2020	4001991 010	\$	2,071.74
<b>AUL 3121 TRUST Total</b>			\$	<b>2,071.74</b>
AZDOC INC	1/16/2020	4001671 050	\$	6,750.00
<b>AZDOC INC Total</b>			\$	<b>6,750.00</b>
BALCO HOLDINGS INC	1/24/2020	4001852 010	\$	347.37
<b>BALCO HOLDINGS INC Total</b>			\$	<b>347.37</b>
BARNES AND NOBLE	1/30/2020	4001867 010	\$	94.39
<b>BARNES AND NOBLE Total</b>			\$	<b>94.39</b>
BAY AREA FLOOR MACHINE	1/17/2020	4001767 010	\$	668.07
	1/31/2020	4001964 010	\$	93.77
<b>BAY AREA FLOOR MACHINE Total</b>			\$	<b>761.84</b>
BIOMETRICS4ALL INC.	1/7/2020	4001553 010	\$	5.25
<b>BIOMETRICS4ALL INC. Total</b>			\$	<b>5.25</b>
BLICK ART MATERIALS LLC	1/23/2020	4001801 010	\$	196.90
	1/31/2020	4001948 060	\$	1,813.33
<b>BLICK ART MATERIALS LLC Total</b>			\$	<b>2,010.23</b>
BOOKNOOK INC.	1/31/2020	4002014 060	\$	4,000.00
<b>BOOKNOOK INC. Total</b>			\$	<b>4,000.00</b>
BSN SPORTS	1/23/2020	4001808 010	\$	575.01
<b>BSN SPORTS Total</b>			\$	<b>575.01</b>

AP Check Register - Pivot Table Summary by Vendor  
January 2020

Vendor Name	Date	Warrant #	Fund	Sum of Amount
CALIFORNIA ACADEMY OF SCIENCES	1/7/2020	4001554	060	\$ 2,373.75
	1/10/2020	4001625	010	\$ 1,237.50
	1/30/2020	4001868	010	\$ 234.82
			060	\$ 282.68
<b>CALIFORNIA ACADEMY OF SCIENCES Total</b>				<b>\$ 4,128.75</b>
CALIFORNIA DEPARTMENT OF	1/17/2020	4001771	010	\$ 408.57
			060	\$ 292.74
			080	\$ 26.07
			130	\$ 414.85
<b>CALIFORNIA DEPARTMENT OF Total</b>				<b>\$ 1,142.23</b>
CALIFORNIA DEPT. OF TAX & FEE	1/24/2020	4001835	010	\$ 74.41
		4001863	010	\$ 956.00
<b>CALIFORNIA DEPT. OF TAX &amp; FEE Total</b>				<b>\$ 1,030.41</b>
CALIFORNIA KINDERGARTEN	1/16/2020	4001683	060	\$ 690.00
		4001705	010	\$ 345.00
	1/17/2020	4001748	010	\$ 690.00
<b>CALIFORNIA KINDERGARTEN Total</b>				<b>\$ 1,725.00</b>
CALIFORNIA TEACHERS	1/30/2020	4001923	010	\$ 195.00
<b>CALIFORNIA TEACHERS Total</b>				<b>\$ 195.00</b>
CAL-STEAM INC.	1/31/2020	4001972	050	\$ 571.81
<b>CAL-STEAM INC. Total</b>				<b>\$ 571.81</b>
CANON FINANCIAL SERVICES INC.	1/9/2020	4001558	010	\$ 71.01
	1/23/2020	4001791	010	\$ 494.93
			060	\$ 316.84
		4001809	010	\$ 9,861.33
			060	\$ 1,929.47
			050	\$ 737.43
			080	\$ 340.85
			130	\$ 175.89
	1/30/2020	4001878	010	\$ 71.01
<b>CANON FINANCIAL SERVICES INC. Total</b>				<b>\$ 13,998.76</b>
CARMELINA BAUTISTA	1/30/2020	4001924	010	\$ 27.06
<b>CARMELINA BAUTISTA Total</b>				<b>\$ 27.06</b>
CARNEGIE FOUNDATION FOR THE	1/17/2020	4001772	060	\$ 5,310.00
<b>CARNEGIE FOUNDATION FOR THE Total</b>				<b>\$ 5,310.00</b>
CAROLINA BIOLOGICAL SUPPLY	1/9/2020	4001615	010	\$ 150.93
	1/23/2020	4001802	010	\$ 49.00
<b>CAROLINA BIOLOGICAL SUPPLY Total</b>				<b>\$ 199.93</b>
CASTILLO, ALICIA	1/17/2020	4001749	010	\$ 25.34
	1/9/2020	4001586	060	\$ 17.40
<b>CASTILLO, ALICIA Total</b>				<b>\$ 42.74</b>
CELLCO PARTNERSHIP	1/9/2020	4001597	010	\$ 4,506.25
	1/31/2020	4002003	010	\$ 459.13
<b>CELLCO PARTNERSHIP Total</b>				<b>\$ 4,965.38</b>
CHILDREN'S DISCOVERY MUSEUM	1/24/2020	4001847	060	\$ 80.00
<b>CHILDREN'S DISCOVERY MUSEUM Total</b>				<b>\$ 80.00</b>
CHRISTINE GARCIA-COGLIANDRO	1/10/2020	4001651	130	\$ 54.52

AP Check Register - Pivot Table Summary by Vendor  
January 2020

Vendor Name	Date	Warrant #	Fund	Sum of Amount
<b>CHRISTINE GARCIA-COGLIANDRO Total</b>				<b>\$ 54.52</b>
CINTAS CORPORATION	1/24/2020	4001860	010	\$ 1,724.85
			050	\$ 291.72
		4001861	010	\$ 425.33
	050		\$ 72.93	
	1/31/2020	4001933	010	\$ 854.90
			050	\$ 146.08
		4001934	010	\$ 1,286.09
			050	\$ 219.12
		4001935	010	\$ 852.78
			050	\$ 145.97
		4001936	010	\$ 858.17
			050	\$ 146.08
		4001937	010	\$ 877.70
	050		\$ 186.08	
	4001965	010	\$ 428.85	
	050	\$ 73.04		
<b>CINTAS CORPORATION Total</b>				<b>\$ 8,589.69</b>
CLAMPETT INDUSTRIES LLC.	1/17/2020	4001750	010	\$ 945.00
<b>CLAMPETT INDUSTRIES LLC. Total</b>				<b>\$ 945.00</b>
COMPUTER-USING EDUCATORS INC	1/16/2020	4001684	060	\$ 309.00
	1/7/2020	4001555	060	\$ 618.00
	1/9/2020	4001587	010	\$ 927.00
<b>COMPUTER-USING EDUCATORS INC Total</b>				<b>\$ 1,854.00</b>
COOK'S AUTOMOTIVE SERVICES	1/16/2020	4001718	010	\$ 846.54
	1/23/2020	4001823	010	\$ 309.68
	1/30/2020	4001879	010	\$ 65.65
	1/31/2020	4001973	010	\$ 272.52
<b>COOK'S AUTOMOTIVE SERVICES Total</b>				<b>\$ 1,494.39</b>
COUNTY BUILDING MATERIALS INC.	1/16/2020	4001672	050	\$ 280.71
	1/31/2020	4001974	050	\$ 246.66
<b>COUNTY BUILDING MATERIALS INC. Total</b>				<b>\$ 527.37</b>
CROWN CASTLE INTERNATIONAL	1/30/2020	4001869	010	\$ 18,123.14
<b>CROWN CASTLE INTERNATIONAL Total</b>				<b>\$ 18,123.14</b>
CSEA VICTORY CLUB	1/31/2020	4001992	010	\$ 41.00
<b>CSEA VICTORY CLUB Total</b>				<b>\$ 41.00</b>
DANNY SANCHEZ	1/9/2020	4001559	010	\$ 625.00
			060	\$ 700.00
	1/10/2020	4001620	060	\$ 3,000.00
			4001632	060
<b>DANNY SANCHEZ Total</b>				<b>\$ 4,925.00</b>
DAYLIGHT FOODS INC	1/16/2020	4001736	130	\$ 22,452.78
<b>DAYLIGHT FOODS INC Total</b>				<b>\$ 22,452.78</b>
DELTA DENTAL	1/16/2020	4001706	670	\$ 960.64
<b>DELTA DENTAL Total</b>				<b>\$ 960.64</b>
DEPARTMENT OF EDUCATION - AWG	1/31/2020	4001993	010	\$ 834.87
<b>DEPARTMENT OF EDUCATION - AWG Total</b>				<b>\$ 834.87</b>

AP Check Register - Pivot Table Summary by Vendor  
January 2020

Vendor Name	Date	Warrant #	Fund	Sum of Amount
DIANA TENORIO	1/24/2020	4001853 080	\$	37.99
<b>DIANA TENORIO Total</b>			\$	<b>37.99</b>
DOMINGO SANCHEZ	1/31/2020	4001958 010	\$	2,560.00
<b>DOMINGO SANCHEZ Total</b>			\$	<b>2,560.00</b>
DUDS BY DUDES LLC	1/9/2020	4001588 010	\$	640.04
<b>DUDS BY DUDES LLC Total</b>			\$	<b>640.04</b>
DURHAM SCHOOL SERVICES LP	1/17/2020	4001751 060	\$	1,590.00
<b>DURHAM SCHOOL SERVICES LP Total</b>			\$	<b>1,590.00</b>
EAST BAY RESTAURANT SUPPLY INC	1/9/2020	4001560 130	\$	81.95
<b>EAST BAY RESTAURANT SUPPLY INC Total</b>			\$	<b>81.95</b>
EAST SIDE UNION HIGH SCHOOL	1/23/2020	4001803 010	\$	454.31
	1/31/2020	4001949 010	\$	450.00
<b>EAST SIDE UNION HIGH SCHOOL Total</b>			\$	<b>904.31</b>
ECMC POST DEFAULT SERVICES	1/31/2020	4001994 010	\$	56.78
<b>ECMC POST DEFAULT SERVICES Total</b>			\$	<b>56.78</b>
EDGES ELECTRICAL GROUP LLC	1/16/2020	4001673 050	\$	670.00
	1/31/2020	4001975 050	\$	1,281.50
<b>EDGES ELECTRICAL GROUP LLC Total</b>			\$	<b>1,951.50</b>
EDUCATIONAL TESTING SERVICE	1/16/2020	4001685 010	\$	1,000.92
<b>EDUCATIONAL TESTING SERVICE Total</b>			\$	<b>1,000.92</b>
EFRAIN ROBLES	1/24/2020	4001862 010	\$	95.86
<b>EFRAIN ROBLES Total</b>			\$	<b>95.86</b>
EINSTEIN NOAH RESTAURANT	1/16/2020	4001693 010	\$	211.94
		4001719 010	\$	256.43
	1/17/2020	4001779 010	\$	106.46
	1/30/2020	4001880 010	\$	151.44
	1/31/2020	4001976 010	\$	188.30
<b>EINSTEIN NOAH RESTAURANT Total</b>			\$	<b>914.57</b>
ELSA HERMOSILLO	1/30/2020	4001881 130	\$	20.79
<b>ELSA HERMOSILLO Total</b>			\$	<b>20.79</b>
ENVIRONMENTAL SYSTEMS INC	1/16/2020	4001739 050	\$	3,918.52
		4001745 050	\$	4,636.39
		4001746 050	\$	5,256.37
		4001747 050	\$	72,294.88
<b>ENVIRONMENTAL SYSTEMS INC Total</b>			\$	<b>86,106.16</b>
ERNESTO A BEJARANO	1/16/2020	4001707 010	\$	369.40
<b>ERNESTO A BEJARANO Total</b>			\$	<b>369.40</b>
ESTHER B. CLARK SCHOOL AT	1/17/2020	4001773 080	\$	6,995.02
<b>ESTHER B. CLARK SCHOOL AT Total</b>			\$	<b>6,995.02</b>
FEDERAL EXPRESS	1/9/2020	4001589 010	\$	189.88
<b>FEDERAL EXPRESS Total</b>			\$	<b>189.88</b>
FICO'S NEW YORK STYLE PIZZA	1/9/2020	4001590 060	\$	78.44
<b>FICO'S NEW YORK STYLE PIZZA Total</b>			\$	<b>78.44</b>
FIRST STUDENT INC.	1/17/2020	4001752 060	\$	532.52
	1/23/2020	4001804 010	\$	497.26
		060	\$	617.97
<b>FIRST STUDENT INC. Total</b>			\$	<b>1,647.75</b>

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Vendor Name	Date	Warrant #	Fund	Sum of Amount
FLORENCE MARIE SUL	1/9/2020	4001561 060	\$	42.44
<b>FLORENCE MARIE SUL Total</b>			<b>\$</b>	<b>42.44</b>
FLORES, LOUIE JR.	1/31/2020	4001950 010	\$	31.66
<b>FLORES, LOUIE JR. Total</b>			<b>\$</b>	<b>31.66</b>
FOLLETT SCHOOL SOLUTIONS INC.	1/23/2020	4001805 060	\$	11,219.25
<b>FOLLETT SCHOOL SOLUTIONS INC. Total</b>			<b>\$</b>	<b>11,219.25</b>
FOSTER DAIRY FARMS	1/10/2020	4001652 130	\$	40,886.32
<b>FOSTER DAIRY FARMS Total</b>			<b>\$</b>	<b>40,886.32</b>
FRAUSTO MARY H.	1/16/2020	4001686 010	\$	204.18
<b>FRAUSTO MARY H. Total</b>			<b>\$</b>	<b>204.18</b>
FROG ENV. INC	1/16/2020	4001720 010	\$	574.00
<b>FROG ENV. INC Total</b>			<b>\$</b>	<b>574.00</b>
FUGITSU PLANETARIUM	1/30/2020	4001870 060	\$	195.00
<b>FUGITSU PLANETARIUM Total</b>			<b>\$</b>	<b>195.00</b>
GARDA CL WEST	1/10/2020	4001653 130	\$	144.98
<b>GARDA CL WEST Total</b>			<b>\$</b>	<b>144.98</b>
GARDENLAND CENTER INC.	1/16/2020	4001674 050	\$	183.50
<b>GARDENLAND CENTER INC. Total</b>			<b>\$</b>	<b>183.50</b>
GEINAH LIM NIERRA	1/17/2020	4001780 080	\$	220.62
<b>GEINAH LIM NIERRA Total</b>			<b>\$</b>	<b>220.62</b>
GEORGE WILLIAM KLEIDON	1/16/2020	4001687 010	\$	114.57
<b>GEORGE WILLIAM KLEIDON Total</b>			<b>\$</b>	<b>114.57</b>
GERARDO GARCIA GARCIA	1/30/2020	4001925 080	\$	238.24
<b>GERARDO GARCIA GARCIA Total</b>			<b>\$</b>	<b>238.24</b>
GLORIA ELENA SERMENO	1/10/2020	4001654 010	\$	564.06
		060	\$	564.06
<b>GLORIA ELENA SERMENO Total</b>			<b>\$</b>	<b>1,128.12</b>
GOLD STAR FOODS	1/16/2020	4001737 130	\$	107,862.48
<b>GOLD STAR FOODS Total</b>			<b>\$</b>	<b>107,862.48</b>
GORDON & REES LLP.	1/31/2020	4001951 010	\$	583.00
<b>GORDON &amp; REES LLP. Total</b>			<b>\$</b>	<b>583.00</b>
GREEN, MARGUERITE E.	1/16/2020	4001708 010	\$	204.18
<b>GREEN, MARGUERITE E. Total</b>			<b>\$</b>	<b>204.18</b>
GREENESPORT ASSOCIATION	1/9/2020	4001616 010	\$	760.00
<b>GREENESPORT ASSOCIATION Total</b>			<b>\$</b>	<b>760.00</b>
HARRY L. MURPHY INC.	1/16/2020	4001675 050	\$	72.11
<b>HARRY L. MURPHY INC. Total</b>			<b>\$</b>	<b>72.11</b>
HAZEL DELA CRUZ	1/23/2020	4001806 080	\$	96.28
	1/30/2020	4001926 010	\$	198.29
<b>HAZEL DELA CRUZ Total</b>			<b>\$</b>	<b>294.57</b>
HOME DEPOT U.S.A. INC.	1/17/2020	4001759 010	\$	146.47
		4001768 010	\$	3,716.17
		4001776 010	\$	4,605.00
		4001777 010	\$	712.97
		4001778 010	\$	2,575.42
	1/9/2020	4001562 010	\$	11.62
	1/23/2020	4001810 050	\$	1,925.07

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Vendor Name	Date	Warrant #	Fund	Sum of Amount
HOME DEPOT U.S.A. INC.	1/24/2020	4001854 010	\$	1,475.14
	1/31/2020	4001966 010	\$	4,829.82
		4002004 050	\$	8,501.90
<b>HOME DEPOT U.S.A. INC. Total</b>			\$	<b>28,499.58</b>
HORIZON DISTRIBUTORS INC	1/31/2020	4001977 050	\$	343.12
<b>HORIZON DISTRIBUTORS INC Total</b>			\$	<b>343.12</b>
HUYNH TUYET	1/10/2020	4001626 080	\$	64.38
<b>HUYNH TUYET Total</b>			\$	<b>64.38</b>
IDN INC	1/9/2020	4001563 050	\$	35.05
	1/24/2020	4001855 010	\$	37.10
<b>IDN INC Total</b>			\$	<b>72.15</b>
INTERNAL REVENUE SERVICE	1/31/2020	4001995 010	\$	500.00
<b>INTERNAL REVENUE SERVICE Total</b>			\$	<b>500.00</b>
IRMA O BARAHONA	1/30/2020	4001927 010	\$	321.22
<b>IRMA O BARAHONA Total</b>			\$	<b>321.22</b>
IT MANAGEMENT CORPORATION	1/16/2020	4001709 010	\$	2,992.31
	1/31/2020	4001952 060	\$	1,376.07
<b>IT MANAGEMENT CORPORATION Total</b>			\$	<b>4,368.38</b>
ITSAVVY LLC	1/17/2020	4001753 010	\$	253.20
	1/24/2020	4001836 010	\$	334.70
		060	\$	2,534.08
<b>ITSAVVY LLC Total</b>			\$	<b>3,121.98</b>
J.W. PEPPER & SON INC.	1/7/2020	4001556 010	\$	44.61
<b>J.W. PEPPER &amp; SON INC. Total</b>			\$	<b>44.61</b>
JACQUELINE MONTEJANO	1/24/2020	4001856 060	\$	195.60
<b>JACQUELINE MONTEJANO Total</b>			\$	<b>195.60</b>
JAMES LE	1/31/2020	4001959 010	\$	1,120.00
<b>JAMES LE Total</b>			\$	<b>1,120.00</b>
JESSE M SERNA	1/31/2020	4001953 010	\$	6,832.00
<b>JESSE M SERNA Total</b>			\$	<b>6,832.00</b>
JESSICA D. PEREZ SOSA	1/16/2020	4001694 010	\$	1,100.00
<b>JESSICA D. PEREZ SOSA Total</b>			\$	<b>1,100.00</b>
JESSICA PICASSO	1/31/2020	4001938 010	\$	87.39
<b>JESSICA PICASSO Total</b>			\$	<b>87.39</b>
JET MULCH INC	1/16/2020	4001676 050	\$	2,167.32
<b>JET MULCH INC Total</b>			\$	<b>2,167.32</b>
JOHN F. FONT PHD & ASSOCIATES	1/10/2020	4001627 080	\$	794.00
<b>JOHN F. FONT PHD &amp; ASSOCIATES Total</b>			\$	<b>794.00</b>
JOHN H. UHT	1/24/2020	4001859 050	\$	19,605.00
<b>JOHN H. UHT Total</b>			\$	<b>19,605.00</b>
JONES SCHOOL SUPPLY CO. INC.	1/17/2020	4001754 060	\$	565.54
	1/31/2020	4001954 010	\$	678.65
<b>JONES SCHOOL SUPPLY CO. INC. Total</b>			\$	<b>1,244.19</b>
JOURNEYED.COM INC.	1/30/2020	4001871 060	\$	1,316.46
<b>JOURNEYED.COM INC. Total</b>			\$	<b>1,316.46</b>
JUAN DE DIOS TOVAR	1/31/2020	4001960 010	\$	1,120.00
<b>JUAN DE DIOS TOVAR Total</b>			\$	<b>1,120.00</b>

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Vendor Name	Date	Warrant #	Fund	Sum of Amount
JUANITA SANCHEZ	1/23/2020	4001824 080	\$	1,963.64
JUANITA SANCHEZ Total			\$	1,963.64
JULIO CESAR VILLALOBOS	1/24/2020	4001843 010	\$	110.10
JULIO CESAR VILLALOBOS Total			\$	110.10
JUNGER, ROBERT & JANET G.	1/24/2020	4001837 010	\$	204.18
JUNGER, ROBERT & JANET G. Total			\$	204.18
KACHHIA, RAMESH D.	1/9/2020	4001591 010	\$	204.18
KACHHIA, RAMESH D. Total			\$	204.18
KAISER	1/16/2020	4001710 670	\$	214,182.81
		4001711 670	\$	302.00
KAISER Total			\$	214,484.81
KAISER PERMANENTE	1/16/2020	4001712 670	\$	412.66
KAISER PERMANENTE Total			\$	412.66
KAL GLASS SHOP INC	1/17/2020	4001769 010	\$	569.35
	1/10/2020	4001633 010	\$	1,184.16
KAL GLASS SHOP INC Total			\$	1,753.51
KATE ALLISON PARSONS	1/9/2020	4001598 080	\$	69.60
KATE ALLISON PARSONS Total			\$	69.60
KELLY PAPER COMPANY	1/16/2020	4001688 010	\$	1,590.88
	1/30/2020	4001928 010	\$	4,358.78
KELLY PAPER COMPANY Total			\$	5,949.66
KELLY-MOORE PAINT COMPANY INC.	1/31/2020	4001978 050	\$	130.14
KELLY-MOORE PAINT COMPANY INC. Total			\$	130.14
KENNETH MCBRIAN	1/30/2020	4001907 010	\$	40.32
KENNETH MCBRIAN Total			\$	40.32
KEVIN DAVID WEBSTER	1/17/2020	4001781 080	\$	43.91
KEVIN DAVID WEBSTER Total			\$	43.91
KHAI Q. TRAN	1/16/2020	4001677 050	\$	12,760.00
		4001695 050	\$	32,850.00
KHAI Q. TRAN Total			\$	45,610.00
KIMBERLY NICOLE MILLER	1/9/2020	4001575 010	\$	45.82
KIMBERLY NICOLE MILLER Total			\$	45.82
KIMI JOY HIROSHIMA	1/24/2020	4001848 060	\$	159.87
KIMI JOY HIROSHIMA Total			\$	159.87
KIPP HEARTWOOD ACADEMY	1/9/2020	4001576 010	\$	103,146.00
KIPP HEARTWOOD ACADEMY Total			\$	103,146.00
KIPP PRIZE PREPARATORY ACADEMY	1/9/2020	4001577 010	\$	101,488.00
KIPP PRIZE PREPARATORY ACADEMY Total			\$	101,488.00
KOHLER ERIC AND INGRID	1/16/2020	4001713 010	\$	401.78
KOHLER ERIC AND INGRID Total			\$	401.78
KOLVIRA CHHENG	1/24/2020	4001838 010	\$	197.40
KOLVIRA CHHENG Total			\$	197.40
LABOR LAW CENTER INC.	1/17/2020	4001774 670	\$	1,129.45
LABOR LAW CENTER INC. Total			\$	1,129.45
LAKESHORE EQUIPMENT COMPANY	1/16/2020	4001689 010	\$	205.47
		4001714 060	\$	196.14
	1/9/2020	4001617 010	\$	156.33

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Vendor Name	Date	Warrant #	Fund	Sum of Amount
LAKESHORE EQUIPMENT COMPANY	1/9/2020	4001617 060	\$	275.98
	1/24/2020	4001839 010	\$	248.73
		060	\$	338.18
	1/30/2020	4001872 080	\$	71.25
	1/31/2020	4001955 060	\$	326.74
<b>LAKESHORE EQUIPMENT COMPANY Total</b>			<b>\$</b>	<b>1,818.82</b>
LALA, TAPAN	1/17/2020	4001790 010	\$	204.18
<b>LALA, TAPAN Total</b>			<b>\$</b>	<b>204.18</b>
LAZEL INC	1/24/2020	4001840 080	\$	299.85
	1/30/2020	4001873 010	\$	274.86
<b>LAZEL INC Total</b>			<b>\$</b>	<b>574.71</b>
LDP INC	1/10/2020	4001628 060	\$	1,425.24
<b>LDP INC Total</b>			<b>\$</b>	<b>1,425.24</b>
LEGO BRAND RETAIL INC.	1/9/2020	4001618 060	\$	900.11
<b>LEGO BRAND RETAIL INC. Total</b>			<b>\$</b>	<b>900.11</b>
LETICIA ARRIAGA DE MALDONADO	1/10/2020	4001655 130	\$	5.80
<b>LETICIA ARRIAGA DE MALDONADO Total</b>			<b>\$</b>	<b>5.80</b>
LIONICIA CRUZ	1/10/2020	4001656 130	\$	5.22
<b>LIONICIA CRUZ Total</b>			<b>\$</b>	<b>5.22</b>
LISA DIANE DESHPANDE	1/30/2020	4001874 010	\$	67.48
<b>LISA DIANE DESHPANDE Total</b>			<b>\$</b>	<b>67.48</b>
LITTLE HEROES INC.	1/17/2020	4001755 060	\$	2,800.00
	1/10/2020	4001629 010	\$	8,484.00
		060	\$	22,316.00
<b>LITTLE HEROES INC. Total</b>			<b>\$</b>	<b>33,600.00</b>
LOWES COMPANIES INC.	1/31/2020	4001979 050	\$	1,327.01
		4002005 050	\$	63.93
<b>LOWES COMPANIES INC. Total</b>			<b>\$</b>	<b>1,390.94</b>
LOZANO SMITH LLP	1/16/2020	4001740 010	\$	531.00
		080	\$	3,613.60
<b>LOZANO SMITH LLP Total</b>			<b>\$</b>	<b>4,144.60</b>
MANI NVR NAPA (DE), LLC.	1/17/2020	4001775 060	\$	2,431.78
<b>MANI NVR NAPA (DE), LLC. Total</b>			<b>\$</b>	<b>2,431.78</b>
MANSON WESTERN CORPORATION	1/10/2020	4001657 080	\$	168.25
<b>MANSON WESTERN CORPORATION Total</b>			<b>\$</b>	<b>168.25</b>
MARENEM INC	1/16/2020	4001696 010	\$	46.75
<b>MARENEM INC Total</b>			<b>\$</b>	<b>46.75</b>
MARIA CARMINA OROZCO	1/9/2020	4001578 010	\$	152.54
<b>MARIA CARMINA OROZCO Total</b>			<b>\$</b>	<b>152.54</b>
MARIA DILSA GONZALEZ	1/30/2020	4001882 130	\$	19.60
<b>MARIA DILSA GONZALEZ Total</b>			<b>\$</b>	<b>19.60</b>
MARIA EUGENIA JIMENEZ	1/17/2020	4001782 130	\$	106.25
<b>MARIA EUGENIA JIMENEZ Total</b>			<b>\$</b>	<b>106.25</b>
MARIA NEWTON	1/23/2020	4001825 010	\$	157.80
<b>MARIA NEWTON Total</b>			<b>\$</b>	<b>157.80</b>
MARICELA GONZALEZ MAGANA	1/30/2020	4001883 130	\$	12.08
<b>MARICELA GONZALEZ MAGANA Total</b>			<b>\$</b>	<b>12.08</b>

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Vendor Name	Date	Warrant #	Fund	Sum of Amount
MAXIM HEALTHCARE SERVICE INC	1/17/2020	4001783 080	\$	14,560.00
	1/9/2020	4001621 080	\$	8,635.00
<b>MAXIM HEALTHCARE SERVICE INC Total</b>			<b>\$</b>	<b>23,195.00</b>
MCARTHUR & LEVIN LLP	1/23/2020	4001792 080	\$	2,259.50
<b>MCARTHUR &amp; LEVIN LLP Total</b>			<b>\$</b>	<b>2,259.50</b>
MCNULTY, MARY ELLEN	1/9/2020	4001579 010	\$	401.78
<b>MCNULTY, MARY ELLEN Total</b>			<b>\$</b>	<b>401.78</b>
MELISSA MONGES	1/24/2020	4001857 060	\$	49.05
<b>MELISSA MONGES Total</b>			<b>\$</b>	<b>49.05</b>
MISSION VALLEY FORD TRUCK	1/30/2020	4001884 010	\$	119.48
<b>MISSION VALLEY FORD TRUCK Total</b>			<b>\$</b>	<b>119.48</b>
MKO AUTO SERVICE INC.	1/30/2020	4001885 010	\$	3,478.83
<b>MKO AUTO SERVICE INC. Total</b>			<b>\$</b>	<b>3,478.83</b>
MONARCH TRUCK SERVICE	1/23/2020	4001811 010	\$	1,196.50
<b>MONARCH TRUCK SERVICE Total</b>			<b>\$</b>	<b>1,196.50</b>
MONICA MEZA	1/10/2020	4001658 130	\$	32.48
	1/30/2020	4001886 130	\$	22.48
<b>MONICA MEZA Total</b>			<b>\$</b>	<b>54.96</b>
MOTTER'S MUSIC HOUSE INC	1/9/2020	4001564 010	\$	226.71
		4001599 010	\$	395.85
	1/10/2020	4001634 010	\$	77.20
<b>MOTTER'S MUSIC HOUSE INC Total</b>			<b>\$</b>	<b>699.76</b>
MUS VIL INC.	1/16/2020	4001697 010	\$	260.02
	1/10/2020	4001659 010	\$	1,140.07
	1/23/2020	4001812 010	\$	498.18
<b>MUS VIL INC. Total</b>			<b>\$</b>	<b>1,898.27</b>
NADIA G MIRANDA	1/30/2020	4001887 130	\$	27.03
<b>NADIA G MIRANDA Total</b>			<b>\$</b>	<b>27.03</b>
NANCY ANN HADDOX	1/9/2020	4001600 010	\$	235.98
	1/31/2020	4002006 010	\$	291.02
<b>NANCY ANN HADDOX Total</b>			<b>\$</b>	<b>527.00</b>
NASCO MODESTO A DIV.OF	1/16/2020	4001698 010	\$	122.33
		060	\$	1,548.84
	1/9/2020	4001601 060	\$	3,395.43
	1/31/2020	4002007 060	\$	1,671.24
<b>NASCO MODESTO A DIV.OF Total</b>			<b>\$</b>	<b>6,737.84</b>
NEOPOST USA INC	1/10/2020	4001635 010	\$	315.62
<b>NEOPOST USA INC Total</b>			<b>\$</b>	<b>315.62</b>
NEOPOST USA INC DEPT. 3689	1/31/2020	4001939 010	\$	315.62
<b>NEOPOST USA INC DEPT. 3689 Total</b>			<b>\$</b>	<b>315.62</b>
NESTLE WATERS NORTH AMERICA	1/16/2020	4001703 010	\$	500.37
		050	\$	43.16
	1/9/2020	4001565 130	\$	17.93
	1/23/2020	4001793 010	\$	217.57
		080	\$	12.44
	1/24/2020	4001844 010	\$	534.32
	1/30/2020	4001908 130	\$	23.42

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Vendor Name	Date	Warrant #	Fund	Sum of Amount
<b>NESTLE WATERS NORTH AMERICA Total</b>				<b>\$ 1,349.21</b>
NEXTEL OF CALIFORNIA INC.	1/9/2020	4001566 010	\$	2,338.19
<b>NEXTEL OF CALIFORNIA INC. Total</b>				<b>\$ 2,338.19</b>
NOLI LADRA MAGSINO JR	1/16/2020	4001741 010	\$	72.70
	1/9/2020	4001580 010	\$	87.38
	1/31/2020	4002008 010	\$	202.37
<b>NOLI LADRA MAGSINO JR Total</b>				<b>\$ 362.45</b>
NORCAL TRUCK LEASING INC	1/16/2020	4001721 010	\$	670.00
	1/9/2020	4001567 010	\$	1,288.40
	1/10/2020	4001636 010	\$	625.00
	1/30/2020	4001909 010	\$	449.50
	1/31/2020	4001940 010	\$	449.50
<b>NORCAL TRUCK LEASING INC Total</b>				<b>\$ 3,482.40</b>
NORMA P FLORES	1/30/2020	4001929 010	\$	55.54
<b>NORMA P FLORES Total</b>				<b>\$ 55.54</b>
OCCUPATIONAL HEALTH CTR OF CA	1/10/2020	4001630 010	\$	328.50
	1/30/2020	4001930 010	\$	278.50
<b>OCCUPATIONAL HEALTH CTR OF CA Total</b>				<b>\$ 607.00</b>
OCHOA, SIMON AND DELFINA	1/17/2020	4001760 010	\$	204.18
<b>OCHOA, SIMON AND DELFINA Total</b>				<b>\$ 204.18</b>
OFFICE DEPOT	1/16/2020	4001666 010	\$	851.41
		4001667 010	\$	528.68
		4001668 010	\$	1,479.66
		060	\$	190.63
		670	\$	92.29
	1/17/2020	4001757 010	\$	1,488.74
		4001758 010	\$	630.36
		050	\$	95.24
		130	\$	156.46
	1/10/2020	4001647 010	\$	551.50
		060	\$	33.81
		4001648 010	\$	1,040.61
		4001649 010	\$	1,013.47
	1/23/2020	4001819 010	\$	1,565.75
		4001820 010	\$	1,672.10
		4001821 010	\$	1,041.30
		4001822 010	\$	1,411.47
		4001831 010	\$	1,414.68
		670	\$	46.25
		130	\$	313.38
	1/24/2020	4001832 010	\$	584.81
		060	\$	29.48
	1/30/2020	4001864 010	\$	361.68
		060	\$	151.26
		4001865 010	\$	231.22
		060	\$	201.32
		050	\$	27.29

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Vendor Name	Date	Warrant #	Fund	Sum of Amount
OFFICE DEPOT	1/30/2020	4001875 010	\$	763.01
		4001903 010	\$	891.76
		4001904 010	\$	592.73
		4001905 010	\$	820.02
		060	\$	659.61
		4001919 010	\$	1,156.86
<b>OFFICE DEPOT Total</b>			\$	<b>22,088.84</b>
OLYMPIC TROPHY	1/9/2020	4001568 010	\$	150.33
<b>OLYMPIC TROPHY Total</b>			\$	<b>150.33</b>
O'REILLY AUTOMOTIVE STORES INC	1/16/2020	4001722 010	\$	482.91
	1/23/2020	4001826 010	\$	310.13
	1/30/2020	4001888 010	\$	516.87
<b>O'REILLY AUTOMOTIVE STORES INC Total</b>			\$	<b>1,309.91</b>
OTC DIRECT INC	1/17/2020	4001784 010	\$	31.86
	1/9/2020	4001602 060	\$	1,017.85
	1/10/2020	4001660 010	\$	55.47
	1/23/2020	4001813 060	\$	65.35
	1/30/2020	4001889 060	\$	130.51
	1/31/2020	4001941 010	\$	428.81
		4001980 010	\$	193.04
<b>OTC DIRECT INC Total</b>			\$	<b>1,922.89</b>
P & R PAPER SUPPLY COMPANY	1/9/2020	4001569 130	\$	17,275.76
<b>P &amp; R PAPER SUPPLY COMPANY Total</b>			\$	<b>17,275.76</b>
PACIFIC EDUCATORS INC.	1/31/2020	4001996 010	\$	98.58
<b>PACIFIC EDUCATORS INC. Total</b>			\$	<b>98.58</b>
PALOS SPORT	1/16/2020	4001723 060	\$	6.67
	1/17/2020	4001761 010	\$	178.73
	1/23/2020	4001814 010	\$	239.70
<b>PALOS SPORT Total</b>			\$	<b>425.10</b>
PARENT INSTITUTE FOR QUALITY	1/9/2020	4001603 060	\$	5,500.00
<b>PARENT INSTITUTE FOR QUALITY Total</b>			\$	<b>5,500.00</b>
PARTRIDGE CONSULTING INC.	1/9/2020	4001570 080	\$	5,500.00
<b>PARTRIDGE CONSULTING INC. Total</b>			\$	<b>5,500.00</b>
PEARSON EDUCATION INCORPORATED	1/30/2020	4001910 080	\$	346.67
<b>PEARSON EDUCATION INCORPORATED Total</b>			\$	<b>346.67</b>
PEREIRA, JOHN M. AND SHARON L	1/31/2020	4002009 010	\$	204.18
<b>PEREIRA, JOHN M. AND SHARON L Total</b>			\$	<b>204.18</b>
PERSEUS ASSOCIATES	1/23/2020	4001827 010	\$	525.00
<b>PERSEUS ASSOCIATES Total</b>			\$	<b>525.00</b>
PETTY CASH	1/23/2020	4001815 130	\$	395.84
<b>PETTY CASH Total</b>			\$	<b>395.84</b>
PG&E	1/16/2020	4001690 010	\$	130,439.88
	1/9/2020	4001592 010	\$	49.08
<b>PG&amp;E Total</b>			\$	<b>130,488.96</b>
PORTER, MICHAEL	1/31/2020	4001961 010	\$	455.00
<b>PORTER, MICHAEL Total</b>			\$	<b>455.00</b>
POSITIVE PROMOTIONS INC	1/16/2020	4001724 060	\$	731.69

AP Check Register - Pivot Table Summary by Vendor  
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Vendor Name	Date	Warrant #	Fund	Sum of Amount
POSITIVE PROMOTIONS INC	1/31/2020	4002010 060	\$	663.00
<b>POSITIVE PROMOTIONS INC Total</b>			\$	<b>1,394.69</b>
PREMIER SPEAKERS BUREAU, INC.	1/31/2020	4001942 060	\$	6,000.00
<b>PREMIER SPEAKERS BUREAU, INC. Total</b>			\$	<b>6,000.00</b>
PRE-PAID LEGAL SERVICES INC.	1/31/2020	4001997 010	\$	278.00
<b>PRE-PAID LEGAL SERVICES INC. Total</b>			\$	<b>278.00</b>
PRO-ED	1/31/2020	4001943 080	\$	145.20
<b>PRO-ED Total</b>			\$	<b>145.20</b>
PTM DOCUMENTS SYSTEMS INC	1/10/2020	4001637 010	\$	883.30
<b>PTM DOCUMENTS SYSTEMS INC Total</b>			\$	<b>883.30</b>
QUICK LIGHT RECYCLING LLC	1/31/2020	4001944 050	\$	244.40
<b>QUICK LIGHT RECYCLING LLC Total</b>			\$	<b>244.40</b>
R & R REFRIGERATION & AIR	1/10/2020	4001638 130	\$	927.35
	1/30/2020	4001890 130	\$	488.51
<b>R &amp; R REFRIGERATION &amp; AIR Total</b>			\$	<b>1,415.86</b>
RACHEL SAMPLES	1/9/2020	4001604 080	\$	72.44
<b>RACHEL SAMPLES Total</b>			\$	<b>72.44</b>
RAMOS JUAN MANUEL	1/16/2020	4001742 010	\$	72.11
<b>RAMOS JUAN MANUEL Total</b>			\$	<b>72.11</b>
RAQUEL KATZ	1/16/2020	4001715 060	\$	60.32
	1/9/2020	4001593 060	\$	167.58
<b>RAQUEL KATZ Total</b>			\$	<b>227.90</b>
READING READING BOOKS LLC	1/16/2020	4001725 060	\$	1,360.80
<b>READING READING BOOKS LLC Total</b>			\$	<b>1,360.80</b>
REALLY GOOD STUFF LLC	1/16/2020	4001726 010	\$	114.54
<b>REALLY GOOD STUFF LLC Total</b>			\$	<b>114.54</b>
REBECA GARCIA	1/31/2020	4001945 130	\$	16.15
<b>REBECA GARCIA Total</b>			\$	<b>16.15</b>
RECOLOGY SOUTH BAY	1/9/2020	4001594 010	\$	19,743.31
	1/31/2020	4001956 010	\$	3,567.79
<b>RECOLOGY SOUTH BAY Total</b>			\$	<b>23,311.10</b>
REHON & ROBERTS	1/31/2020	4001967 010	\$	17,958.00
		210	\$	2,666.06
<b>REHON &amp; ROBERTS Total</b>			\$	<b>20,624.06</b>
RENE SANCHEZ	1/24/2020	4001845 010	\$	146.02
<b>RENE SANCHEZ Total</b>			\$	<b>146.02</b>
RESOURCE AREA FOR TEACHERS	1/10/2020	4001661 010	\$	39.60
	1/30/2020	4001891 060	\$	5,250.00
<b>RESOURCE AREA FOR TEACHERS Total</b>			\$	<b>5,289.60</b>
RICK DELONG	1/23/2020	4001794 010	\$	875.00
	1/31/2020	4001968 010	\$	1,245.00
<b>RICK DELONG Total</b>			\$	<b>2,120.00</b>
RMC A RAY MORGAN COMPANY	1/16/2020	4001699 010	\$	341.59
		080	\$	73.89
		4001727 010	\$	466.73
	1/17/2020	4001762 010	\$	25.04
		4001785 010	\$	94.50

AP Check Register - Pivot Table Summary by Vendor  
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Vendor Name	Date	Warrant #	Fund	Sum of Amount
RMC A RAY MORGAN COMPANY	1/17/2020	4001785 080	\$	5.71
	1/9/2020	4001605 010	\$	307.72
		4001622 010	\$	220.96
		060	\$	1.23
	1/10/2020	4001639 010	\$	950.29
		060	\$	196.28
	1/30/2020	4001662 130	\$	965.81
		4001932 010	\$	5,388.00
		060	\$	809.94
		080	\$	186.03
		130	\$	502.32
<b>RMC A RAY MORGAN COMPANY Total</b>			<b>\$</b>	<b>10,536.04</b>
RO HEALTH INC.	1/17/2020	4001763 010	\$	3,582.24
	1/9/2020	4001623 010	\$	3,319.08
	1/30/2020	4001892 010	\$	7,038.00
<b>RO HEALTH INC. Total</b>			<b>\$</b>	<b>13,939.32</b>
ROCKETSHIP FUERZA	1/9/2020	4001581 010	\$	153,686.00
<b>ROCKETSHIP FUERZA Total</b>			<b>\$</b>	<b>153,686.00</b>
ROCKETSHIP SI SE PUEDE	1/9/2020	4001582 010	\$	100,580.00
<b>ROCKETSHIP SI SE PUEDE Total</b>			<b>\$</b>	<b>100,580.00</b>
ROUND TABLE PIZZA	1/23/2020	4001828 060	\$	255.57
	1/30/2020	4001911 060	\$	273.02
<b>ROUND TABLE PIZZA Total</b>			<b>\$</b>	<b>528.59</b>
RUSSELL SIGLER INC.	1/16/2020	4001678 050	\$	141.33
	1/31/2020	4001981 050	\$	300.87
<b>RUSSELL SIGLER INC. Total</b>			<b>\$</b>	<b>442.20</b>
SABINA MURESAN	1/9/2020	4001583 010	\$	35.38
<b>SABINA MURESAN Total</b>			<b>\$</b>	<b>35.38</b>
SAN JOSE CHARTERS INC	1/30/2020	4001912 060	\$	3,315.00
<b>SAN JOSE CHARTERS INC Total</b>			<b>\$</b>	<b>3,315.00</b>
SAN JOSE UNIFIED SCHOOL	1/16/2020	4001743 080	\$	1,190.00
<b>SAN JOSE UNIFIED SCHOOL Total</b>			<b>\$</b>	<b>1,190.00</b>
SAN JOSE WATER COMPANY	1/9/2020	4001595 010	\$	47,734.26
	1/30/2020	4001931 010	\$	88.47
<b>SAN JOSE WATER COMPANY Total</b>			<b>\$</b>	<b>47,822.73</b>
SANTA CLARA COUNTY OFFICE OF	1/17/2020	4001786 010	\$	360.00
	1/9/2020	4001606 010	\$	28,503.00
	1/10/2020	4001640 060	\$	200.00
	1/30/2020	4001913 060	\$	12,280.00
<b>SANTA CLARA COUNTY OFFICE OF Total</b>			<b>\$</b>	<b>41,343.00</b>
SAVE MART SUPERMARKETS	1/23/2020	4001795 010	\$	52.15
		4001816 010	\$	380.97
<b>SAVE MART SUPERMARKETS Total</b>			<b>\$</b>	<b>433.12</b>
SCCOE	1/16/2020	4001700 010	\$	2,750.00
	1/10/2020	4001641 060	\$	750.00
<b>SCCOE Total</b>			<b>\$</b>	<b>3,500.00</b>
SCHINDLER ELEVATOR CORPORATION	1/24/2020	4001846 050	\$	1,556.16

AP Check Register - Pivot Table Summary by Vendor  
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Vendor Name	Date	Warrant #	Fund	Sum of Amount
<b>SCHINDLER ELEVATOR CORPORATION Total</b>			\$	<b>1,556.16</b>
SCHOLASTIC INC.	1/16/2020	4001728 010	\$	197.93
	1/9/2020	4001607 010	\$	43.60
	1/30/2020	4001914 010	\$	187.20
<b>SCHOLASTIC INC. Total</b>			\$	<b>428.73</b>
SCHOOL NURSE SUPPLY INC.	1/10/2020	4001663 010	\$	127.69
	1/23/2020	4001829 010	\$	97.00
<b>SCHOOL NURSE SUPPLY INC. Total</b>			\$	<b>224.69</b>
SCHOOL SERVICES OF CALIFORNIA	1/16/2020	4001729 010	\$	325.00
<b>SCHOOL SERVICES OF CALIFORNIA Total</b>			\$	<b>325.00</b>
SCHOOL SPECIALTY INC.	1/30/2020	4001893 010	\$	25.60
<b>SCHOOL SPECIALTY INC. Total</b>			\$	<b>25.60</b>
SECURITY CONTRACTOR SERVICES	1/16/2020	4001679 050	\$	50.00
<b>SECURITY CONTRACTOR SERVICES Total</b>			\$	<b>50.00</b>
SEEDS COMMUNITY RESOLUTION	1/10/2020	4001642 060	\$	13,000.00
<b>SEEDS COMMUNITY RESOLUTION Total</b>			\$	<b>13,000.00</b>
SELF INSURED SCHOOLS OF	1/16/2020	4001730 670	\$	845,311.00
<b>SELF INSURED SCHOOLS OF Total</b>			\$	<b>845,311.00</b>
SERVICE STATION SYSTEMS	1/30/2020	4001894 010	\$	100.00
<b>SERVICE STATION SYSTEMS Total</b>			\$	<b>100.00</b>
SFCC INTERMEDIATEHOLDINGS INC	1/17/2020	4001787 010	\$	151.54
	1/30/2020	4001915 060	\$	188.27
<b>SFCC INTERMEDIATEHOLDINGS INC Total</b>			\$	<b>339.81</b>
SHARP ELECTRONICS CORPORATION	1/23/2020	4001817 060	\$	173.98
<b>SHARP ELECTRONICS CORPORATION Total</b>			\$	<b>173.98</b>
SILICON VALLEY FACES	1/23/2020	4001796 060	\$	800.00
	1/24/2020	4001858 060	\$	15,300.00
<b>SILICON VALLEY FACES Total</b>			\$	<b>16,100.00</b>
SILICON VALLEY SECURITY &	1/16/2020	4001731 010	\$	34,265.87
<b>SILICON VALLEY SECURITY &amp; Total</b>			\$	<b>34,265.87</b>
SITHAN LY	1/10/2020	4001664 130	\$	5.22
	1/30/2020	4001895 130	\$	10.95
<b>SITHAN LY Total</b>			\$	<b>16.17</b>
SPRINGBOARD COLLABORATIVE	1/30/2020	4001896 060	\$	5,625.00
<b>SPRINGBOARD COLLABORATIVE Total</b>			\$	<b>5,625.00</b>
SPURR	1/17/2020	4001756 010	\$	13,838.60
<b>SPURR Total</b>			\$	<b>13,838.60</b>
STANDARD INSURANCE CO.	1/31/2020	4001998 010	\$	17,392.74
<b>STANDARD INSURANCE CO. Total</b>			\$	<b>17,392.74</b>
STATE DISBURSEMENT UNIT	1/31/2020	4001999 010	\$	1,083.75
<b>STATE DISBURSEMENT UNIT Total</b>			\$	<b>1,083.75</b>
STATE OF CALIFORNIA	1/16/2020	4001744 010	\$	431.00
	1/31/2020	4002000 010	\$	3,956.51
<b>STATE OF CALIFORNIA Total</b>			\$	<b>4,387.51</b>
STEVEN WAYNE DOTY	1/17/2020	4001770 050	\$	421.75
	1/9/2020	4001571 050	\$	359.00
<b>STEVEN WAYNE DOTY Total</b>			\$	<b>780.75</b>

AP Check Register - Pivot Table Summary by Vendor  
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Vendor Name	Date	Warrant #	Fund	Sum of Amount
STLR CORPORATION	1/10/2020	4001643 010	\$	880.00
<b>STLR CORPORATION Total</b>			\$	<b>880.00</b>
STROM, EDWARD L.	1/9/2020	4001584 010	\$	401.78
<b>STROM, EDWARD L. Total</b>			\$	<b>401.78</b>
SUNBELT RENTALS INC.	1/16/2020	4001680 050	\$	5,321.83
<b>SUNBELT RENTALS INC. Total</b>			\$	<b>5,321.83</b>
SUPER AUTO CARE SERVICES LLC	1/10/2020	4001644 050	\$	179.98
	1/30/2020	4001897 050	\$	59.95
<b>SUPER AUTO CARE SERVICES LLC Total</b>			\$	<b>239.93</b>
SUPER DUPER INC	1/16/2020	4001732 080	\$	103.68
<b>SUPER DUPER INC Total</b>			\$	<b>103.68</b>
SUPERSPORT EMBROIDERY	1/10/2020	4001665 010	\$	270.63
<b>SUPERSPORT EMBROIDERY Total</b>			\$	<b>270.63</b>
SYSCO SAN FRANCISCO INC.	1/17/2020	4001764 130	\$	53,293.67
<b>SYSCO SAN FRANCISCO INC. Total</b>			\$	<b>53,293.67</b>
TAG/AMS. INC.	1/30/2020	4001898 010	\$	269.00
<b>TAG/AMS. INC. Total</b>			\$	<b>269.00</b>
TALTON VERONICA	1/9/2020	4001608 010	\$	20.88
<b>TALTON VERONICA Total</b>			\$	<b>20.88</b>
TAM CONG LE	1/24/2020	4001849 060	\$	67.73
<b>TAM CONG LE Total</b>			\$	<b>67.73</b>
TANU KOHLI	1/16/2020	4001691 010	\$	27.34
	1/24/2020	4001841 010	\$	199.37
<b>TANU KOHLI Total</b>			\$	<b>226.71</b>
TEACHER SYNERGY LLC	1/9/2020	4001609 060	\$	199.89
	1/23/2020	4001830 060	\$	94.48
<b>TEACHER SYNERGY LLC Total</b>			\$	<b>294.37</b>
TEAMSTERS LOCAL #150	1/31/2020	4002001 010	\$	10,367.00
<b>TEAMSTERS LOCAL #150 Total</b>			\$	<b>10,367.00</b>
TEAMSTERS MANAGED TRUST FUNDS	1/16/2020	4001733 670	\$	229,164.00
<b>TEAMSTERS MANAGED TRUST FUNDS Total</b>			\$	<b>229,164.00</b>
TESTAMERICA LABORATORIES INC.	1/30/2020	4001899 010	\$	150.00
<b>TESTAMERICA LABORATORIES INC. Total</b>			\$	<b>150.00</b>
TEXAS LIFE INSURANCE	1/31/2020	4002002 010	\$	5,608.58
<b>TEXAS LIFE INSURANCE Total</b>			\$	<b>5,608.58</b>
THE AUDACITY PERFORMING ARTS	1/17/2020	4001765 060	\$	5,000.00
	1/10/2020	4001645 060	\$	3,000.00
	1/23/2020	4001797 060	\$	6,000.00
<b>THE AUDACITY PERFORMING ARTS Total</b>			\$	<b>14,000.00</b>
THE PROPHET CORPORATION	1/16/2020	4001692 010	\$	418.55
	1/31/2020	4001957 060	\$	172.36
<b>THE PROPHET CORPORATION Total</b>			\$	<b>590.91</b>
THE TRUST FOR HIDDEN VILLA	1/24/2020	4001850 060	\$	94.50
<b>THE TRUST FOR HIDDEN VILLA Total</b>			\$	<b>94.50</b>
THERAPY SHOPPE INC.	1/9/2020	4001610 010	\$	85.97
	1/30/2020	4001900 080	\$	87.97
<b>THERAPY SHOPPE INC. Total</b>			\$	<b>173.94</b>

AP Check Register - Pivot Table Summary by Vendor  
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Vendor Name	Date	Warrant #	Fund	Sum of Amount
THINK TOGETHER	1/16/2020	4001701 060	\$	1,316.70
	1/30/2020	4001901 010	\$	50,855.80
		060	\$	20,000.00
		4001916 060	\$	86,023.10
<b>THINK TOGETHER Total</b>			\$	<b>158,195.60</b>
THOMSON WEST	1/30/2020	4001917 010	\$	187.92
<b>THOMSON WEST Total</b>			\$	<b>187.92</b>
THU HA HUYNH	1/10/2020	4001631 080	\$	123.54
<b>THU HA HUYNH Total</b>			\$	<b>123.54</b>
TINA SANDERS	1/31/2020	4001946 130	\$	23.07
<b>TINA SANDERS Total</b>			\$	<b>23.07</b>
TOBI STEVENS NIELSEN	1/31/2020	4002011 060	\$	208.16
<b>TOBI STEVENS NIELSEN Total</b>			\$	<b>208.16</b>
TONY VERA	1/31/2020	4001962 010	\$	840.00
<b>TONY VERA Total</b>			\$	<b>840.00</b>
TRANG, NGO TRINH	1/31/2020	4001969 060	\$	960.00
<b>TRANG, NGO TRINH Total</b>			\$	<b>960.00</b>
TURNAROUND SCHOOLS	1/9/2020	4001611 010	\$	149.00
<b>TURNAROUND SCHOOLS Total</b>			\$	<b>149.00</b>
U.S. BANK	1/16/2020	4001704 010	\$	7,128.82
<b>U.S. BANK Total</b>			\$	<b>7,128.82</b>
UNITED PARCEL SERVICE	1/16/2020	4001702 010	\$	142.28
<b>UNITED PARCEL SERVICE Total</b>			\$	<b>142.28</b>
VALENTINO ELDA	1/16/2020	4001734 010	\$	204.18
<b>VALENTINO ELDA Total</b>			\$	<b>204.18</b>
VALLEY TRANSPORTATION AUTH.	1/31/2020	4002012 060	\$	3,450.00
<b>VALLEY TRANSPORTATION AUTH. Total</b>			\$	<b>3,450.00</b>
VAUX, JIMMIE L.	1/31/2020	4002013 010	\$	204.18
<b>VAUX, JIMMIE L. Total</b>			\$	<b>204.18</b>
VISTA CENTER FOR THE BLIND &	1/17/2020	4001788 080	\$	2,330.00
<b>VISTA CENTER FOR THE BLIND &amp; Total</b>			\$	<b>2,330.00</b>
VITO G DESIMONE	1/9/2020	4001619 080	\$	54.52
<b>VITO G DESIMONE Total</b>			\$	<b>54.52</b>
VIVIAN UYEN NGUYEN	1/10/2020	4001646 060	\$	498.96
<b>VIVIAN UYEN NGUYEN Total</b>			\$	<b>498.96</b>
VOLER STRATEGIC ADVISORS	1/16/2020	4001735 010	\$	8,500.00
<b>VOLER STRATEGIC ADVISORS Total</b>			\$	<b>8,500.00</b>
W.W. GRAINGER INC.	1/16/2020	4001681 050	\$	440.88
	1/31/2020	4001982 050	\$	2,469.00
<b>W.W. GRAINGER INC. Total</b>			\$	<b>2,909.88</b>
WATER QUALITY PLUMBING INC	1/16/2020	4001682 050	\$	450.00
	1/31/2020	4001983 050	\$	3,295.00
<b>WATER QUALITY PLUMBING INC Total</b>			\$	<b>3,745.00</b>
WILLIAMS RENT-ALL INC	1/17/2020	4001789 010	\$	1,398.35
<b>WILLIAMS RENT-ALL INC Total</b>			\$	<b>1,398.35</b>
WOODWIND & BRASSWIND INC.	1/17/2020	4001766 010	\$	363.21
	1/9/2020	4001612 010	\$	17.46

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Vendor Name	Date	Warrant #	Fund	Sum of Amount
WOODWIND & BRASSWIND INC.	1/23/2020	4001818 010	\$	315.72
<b>WOODWIND &amp; BRASSWIND INC. Total</b>			<b>\$</b>	<b>696.39</b>
YMCA OF SILICON VALLEY	1/30/2020	4001902 010	\$	56,746.34
		4001918 060	\$	23,542.81
<b>YMCA OF SILICON VALLEY Total</b>			<b>\$</b>	<b>80,289.15</b>
ZAMORA'S OMELETTE HOUSE	1/23/2020	4001798 010	\$	398.43
<b>ZAMORA'S OMELETTE HOUSE Total</b>			<b>\$</b>	<b>398.43</b>
<b>Grand Total</b>			<b>\$</b>	<b>3,768,872.96</b>

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

Office of Superintendent of Schools

12.05

**ITEM REQUIRING ATTENTION - BOARD OF TRUSTEES**

To the Board of Trustees:

January 27, 2020

**Subject:** Enrollment/Attendance Report for Month 5  
(December 9, 2019 thru January 17, 2020)

**Staff Analysis:** The Enrollment/Attendance Report for the attendance January 17, 2020 provides information on how many students are enrolled at each school and what percent attended class. This report captures our ADA percentages for the first seven months of the school year. It establishes our Local Control Funding Formula (LCFF) for 2019/2020 school year.

**Month 5**

January 17, 2020

Regular Ed & SDC ADA

94.67%

**Recommendation:** Staff recommends acceptance of this month's Enrollment/Attendance Report.

Submitted by: Doug Durham Title: Student Data Coordinator

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

To the Board of Trustees:

Meeting:

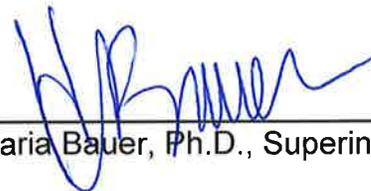
February 13, 2020

Regular Board Meeting

**Recommend Approval**

12.05

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

Office of Superintendent of Schools

12.06

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

Date: January 18, 2020

**Subject:**

**Resolution No. 15-19/20**

Read Across America – March 2, 2020

*March 2, 2020, has been proclaimed as Read Across America Day.*

**Staff Analysis:**

The Alum Rock Union Elementary School District joins with the National Education Association in calling upon the staff, parents, and community of this district to assure that every child is reading with a caring adult on March 2, 2020. The goal is to celebrate literacy and honor Dr. Seuss's birthday.

**Recommendation:**

Staff recommends approval of **Resolution No. 15-19/20**, Read Across America Day – March 2, 2020, as presented.

Submitted by: Rene Sanchez



Title: Assistant Superintendent, Instructional Services

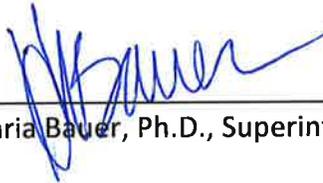
To the Board of Trustees:

Meeting: February 13, 2020  
Regular Board Meeting

**Recommend Approval**

12.06

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 No. 15-19/20  
PROCLAIMING MARCH 2, 2020  
"READ ACROSS AMERICA DAY"**

**WHEREAS**, the staff, parents, and community of the Alum Rock Union Elementary School District stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for America's jobs of the future, and their ability to compete in the global economy, and

**WHEREAS**, the staff, parents, and community of the Alum Rock Union Elementary School District strive to provide significant leadership in the area of community involvement in the education of our youth, which is grounded in the principle that educational investment is the key to the community's well-being and long-term quality of life; and

**WHEREAS**, Read Across America Day, a national celebration of Dr. Seuss' birthday on March 2nd, promotes reading and adult involvement in the education of our community's students;

**NOW, THEREFORE, BE IT RESOLVED**, on February 13, 2020, that the Alum Rock Union Elementary School District and the California State Board of Education proclaim Monday, March 2, 2020, as "Read Across America Day" and call upon the staff, parents, and the community of the Alum Rock Union Elementary School District to assure that every child is in a safe place reading with a caring adult on March 2, 2020.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of February, 2020, 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:**

Ernesto Bejarano, President \_\_\_\_\_  
Corina Herrera-Loera, Vice-President \_\_\_\_\_  
Andrés Quintero, Clerk \_\_\_\_\_  
Linda Chavez, Member \_\_\_\_\_  
Dolores Marquéz - Frausto, 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 February 13, 2020.

\_\_\_\_\_  
Hilaria Bauer, Ph.D., Superintendent

\_\_\_\_\_  
Date



## Teacher Lessons, Resources and Ideas March 2020



Alum Rock is proud to recognize the following celebrations during the month of March:

### ***Read Across America -March 2nd***

Through readings, historical documents, art, videos, class discussions, stories, and activities we can, as educators, teach our children about these important and relevant celebrations and recognitions.

***Attached are links to various online resources to look for ideas, lessons or resources.***

***Read Across America Day is held annually on March 2nd and encourages children, parents and teachers in every community to celebrate the joy of reading. It's a holiday that has been celebrated since 1998 and falls on the same day as children's book author Dr. Seuss.***

Grade Span	Subject /Resources	Link
ALL	Ideas for celebrations	<a href="#">13 Big Ideas for Celebrating Read Across America</a>
ALL	Book lists by state	<a href="#">Books From All 50 States</a>
All	Lyrics	<a href="#">Read Across America Song</a>
All	Promise	<a href="#">Reader's Oath</a>
All	Poem to recite	<a href="#">Read Across America Poem</a>
All	Information to share	<a href="#">Dr. Seuss's Birthday</a>
Grade 3-5	Ideas	<a href="#">Top 10 Read Across America Ideas for Upper Elementary</a>

12.07

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION - BOARD OF TRUSTEES**

To the Board of Trustees:

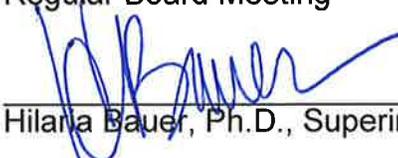
January 27, 2020

**Subject:** Addendum for the extension of B1718-T002 ERate's Basic Maintenance of Internal Connections (BMIC) Bid. This extension would be for an additional two years, from July 1, 2020 through June 30, 2022.

**Staff Analysis:** In 2017/2018 the technology department solicited RFPs for Erate's Basic Maintenance of Internal Connections (BMIC) to serve all school sites and central office needs. IT Management, Corp. was granted and awarded such bid for an initial three year term with a possible additional two year extension. Based on The excellent service provided by IT Management the District is recommending to extend such agreement for and additional two years.

**Recommendation:** Staff recommends approval of the addendum to extend the original contract for an additional two years to IT Management, Corp.

Submitted by: <u>Avtar Gill</u>	Title: <u>Director of Technology</u>
Approved by: <u>Kolvira Chheng</u> ✓	Title: <u>Assistant Superintendent, Business Services</u>

To the Board of Trustees:	Meeting: February 13, 2020 Regular Board Meeting
<b>Recommend Approval</b> <u>12.07</u> Agenda Placement	 Hilaria Bauer, Ph.D., Superintendent

<b><u>DISPOSITION BY BOARD OF TRUSTEES</u></b>		
Motion by: _____	Seconded by: _____	
Approved: _____	Not Approved: _____	Tabled: _____

**ADDENDUM NO.1 BASIC MAINTENANCE OF  
INTERNAL CONECTIONS BID AWARD CONTRACT  
B1718-T002**

**AGREEMENT**

This Agreement is entered into by and between the Alum Rock Union Elementary School District, hereinafter referred to as "District", and

**IT Management Corporation**

hereinafter referred to as "Vendor".

In consideration of the promises and mutual covenants contained herein, it is agreed between the parties as follows:

I

TERM

The term of this Agreement shall be extended for an additional two years from July 1, 2020 through June 30, 2022. All indemnification provisions contained in the original Agreement shall survive beyond the expiration of the Agreement.

II

WORK

Vendor shall provide the supplies and items as prescribed and required by the General Condition, Instructions to Bidders, Specifications, Notice to Bidders, Bid Proposal Form, Vendor Requirement and all documents forming a part of the bid package and any other documents signed by both parties relating to the subject matter of the Agreement, all of which are incorporated by reference as though set forth in full herein.

III

TERMINATION

This Agreement may be terminated by the District upon thirty- (30) days' written notice to Vendor. The District's right to terminate under this paragraph shall be in addition to any other rights reserved to District under this contract.

IV

COMPENSATION

Vendor shall be compensated for the performance of its obligations under this Agreement as specified in the executed Vendor Documents, incorporated herein by reference.

V  
METHOD OF PAYMENT

Vendor will be paid upon receipt and acceptance of materials and supplies specified by in the original bid documents. For prompt payment, billing must be accurate in all details, **and invoice must be submitted quarterly to Accounts Payable, Alum Rock Union Elementary School District, 2930 Gay Ave. San Jose, CA 95127.**

VI  
CONTRACT DOCUMENTS

This Agreement shall include the terms and conditions specified in the Notice to Bidders, Bid Proposal Form, Instructions to Bidders, General Conditions, Vendor Requirements, and all documents forming a part of the bid package, and any other documents signed by both parties relating to the subject matter of the Agreement, all of which are incorporated by reference as though set forth in full herein.

VII  
Execution of Contract

Issuance of purchase order shall evidence the contractual agreement between the bidder/s and the District for subsequent years.

IX  
ENTIRE AGREEMENT

This Agreement and the originally signed contract terms constitutes the entire agreement between the parties. There are no understandings, agreements or representations not specified in this Agreement. Vendor, by execution of the Agreement, acknowledges Vendor has read the Agreement, understands it, and agrees to be bound by its terms and conditions.

In Witness Whereof, the parties have caused this Agreement to be executed on their behalf by their fully authorized representatives.

VENDOR

Alum Rock Union Elementary School District

Signature  \_\_\_\_\_

Signature \_\_\_\_\_

Name ARMAN EGHBALI \_\_\_\_\_

Name \_\_\_\_\_

Title President \_\_\_\_\_

Title \_\_\_\_\_

Date 1/27/2020 \_\_\_\_\_

Date \_\_\_\_\_

Company Name IT Management Corporation \_\_\_\_\_

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

Office of Superintendent of Schools

12.08

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

Date: January 18, 2020

**Subject:**

**RESOLUTION No. 16-19/20**

WOMEN'S HISTORY MONTH – MARCH, 2020

*March, 2020, has been proclaimed as Women's History Month.*

**Staff Analysis:**

This resolution proclaims the month of March, 2020, as Women's History Month and encourages all educational communities to commemorate this occasion with appropriate instructional activities. The strategy is to develop and maintain productive, meaningful partnerships with families and communities to ensure the highest education for all students.

**Recommendation:**

Staff recommends approval of **Resolution No. 16-19/20**, Women's History Month, as presented.

Submitted by: Rene Sanchez

R.S.

Title: Assistant Superintendent, Instructional Services

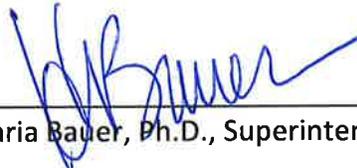
To the Board of Trustees:

Meeting: February 13, 2020  
Regular Board Meeting

**Recommend Approval**

12.08

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 No. 16-19/20
PROCLAIMING MARCH, 2020,
"WOMEN'S HISTORY MONTH"

WHEREAS, women of every race and ethnic background contributed to our country's triumphs and accomplishments in countless ways as wives, mothers, pioneers, nuns, indentured servants, and slaves; and

WHEREAS, women have played, and continue to play, a critical economic, cultural, and social role in every sphere of our nation's life by constituting a significant portion of the labor force working in and outside the home and as elected officials; and

WHEREAS, women have played a unique role throughout our history by providing the majority of the nation's volunteer labor force and have been particularly important in the establishment of early charitable, philanthropic, and cultural institutions in the country; and

WHEREAS, women of every race and ethnic background served as leaders in the forefront of every major progressive social change movement, not only to secure their own right of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor union movement, and the modern civil rights movement, and

WHEREAS, the role of women in history has been overlooked and undervalued and is an important part of the body of American and world history; and

WHEREAS, the History-Social Science Framework for California Public Schools, Kindergarten through Grade Twelve, states that the history of community, state region, nation, and world must reflect the experiences of men and women in different racial, religious, and ethnic groups, and that these studies be integrated at every grade level in the curriculum.

NOW, THEREFORE, BE IT RESOLVED, that the Alum Rock Union Elementary School District joins with the California State Board of Education in proclaiming the month of March, 2020, as "Women's History Month" and encourages all educational communities to commemorate this occasion with appropriate instructional activities; and be it further

PASSED AND ADOPTED this 13th day of February, 2020, 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:

- Ernesto Bejarano, President
Corina Herrera-Loera, Vice-President
Andrés Quintero, Clerk
Linda Chavez, Member
Dolores Marquéz - Frausto, 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 February 13, 2020.

Hilaria Bauer, Ph.D., Superintendent Date



## Teacher Lessons, Resources and Ideas March 2020



Alum Rock is proud to recognize the following celebrations during the month of March:

### ***WOMEN'S HISTORY MONTH***

Through readings, historical documents, art, videos, class discussions, stories, and activities we can, as educators, teach our children about these important and relevant celebrations and recognitions.

***Attached are links to various online resources to look for ideas, lessons or resources.***

*Every year March is designated Women's History Month by Presidential proclamation. The month is set aside to honor women's contributions in American history.*

<b><i>Grade Span</i></b>	<b><i>Subject</i></b>	<b><i>Link</i></b>
<b><i>ALL</i></b>	<b><i>Book list</i></b>	<b><i><a href="#"><u>Diverse Books with Trailblazing Women</u></a> by Read Across America</i></b>
<b><i>All</i></b>	<b><i>List</i></b>	<b><i><a href="#"><u>Biographies</u></a></i></b>
<b><i>All</i></b>	<b><i>Variety</i></b>	<b><i><a href="#"><u>Digital Resources - NWHM</u></a></i></b>
<b><i>All</i></b>	<b><i>Ideas</i></b>	<b><i><a href="#"><u>31 Ways to Celebrate Women's History Month</u></a></i></b>
<b><i>All</i></b>	<b><i>Ideas</i></b>	<b><i><a href="#"><u>14 of Our Favorite Women's History Month Activities</u></a></i></b>
<b><i>K-8</i></b>	<b><i>Grade level ideas and resources</i></b>	<b><i><a href="#"><u>Women's History Month for the Classroom- NEA 2019</u></a></i></b>



***Announcing the 2020 Women's History Theme  
Valiant Women of the Vote***



***Our 2020 theme celebrates the women who have fought for women's right to vote in the United States. In recognition of the centennial of the 19th Amendment, we will honor women from the original suffrage movement as well as 20th and 21st century women who have continued the struggle (fighting against poll taxes, literacy tests, voter roll purges, and other more contemporary forms of voter suppression) to ensure voting rights for all.***

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

12.09

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

Date: January 18, 2020

**Subject:**

**Resolution No. 17-19/20**

ARTS EDUCATION MONTH – MARCH, 2020

*March, 2020, has been proclaimed as Arts Education Month.*

**Staff Analysis:**

This resolution proclaims the month of March, 2020, as Arts Education Month and encourages all educational communities to celebrate the arts with meaningful student activities and programs that demonstrate learning and understanding in the visual and performing arts. The strategy is to develop and maintain productive, meaningful partnerships with families and communities to ensure the highest quality education for all students.

**Recommendation:**

Staff recommends approval of **Resolution No. 17-19/20**, Arts Education Month, as presented.

Submitted by: Rene Sanchez

RS

Title: Assistant Superintendent, Instructional Services

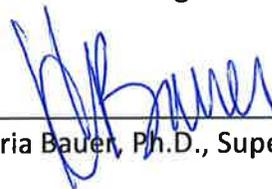
To the Board of Trustees:

Meeting: February 13, 2020  
Regular Board Meeting

**Recommend Approval**

12.09

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 No. 17-19/20
PROCLAIMING MARCH, 2020,
"ARTS EDUCATION MONTH"

WHEREAS, Arts Education, which includes dance, music, theater, and the visual arts, is an indispensable part of basic education for all students, kindergarten through grade twelve, to enhance their understanding of the world and to develop their full potential;

WHEREAS, through well planned instruction and activities in art, children develop initiative, creative ability, self-expression, self-reflection, critical thinking skills, discipline, a heightened appreciation of beauty, and cross-cultural understanding;

WHEREAS, the arts are collectively one of the most important repositories of culture, and experience in the arts fosters insights and abilities central to the experience of life;

WHEREAS, many national and state professional arts education associations sponsor celebrations each March encouraging student participation in the arts;

WHEREAS, these celebrations give California schools an important opportunity to focus on the value of the arts for all students, promote cross-cultural understanding, give recognition to the state's outstanding young artists, and enhance public support for the arts; and

WHEREAS, the Visual and Performing Arts Framework for California Public Schools, Kindergarten through Grade Twelve, adopted by the California State Board of Education in 1995, states that education in the arts is "essential for all students" and calls upon the California public schools to "provide a balanced curriculum, with the arts as a part of the core of all students, kindergarten through grade twelve, no matter what the students' abilities, language capacities, or special needs happen to be;"

NOW, THEREFORE, BE IT RESOLVED, the Alum Rock Union Elementary School District joins with the California State Board of Education in proclaiming the month of March, 2020, as "Arts Education Month" and encourages all educational communities to celebrate the arts with meaningful student activities and programs that demonstrate learning and understanding in the visual and performing arts.

PASSED AND ADOPTED this 13th day of February, 2020, 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:

- Ernesto Bejarano, President
Corina Herrera-Loera, Vice-President
Andrés Quintero, Clerk
Linda Chavez, Member
Dolores Marquéz - Frausto, 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 February 13, 2020.

Hilaria Bauer, Ph.D., Superintendent

Date



## Teacher Lessons, Resources and Ideas March 2020



Alum Rock is proud to recognize the following celebrations during the month of March:

### ***ARTS EDUCATION MONTH***

Through readings, historical documents, art, videos, class discussions, stories, and activities we can, as educators, teach our children about these important and relevant celebrations and recognitions.

***Attached are links to various online resources to look for ideas, lessons or resources.***

### ***ARTS EDUCATION MONTH***

Grade Span	Subject	Link
Upper Elem / MS	Visual Arts	<a href="#">Free Art Lesson Plans</a> by Art in Action
Upper Elem / MS	Videos about art	<a href="#">Art School KQED</a>
All	Lesson plan and resources	<a href="#">K-12 Teachers and Students (The J. Paul Getty Museum)</a>
All	Project ideas	<a href="#">Instructables teachers</a>
Pre K - K	Project ideas	<a href="#">PreKinders Art Ideas</a>
Elementary	Project Ideas	<a href="#">BabbleDabbleDo Art Ideas for Kids</a>
All	Lesson ideas for K-8	<a href="#">Kinder Art</a>



# Teacher Lessons, Resources and Ideas

## March 2020



### Books about Music or Art

<u>Never Play Music Right Next to the Zoo</u> By John Lithgow	<u>Music Class Today!</u> By Dacid Weinstone
<u>Zin! ZIn! ZIn! A Violin</u> By Lloyd Moss	<u>M is for Melody: A Music Alphabet</u> By Kathy-jo Wargin
<u>88 Instruments</u> By Chris Barton	<u>Drum Dream Grl</u> By Margarita Engle
<u>Dancing Hands: How Teresa Carreno Played the Piano for President Lincoln</u> By Margarita Engle	<u>Beautiful Oops!</u> By Barney Saltzberg
<u>Swatch: The Girl Who Loved Color</u> By Julia Denos	<u>Noisy Paint Box: The Colors and Sounds of Kandinsky's Abstract Art</u> By Barb Rosenstock
<u>Vincent Can't SLeep: Van Gogh Paints the Night Sky</u> By Barb Rosenstock	<u>Through Georgia's Eyes</u> By Rachel Victoria Rodriguez
<u>Frida Kahlo and Her Animalitos</u> By Monica Brown	<u>Pocket Full of Colors: The Magical World of Mary Blair, Disney Artist Extraordinaire</u> By Amy Guglielmo
<u>How Do You Dance?</u> By Thyra Heder	<u>This Is IT</u> By Daria Peoples-Rlley
<u>I Got the Rhythm</u> By Connie Schofield-Morrison	<u>Trombone Shorty</u> By Troy Andrews

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

Office of Superintendent of Schools

12.10

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

Date: January 18, 2020

**Subject:**

**Resolution No. 18-19/20**

Annual Cesar Chavez Community March – March 26, 2020

**Staff Analysis:**

For several years, members of the Alum Rock community have participated in a march between schools in honor of Cesar Chavez. This year's march will take place on Thursday, March 26, 2020, beginning at Dorsa Elementary School and ending with a program at the School of Arts & Culture at the Mexican Heritage Plaza, located at 1700 Alum Rock Ave in San Jose.

**Recommendation:**

Staff recommends approval of **Resolution No. 18-19/20**, Annual Cesar Chavez Community March - March 26, 2020, as presented.

Submitted by: Rene Sanchez

R.S

Title: Assistant Superintendent, Instructional Services

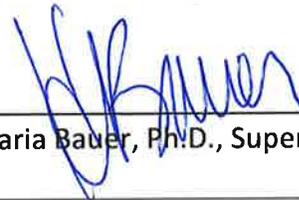
To the Board of Trustees:

Meeting: February 13, 2020  
Regular Board Meeting

**Recommend Approval**

12.10

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 No. 18-19/20  
PROCLAIMING MARCH 26, 2020,  
AS THE "ANNUAL CESAR CHAVEZ/COMMUNITY MARCH"**

**WHEREAS**, the Alum Rock Union Elementary School District recognizes the importance of Cesar Chavez in the history of California and the nation; and

**WHEREAS**, the Alum Rock Union Elementary School District has recognized the importance of Cesar Chavez in this community by designating Friday, March 27th, as a school holiday this academic year; and

**WHEREAS**, members of the Alum Rock Union Elementary School District community, each year, organize and implement a march between schools for the purpose of honoring Cesar Chavez; and

**WHEREAS**, members of the community and employees of the district participate in that march;

**NOW, THEREFORE, BE IT RESOLVED**, that the march will take place on Thursday, March 26, 2020.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of February, 2020, 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:**

Ernesto Bejarano, President \_\_\_\_\_  
Corina Herrera-Loera, Vice-President \_\_\_\_\_  
Andrés Quintero, Clerk \_\_\_\_\_  
Linda Chavez, Member \_\_\_\_\_  
Dolores Marquéz - Frausto, 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 February 13, 2020.

\_\_\_\_\_  
Hilaria Bauer, Ph.D., Superintendent

\_\_\_\_\_  
Date



# Teacher Lessons, Resources and Ideas

## March 2020



Alum Rock is proud to recognize the following celebrations during the month of March:

### ***Cesar Chavez Day - Community March***

***Through readings, historical documents, art, videos, class discussions, stories, and activities we can, as educators, teach our children about these important and relevant celebrations and recognitions.***

***Attached are links to various online resources to look for ideas, lessons or resources.***

### ***CESAR CHAVEZ***

<b><i>Grade Span</i></b>	<b><i>Subject</i></b>	<b><i>Link</i></b>
<b><i>General</i></b>	<b><i>Information / quotes /</i></b>	<b><i><a href="#"><u>Office Holidays- Cesar Chavez Day 2020</u></a></i></b>
<b><i>All</i></b>	<b><i>Lessons</i></b>	<b><i><a href="#"><u>NEA- Cesar Chavez Lesson Plans and ideas</u></a></i></b>
<b><i>K-3 4-6 7-9</i></b>	<b><i>Lessons</i></b>	<b><i><a href="#"><u>CDE- Model Curriculum for Teachers Cesar Chavez Day</u></a></i></b>
	<b><i>Resources</i></b>	<b><i><a href="#"><u>Resources for Teachers -Cesar Chavez Day (CDE)</u></a></i></b>
	<b><i>Lesson</i></b>	<b><i><a href="#"><u>A Lesson About Cesar Chavez and Civil Rights - Edutopia</u></a></i></b>
	<b><i>Resources -Info</i></b>	<b><i><a href="#"><u>UFW Resources</u></a></i></b>
	<b><i>Lesson</i></b>	<b><i><a href="#"><u>Cesar Chavez - KQED</u></a></i></b>

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

12.11

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/February 13, 2020/  
Human Resources Department

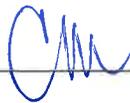
Staff Analysis:

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: Carlos Moran



Title: Assistant Superintendent, Human Resources

To the Board of Trustees:

**Recommend Approval**

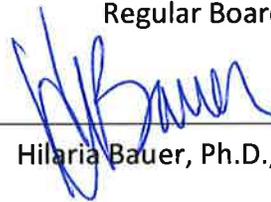
12.11

Agenda Placement

Meeting:

February 13, 2020

Regular Board Meeting



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  
MEETING OF THE BOARD OF TRUSTEES  
February 13, 2020**

**CERTIFICATED OFFERS OF EMPLOYMENT:**

**I. Employee Contracts:**

1. Alarcon, Rebecca	ELPAC Examiner/ Academic Services	01/14/20 - 05/29/20
2. Bedford, Robin	Short-Term Student Counselor/ Student Services	01/06/20 - 06/22/20
3. Bettencourt, MaryAnne	ELPAC Examiner	01/06/20 - 05/29/20
4. Carrasco, Yareni	SLS Coordinator/ Student Services	01/21/20 - 06/16/20
5. Rojas-Gonzales, Evelia	Coordinator for SBAC/ELPAC	02/14/20 - 06/09/20
6. Yamaguchi, Dana	SLS Coordinator/ Student Services	01/21/20 - 06/16/20

**II. Residential Substitute Teacher Contract:**

1. Butler, Tanisha		02/03/20-02/28/20
2. Cook, Steve		02/03/20-02/28/20
3. Faines, Anna		02/03/20-02/28/20
4. Faines, James		02/03/20-02/28/20
5. Lopez, Lois		02/03/20-02/28/20
6. Manundo, Marlon		02/03/20-02/28/20
7. Mendoza, Javier		02/03/20-02/28/20
8. Morquecho, Leticia		02/03/20-02/28/20
9. Roja, Raul		02/03/20-02/28/20
10. Santa Cruz, Jules		02/03/20-06/28/20
11. Solis, Salvador		02/03/20-02/28/20

**III. New Hires - Substitute Teachers:**

1. Auclair, Rolene		01/06/2020
2. Dias, Andrew		01/06/2020
3. Galvan, Bertha		01/13/2020
4. Mirigian, David		01/06/2020
5. Patton, Joanne		01/06/2020
6. Rodriguez, Eliza		01/21/2020
7. Tan, Amelia		01/13/2020

**CLASSIFIED PERSONNEL – February 13, 2020**

**CLASSIFIED OFFERS OF EMPLOYMENT:**

**I. New Employee:**

1. Andrade, Ruby Cristal	Paraeducator Special Education II/Linda Vista	01/22/20
2. Garcia, Maria Jesus Lopez	Paraeducator/Adelante II	01/27/20
3. Hernandez, Oscar Ramirez	Maintenance Worker I/M.O.T	01/28/20
4. Sandoval, Liliana Ibarra	Paraeducator Special Education II/Chavez	01/27/20

**II. Change of Status:**

1. Escobar, Claudia Marcela	School Office Assistant & Health Assistant/ Sheppard	01/08/20
2. Sethi, Gagandeep Kaur	Paraeducator Special Education I/Russo-McEntee	01/21/20
3. Solis, Rubi	Community Liaison & Paraeducator/ L.U.C.H.A & Adelante II	01/22/20

**III. Short Term Employee – Extension of Contract:**

1. Belloncle, Yvonne	Reader Assistant/ Mathson	03/13/20 - 03/20/20
----------------------	---------------------------	---------------------

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

12.12

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Out of State Travel

**New Tech Network Leadership Summit  
Dallas, TX  
March 24-27, 2020**

Summary:

The New Tech Network Summit is geared toward school and instructional leaders. The focus of the summit is Listen to Lead: How to Harness the Power of Our Student's Voices. New Tech believes that schools get better in community and that powerful connections are made between and among school leaders, thought partners and leadership team members. Estimated cost \$4,750.

Recommendation:

District administration is recommending that the Board of Trustees approve out-of-state travel for Katherine Grunewald, George Kleidon and Vivian Nguyen.

Submitted by: Carlos Moran Title: Assistant Superintendent, Human Resources

To the Board of Trustees:

**Recommend Approval**

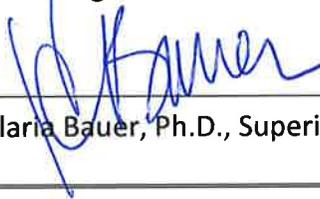
12.12

Agenda Placement

Meeting:

February 13, 2020

Regular Board Meeting

  
Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## TRAVEL APPROVAL FORM Attach Supporting Document

Date of Request: 1/21/20  Conference/Workshop  Field Trip  Out of State

1. Program Manager / Principal Signature: [Signature] Dept. / School Site: Fischer

2. Title of Conference / Meeting: NTN National Leadership Summit

3. Location: Renaissance Dallas Addison Hotel City/State: Addison, Texas

4. Purpose: Listen to Lead: How to harness the power of our students' voices.

5. Date (s) of Conference / Meetings: March 25-27, 2020

6. District Office Supervisor Approval: [Signature] Date: \_\_\_\_\_

7. Departure Date / Time: March 24, 2020 Hour: AM  PM

8. Return Date / Time: March 27, 2020 Hour: AM  PM

9. Human Resources:

Names(s) of Employees Attending	Sub?		Bilingual		Sub Request?: (Name)	Code Sub To:
	Yes	No	Yes	No		
Katherine Grunwald		X				
George Kleidon	X					
Uivian Nguyen	X				060-3010-0-1190-00-110-1000-000000-130-1190	

Substitute:  Available  Unavailable  No Sub Needed  Sub Finder: \_\_\_\_\_

Remarks: \_\_\_\_\_

Human Resources Dept. Approval:  Yes  No Cathy Moran 1/28/2020  
Asst. Superintendent of Human Resources Date

### 10. SECTION BELOW MUST BE COMPLETED

Cost Description	Total Estimated Costs
Transportation	\$ 1,650 <sup>00</sup>
Registration	\$ 1,100 <sup>00</sup>
Lodging	1,500 <sup>00</sup>
Meals	300 <sup>00</sup>
Shuttle / Parking	200 <sup>00</sup>
Other	
Total	\$ 4,750 <sup>00</sup>

Attach Conference/Workshop/Meeting Information, Registration Form(s), Quote(s)

11. Account Code: 060-3010-0-5200-00-1110-1000-000000-130-1190 Accountant Approval: [Signature] 1/22/20

Approved by: \_\_\_\_\_ Purchasing Superintendent Approval for All Out of State Travel

- This form must be completed and submitted at least 60 days prior to the proposed trip.
- Authorization - (yellow) - All approvals must be obtained BEFORE travel arrangements are made and requisition is entered.



DALLAS-ADDISON, TEXAS | MARCH 25-27, 2020

# Listen to Lead: How to Harness the Power of Our Students' Voices



**WHAT**  
3-day Conference

- Workshops
- Training
- Anchor Session
- Excursions
- Networking
- Reception

**WHY**  
Leadership Development

- Engage
- Learn
- Ask
- Wonder
- Imagine
- Develop

**WHO**  
School Leaders

- Principals
- School Directors
- School Coaches
- Teacher Leaders
- District Leaders

Today's era of testing and accountability relies primarily on performance data, providing us with an important yet limited view of our students. Adjusting our lens to include students' stories (both

spoken and unspoken) enables us to transform our schools into safe, supportive and inclusive learning environments. This more expansive view of student data calls upon us to listen deeply to our students, who after all, are our most valuable source of data.

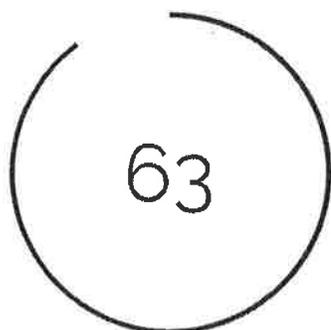
Using research and resources from [The Listening Leader](#) by Shane Safir, participants will examine and experience what it means to be a listening leader, and will exchange constructive feedback with colleagues in order to develop actionable next steps for leveraging student voice in their school community. Join us in Dallas, TX where you will collaborate with colleagues across the country to explore how deeply listening to your students can drive transformational change in your classroom, school or district.

### Target Audience:

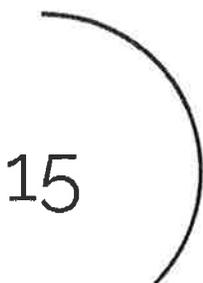
This Leadership Summit is geared toward school and instructional leaders. Our belief is that schools get better in community, and we regularly observe the powerful connections made between and among school leaders and the thought partners and leadership team members they include. We believe this Summit is relevant for leadership teams that include school principals, school directors, instructional coaches, teacher leaders, and district leaders.

## Countdown to the Event

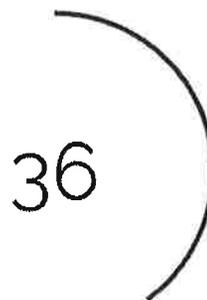
### Registration Now Open!



DAYS



HOURS



MINUTES



SECONDS

Register By  
March 20, 2020 11:59 PM

[Register Now](#)

[Already Registered?](#)

[Contact Us](#)

## Agenda\*

### Wednesday, March 25th

1:00 p.m.: Registration Opens

2:15 p.m.- 3:30 p.m.: Wednesday Workshops (First Session)

3:45 p.m. - 5:00 p.m.: Wednesday Workshops (Second Session)

5:15 p.m. - 6:30 p.m.: Welcome Reception

\*Wednesday Workshops are offered twice and are open at a first come first serve basis.

### Thursday, March 26th

6:30 a.m. - 7:45 a.m.: Breakfast

8:00 a.m.- 8:45 a.m.: Morning Plenary

9:00 a.m. - 12:00 p.m.: Anchor Session

12:00 p.m. - 1:00 p.m.: Lunch

1:15 p.m. - 4:45 p.m.: Anchor Session

4:45 p.m.- 5:15 p.m.: Afternoon Plenary

\*Anchor Sessions are assigned and will be noted on attendee name badge.

### Friday, March 27th

6:30-7:45 a.m.: Breakfast

8:00 a.m. -12:00 p.m.: Friday Sessions

12:00 p.m.: Leadership Summit 2020 Ends

\*Friday Sessions require registration and are based on space availability.

\*Note: This is a tentative schedule and is subject to change.

[Contact Us](#)

Summary **Travel & Accommodations** Pricing & Payment Agenda Overview  
Wednesday Workshops Friday Sessions

## RENAISSANCE DALLAS ADDISON HOTEL

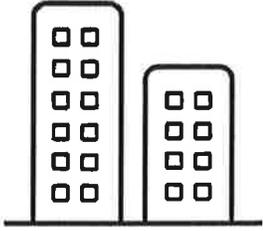


15201 Dallas Parkway, Addison, TX 75001  
Ph:(972) 386-6000

To book your hotel reservation online

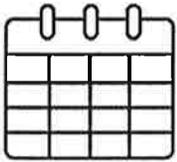
[Click Here](#)

**Room Block Deadline: Tuesday, March 3, 2020**



Hotel reservation can be completed online by clicking the link above or by calling (972) 386-6000.

Note: Hotel will request a credit card during check-in for incidentals.



Plan to check-in by March 24th, if traveling from a long distance.

Plan to check-out on Friday, March 27th



Room Block Rate: \$157 / night

\*Valid until March 3, 2020 or until room block sold out.

Discounted hotel parking at \$7.50 / day



Hotel is approximately 25-30 minutes from Dallas Fort Worth International Airport and about 20-25 minutes from Dallas Love Field Airport. Time increases during peak traffic hours. Taxi and Uber/Lyft available to transport from airport to hotel.

## Registration Deadlines

**General Registration: Deadline is March 6, 2020**

Late Registration: Deadline is March 20, 2020

Onsite Registration: Starting on March 25, 2020

## Conference Pricing

General Registration --- \$1,100

Late Registration---\$1,175

Onsite Registration---\$1,275

## Payment Information

### NTN Agreements:

Schools should refer to their NTN agreement for the number of people that may register for Leadership Summit at no additional charge. Schools will be provided a discount code to use at time of registration.

### Discount Codes:

Schools with NTN Agreements that include Leadership Summit will receive a custom discount code for their school to be used at time of registration. Each discount code will be coded in our system with the number of registration slots in the school's NTN Agreement, additional registrants beyond the number of slots in the NTN Agreement will be charged \$1,100/ea to attend if registered by the General Registration Deadline. For more information contact [ntnevents@newtechnetwork.org](mailto:ntnevents@newtechnetwork.org)

### Payment Options:

Discount Code

Custom discount codes will be provided for schools who have Leadership Summit as part of their NTN Agreement. Please contact NTN Events for questions.

## Credit Card

Acceptable credit cards include Visa, Mastercard, and Discover.

## Invoice- Network Members

Network schools and districts will receive an invoice for their event registrations 2-4 weeks post Leadership Summit.

## Invoice - Non-Network Members

Non-Network schools and districts may request pre-event invoicing if they are unable to furnish a credit card for registration. Invoicing requests must be sent to [accounting@newtechnetwork.org](mailto:accounting@newtechnetwork.org) by February 14, 2020, in order to be honored. No pre-event registration will be available after this time.

## Cancellation and Substitution

Substitutions are welcome in lieu of a cancellation. You will need the registration confirmation number to modify the original registration. For questions please contact NTN Events at [ntnevents@newtechnetwork.org](mailto:ntnevents@newtechnetwork.org).

## Our Refund Policy is as follows:

For cancellations and substitutions submitted by March 6, 2020: Full refund minus \$50 administration fee.

For substitutions submitted after March 6, 2020: \$50 administration fee will apply.

For cancellations submitted after March 6th, 2020: Full conference fee may apply.

[Contact Us](#)

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[Event Management Software](#) | [Mobile Event Apps](#) | [Survey Software](#) | [Event Venues](#)

| [Strategic Meetings Management](#)

[Cvent Privacy Policy](#)

12.13

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Out of State Travel

**City Year Investors Summit  
Washington D.C.  
March 10-13, 2020**

Summary:

The 2020 City Year Investors Summit will convene City Year's leading philanthropic investors and national leadership for an engaging program focused on our shared commitment to helping ensure our nation's students graduate from high school, ready for college and career success. Estimated cost \$350.

Recommendation:

District administration is recommending that the Board of Trustees approve of out-of-state travel for Rene Sanchez.

Submitted by: Carlos Moran



Title: Assistant Superintendent, Human Resources

To the Board of Trustees:

**Recommend Approval**

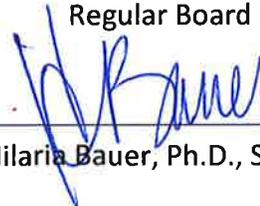
12.13

Agenda Placement

Meeting:

February 13, 2020

Regular Board Meeting



Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Tabled: \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## TRAVEL APPROVAL FORM Attach Supporting Document

Date of Request: 1/24/2020  Conference/Workshop  Field Trip  Out of State

1. Program Manager / Principal Signature: Rene Sanchez Dept. / School Site: Academic Services

2. Title of Conference / Meeting: City Year Investors Summit

3. Location: Capital Hill City/State: Washington D.C.

4. Purpose: Leadership Summit to advocate for after-school programs (City Year)

5. Date (s) of Conference / Meetings: March 11th to March 12th

6. District Office Supervisor Approval: [Signature] Date: \_\_\_\_\_

7. Departure Date / Time: March 10th, 2020 Hour: AM  PM

8. Return Date / Time: March 13th, 2020 Hour: AM  PM

### 9. Human Resources:

Names(s) of Employees Attending	Sub?		Bilingual		Sub Request?: (Name)	Code Sub To:
	Yes	No	Yes	No		
<u>Rene Sanchez</u>		<input checked="" type="checkbox"/>				

Substitute:  Available  Unavailable  No Sub Needed  Sub Finder: \_\_\_\_\_

Remarks: \_\_\_\_\_

Human Resources Dept. Approval:  Yes  No \_\_\_\_\_

Asst. Superintendent of Human Resources Date

### 10. SECTION BELOW MUST BE COMPLETED

Cost Description	Total Estimated Costs
Transportation	\$ <u>0</u>
Registration	<u>0</u>
Lodging	<u>0</u>
Meals	<u>\$ 8.00 x 3 days = 24.00</u>
Shuttle / Parking	<u>\$ 110.00 approximately</u>
Other	
Total	\$ <u>350.00</u>

### Attach Conference/Workshop/Meeting Information, Registration Form(s), Quote(s)

11. Account Code: 010 000 0 5200 00 1101000 Accountant Approval: \_\_\_\_\_  
000000 305 1140

Approved by: \_\_\_\_\_  
Purchasing

Superintendent Approval for All Out of State Travel

- This form must be completed and submitted at least 60 days prior to the proposed trip.
- Authorization – (yellow) – All approvals must be obtained BEFORE travel arrangements are made and requisition is entered.

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

12.14

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF EDUCATION**

To the Board of Trustees:

Subject: Out of State Travel

**School Leaders of Color Conference  
February 7-9, 2020  
Las Vegas, NV**

Summary:

The Schools Leaders of Color Conference is a national professional development opportunity for those who identify as school and systems leaders of color. The workshops provided will provide knowledge and skills for leaders to implement practices that promote resilience and cultural responsiveness, with the aim for educational equity. Participants have committed to bringing back practices/learnings to their sites and the ARUSD community more broadly. Total estimated cost \$840.

Recommendation:

District administration is recommending that the Board of Trustees approve attendance to the School Leaders of Color Conference for Anna Nguyen and Ivan Montes.

Submitted by: Carlos Moran  Title: Assistant Superintendent, Human Resources

To the Board of Trustees:

**Recommend Approval**

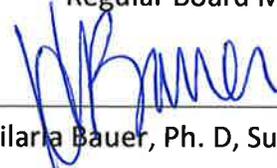
12.14

Agenda Placement

Meeting:

February 13, 2020

Regular Board Meeting



Hilaria Bauer, Ph. D, Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## TRAVEL APPROVAL FORM Attach Supporting Document

Date of Request: 12/9/19  Conference/Workshop  Field Trip  Out of State

1. Program Manager / Principal Signature: [Signature] Dept. / School Site: Pen II / San Antonio ES

2. Title of Conference / Meeting: School Leaders of Color Conference

3. Location: The Westin Lake Las Vegas Resort City/State: Las Vegas, NV

4. Purpose: To learn from other school leaders about fostering resilience

5. Date (s) of Conference / Meetings: Friday, February 7, 2020 - Sunday, Feb. 9, 2020

6. District Office Supervisor Approval: [Signature] Date: \_\_\_\_\_

7. Departure Date / Time: 2/7/20 ; 8:00 AM Hour: AM  PM

8. Return Date / Time: 2/9/20 ; 8:00 PM Hour: AM  PM

9. Human Resources:

Names(s) of Employees Attending	Sub?		Bilingual		Sub Request?: (Name)	Code Sub To:
	Yes	No	Yes	No		
<u>Anna Nguyen</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<u>Same as below.</u>
<u>Ivan Montes</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Substitute:  Available  Unavailable  No Sub Needed  Sub Finder: \_\_\_\_\_

Remarks: \_\_\_\_\_

Human Resources Dept. Approval:  Yes  No

[Signature]  
Asst. Superintendent of Human Resources

1/28/2020  
Date

### 10. SECTION BELOW MUST BE COMPLETED

Cost Description	Total Estimated Costs
Transportation	\$ <u>80</u>
Registration	
Lodging	\$ <u>600</u> <u>760.-</u>
Meals	
Shuttle / Parking	\$
Other	
Total	\$ <u>680</u> <u>840.-</u>

### Attach Conference/Workshop/Meeting Information, Registration Form(s), Quote(s)

11. Account Code: 010-0000-0-5200-00-1110-  
2700-000000-240-2850

Accountant Approval: \_\_\_\_\_

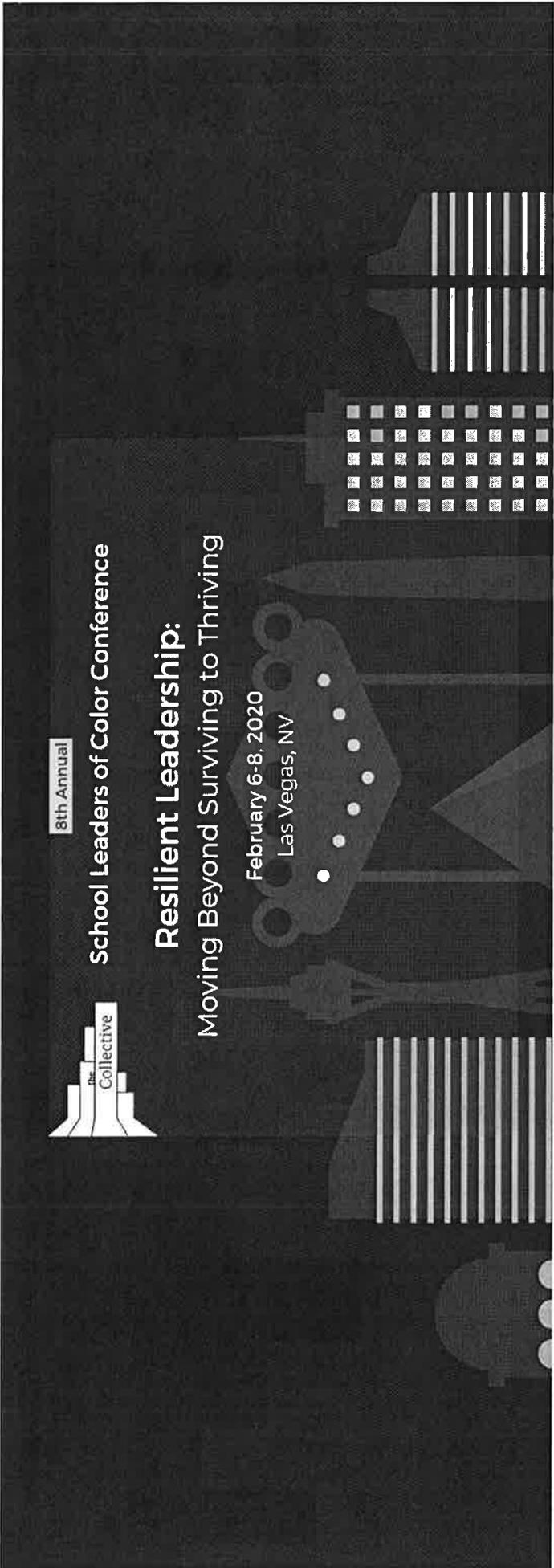
Approved by: \_\_\_\_\_  
Purchasing

Superintendent Approval for All Out of State Travel

- This form must be completed and submitted at least 60 days prior to the proposed trip.
- Authorization - (yellow) - All approvals must be obtained BEFORE travel arrangements are made and requisition is entered.

**Registrations**

	PRICE	TOTAL	QTY
General Admission	US\$100	US\$100	1



**ABOUT THE 2020 SLOC CONFERENCE**

School and systems level leaders are a critical lever in outcomes for kids. School and systems leaders who identify as people of color or Native/Indigenous have a particularly crucial role in the quest for educational equity and Teach For America's network of school and systems leaders is representationally more diverse than the national average. Given that, we have a unique opportunity to convene this community through our 8th annual School Leaders of Color Conference (SLOC). This year's conference will be in Las Vegas and again will seek to provide a space for leaders of color and leaders who identify as Native/Indigenous to access strong professional development, inspire and connect with each other in a space not found elsewhere in the educational ecosystem.

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue  
San Jose, CA 95127

12.15

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION – BOARD OF TRUSTEES**

To the Board of Trustees:

Subject : ACCEPTANCE OF MEMORANDUM(S) OF UNDERSTANDING

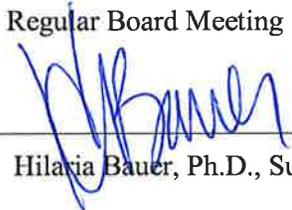
**Staff Analysis:**

The District has received the following Memorandum(s) of Understanding(s) as summarized on the sheet dated February 13, 2020.

**Recommendation:**

Staff recommends acceptance of these memorandum(s) of understanding.

Prepared by::	<u>Maria Martinez</u>	Title:	<u>Procurement Manager</u>
Approved by:	<u>Kolvira Chheng</u>	Title:	<u>Assistant Superintendent of Business Services</u>

To the Board of Trustees:	Meeting: <u>February 13, 2020</u>
Recommend Approval	<u>Regular Board Meeting</u>
<u>12.15</u>	
Agenda Placement	Hilaria Bauer, Ph.D., Superintendent

<b>DISPOSITION BY BOARD OF TRUSTEES</b>		
Motion by: _____	Seconded by: _____	
Approved: _____	Not Approved: _____	Tabled: _____

**Alum Rock Union Elementary School District  
February 13, 2020 Board Meeting**

**MEMORANDUMS OF UNDERSTANDING**

---

<b><u>DEPARTMENT</u></b>	<b><u>DATE OF SERVICE</u></b>	<b><u>CONSULTANT NAME</u></b>	<b><u>COST</u></b>	<b><u>PURPOSE</u></b>
Sheppard Jackie Montejano	02/26/20- 05/07/20	Santa Clara County Office Of Education	\$8,000.00	Support & build capacity within LEA's & schools to promote equity for disadvantaged student population in schools. The grant will increase the knowledge & skills of administrators, teachers, & school staff, so they can incorporate equity & inclusion in their schools. Funding: Restricted
Human Resources Carlos Moran	07/01/20- 06/30/22	Teach for America	\$50,000.00 NTE per year	Participating District Intern Agreement. Teach for America will use its reasonable efforts to provide the number of teacher candidates for employment with the District. Funding: General



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## Request for Contracted Services

To: BUSINESS OFFICE Contract No.: \_\_\_\_\_ Vendor No.: 10547

Sheppard Middle School (School/Dept) and the Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor wishes to enter a:

**MOU** (negotiated Agreement)  
 Exhibit B & C (Fingerprinting and TB Test)

**MASTER CONTRACT PARTICIPATION**  
 Scope of Work/Proposal

**Note:** All Contracts over \$5,000 require pre-approval.

\* Use Independent Contractor Agreement (PUR-116) for unincorporated individuals or in the absent of negotiated agreement.

Name of Individual/Company: Santa Clara County Office of Education

Address: 1290 Ridder Park Drive, MC 227 City: San Jose State: CA Zip: 95131

Phone: 408 453-6554 Email: kathy\_wahl@sccoe.org

SSN: \_\_\_\_\_ Fed I.D. #: \_\_\_\_\_

**CONTRACT TERM:** start dates 2/26/2020 end date 5/7/2020

### CONTRACTOR'S OBLIGATION:

Description of services to be provided: (Please attach proposals, scope of work, and other documentation.)

Support & build capacity within LEA's & schools to promote equity for disadvantaged student populations in schools. The grant will increase the knowledge & skills of administrators, teachers, & school staff so that they can incorporate equity & inclusion in their schools.

**COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor, upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a or b)

     a. **Fee Rate:** \$ \_\_\_\_\_ per \_\_\_\_\_ Not to Exceed \_\_\_\_\_ of services.

  X   b. **Other:** \$ 8,000

Describe other related costs: 0000001703182

BUDGET CODE: 060 3182 0 5815 00 1110 1000 \_\_\_\_\_  
Accountant Initials

000000 170 3182 \_\_\_\_\_  
Accountant Initials

### APPROVALS:

#### ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT:

Site/Department Administrator: [Signature] Date: 1-14-2020

Director of Fiscal Services: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Supt., of Business Services: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT  
Request for Contracted Services**

TO: BUSINESS OFFICE Contract No. \_\_\_\_\_ Vendor No. \_\_\_\_\_

HUMAN RESOURCES \_\_\_\_\_ (School/Dept.) and the Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor wishes to enter into a:

**MOU** (Negotiated Agreement)  
 Exhibit B & C (Fingerprinting and TB Test)

**MASTER CONTRACT PARTICIPATION**  
 Scope of Work/Agreement

**Note:** All Contracts over \$5,000 require pre-approval.

\* Use Independent Contractor Agreement form B-252 for unincorporated individuals or in the absent of negotiated agreement.

Name of Individual/Company Teach For America  
Address 22 Fourth Street City San Francisco ST CA Zip 94103  
Telephone 415-659-0800 x48147 Fax # \_\_\_\_\_  
SSN \_\_\_\_\_ Fed. I.D.# 13-3541913

**CONTRACT TERM:** effective dates 07/01/2020 to 06/30/2022

**CONTRACTOR'S OBLIGATION:**

Description of services to be provided. Please attach proposals and other documentation if necessary:

Participating District Intern Agreement - Memo of Understanding

Teach for America will use its reasonable efforts to provide the number of teacher candidates for employment with the District

**COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor, upon Contractor's submission of a properly documented demand for payment (Form B-210) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a or b)

- a. **Fee Rate:** \$ 5,000 per corp member Not To Exceed \$50,000 of services. 2020-21 SY  
\$5,000 per corp member Not to Exceed \$30,000 2021-22 SY
- b. **Other:** \$ \_\_\_\_\_ (describe rate agreement or other costs) \_\_\_\_\_

**BUDGET CODE:** 010-0000-0-5815-00-0000-7200-600-5010

**APPROVALS:**

Alum Rock Union Elementary School District:

Site/Department Administrator  Date 1/28/2020  
Program/Budget Manager \_\_\_\_\_ Date \_\_\_\_\_  
Asst. Supt. of Business Services \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
ARUESD Board Approval \_\_\_\_\_



**Alum Rock Union Elementary School District  
February 13, 2020 Board Meeting**

**PROFESSIONAL CONSULTANT SERVICES – FIRMS/ORGANIZATIONS**

<u>DEPARTMENT</u>	<u>DATE OF SERVICE</u>	<u>CONSULTANT NAME</u>	<u>COST &amp; FUNDING</u>	<u>PURPOSE</u>
Adelante Maria Martinez	01/30/20- 01/31/20	Dairy Council of California	No Cost	Mobile dairy classroom. Farm to school program which offers free nutrition lesson plans helping students understand where their food comes from and how to make healthy choices. The program will serve approximately 565 students. Funding: N/A
Aptitud Maria Manzanedo	02/14/20- 06/30/20	Science for Scientists	\$10,000.00	Science from scientist will engage students in science lessons that are aligned to the NGSS. The program will serve our 5 <sup>th</sup> grade students which total 46. Funding: Restricted
Fischer George Kleidon	02/14/20- 06/10/20	California Emerging Technology Fund	No Cost	Support digital integration and school growth along with parent engagement. In-kind donations to families in need of technology and internet, family workshops, and support in the creating of student tech experts. The program will serve approximately 2250 students. Funding: N/A
LUCHA Kristin Burt	02/13/20- 08/03/20	Resource Are for Teachers	\$1,200.00	RAFT will work with LUCHA teachers on helping them to incorporate design thinking into the Next Generation Science Standards by leading professional development workshops and coaching teachers. Funding: General
McCollam Pablo Fiene	09/16/19- 06/09/20	Franklin Global Education Foundation	\$500.00	Contract Extension: C1920159 Original contract amount \$0 New contract amount \$500.00 School contribution and support for services to continue the Chinese Language program. Funding: Restricted

**Alum Rock Union Elementary School District  
February 13, 2020 Board Meeting**

**PROFESSIONAL CONSULTANT SERVICES – FIRMS/ORGANIZATIONS**

Renaissance at Mathson Anna Nguyen	02/14/20-06/30/20	Sharks Foundation	No Cost	Master Contract: Organization representatives will facilitate a street hockey physical education (PE) unit kick off assembly through a program called "Stick to Fitness." They will also provide the students and staff with resources to run an effective street hockey unit in PE. Funding: N/A
Early Learning Dr. Dianna Ballesteros	03/01/20-02/28/23	Square Panda Inc.	\$28,094.10	The Square Panda Client Ambassador Program provides avenues to promote ARUSD's leadership, vision, and commitment to innovation in early learning, as it applies the science of teaching reading with developmentally appropriate technology in pre-kindergarten. Program to be implemented at Adelante I, Adelante II, and Painter E.S. The program will serve approximately 60 preschool students. Funding: Restricted
ITSS Avtar Gill	02/14/20-06/30/22	Troxell Communications, Inc.	\$92,000.00 NTE for 3 years	Installation of audio and video equipment at various sites as requested. Funding: Various
Maintenance Daniel Flores	08/01/19-06/30/20	A Reliable Pest Control	\$10,000.00	Contract Extension C1920092 Original contract \$20,000.00 New contract amount \$30,000.00 To cover additional fumigation services District-wide. Funding: General
Special Education Anthony Colonna	01/13/20-06/30/20	Rebekah Children's Services, Phoenix NPS	\$40,608.00	Non-public (NPS) school for a student residing in Alum Rock that requires this placement due to the severity of his needs. Funding: Sp Ed

**Alum Rock Union Elementary School District  
February 13, 2020 Board Meeting**

**PROFESSIONAL CONSULTANT SERVICES – FIRMS/ORGANIZATIONS**

State & Federal Sandra Garcia	02/13/20- 06/30/10	Silicon Valley Education Foundation	No Cost	The Elevate (Math) Plus program is designed to help students successfully complete Common Core or math equivalent courses through a fifty (50) hour year-long support program during the school year. The program will serve approximately 30 students from Adelante and George M.S. Funding: N/A
Student Services Norma Flores	02/14/20- 06/30/20	A Black Education Network	\$150.00 Per hour	Master Contract: A Black Education Network (ABEN) will provide cultural enrichment activities such as lesson plans and props that will teach about African American history figures such as: Maya Angelou, Charles Drew, Bessie Coleman, Stevie Wonder or Freedom Riders. Services are open to any ARUSD school wishing to participate. Funding: Various
Student Services Norma Flores	02/14/20- 06/30/20	Children’s Health Council	No Cost	Children’s Health Council (CHC) will provide school based therapy at Ryan E.S., through School Linked Services Program. The program will serve approximately 8 students/families. Funding: N/A
Student Services Norma Flores	12/13/19- 06/30/22	Organizacion Edificando Vidas	\$4,500.00 Per Course	Master Contract: Agency will provide family engagement courses to ARUSD parents. Courses will consist of a nine (9) week curriculum on Positive Discipline. Courses are open to any ARUSD school wishing to participate. Funding: Various

**Alum Rock Union Elementary School District  
February 13, 2020 Board Meeting**

**PROFESSIONAL CONSULTANT SERVICES – FIRMS/ORGANIZATIONS**

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Student Services Norma Flores	03/26/20- 03/26/20	School of Arts and Culture at MHP	\$1,057.50	Use of facilities agreement between ARUSD and school of Arts and Culture. ARUSD will hold annual Cesar Chavez March and assembly celebration. Funding: general
Superintendent Hilaria Bauer	06/10/20- 06/10/20	School of Arts and Culture at MHP	\$2,623.30	Theater rental for the 2020 Volunteer Jubilee recognizing volunteers across all school sites. Funding: General



PURCHASING  
JAN 23 2020 10:11:04

# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_  
 FROM: ADELANTE DUAL LANG. ACADEMY (School/Dept.) VENDOR NO. 18845  
 PROGRAM MANAGER: MARIA MARTINEZ

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: DAIRY COUNCIL OF CALIFORNIA  
 Address: 1418 N. MARKET BLVD. SUITE 500 City: SACRAMENTO State: CA Zip: 95834  
 Phone: ( 916 ) 263-3560 Email Address: Lbettencourt@DairyCouncilofCA.org  
 SSN: \_\_\_\_\_ or Fed I.D. #: \_\_\_\_\_

Mutually agree and promise as follows:

2. **CONTRACT TERM:** start date 01/31/2020 end date 01/31/2020

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

Mobile Dairy Classroom, Farm to School program which offers free nutrition lesson plans - helping students understand where their food comes from and how to make healthy choices. This program will service approximately 565 students.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ \_\_\_\_\_ (describe rate agreement) \_\_\_\_\_

**NO COST TO DISTRICT**

5. **BUDGET CODE:**

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_  
 FROM: Aptitud Community Academy at Goss (School/Dept.) VENDOR NO. \_\_\_\_\_  
 PROGRAM MANAGER: Maria T. Manzanedo

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: Science from Scientists  
 Address: 533 Airport City: Burlingame State: CA Zip: 94010  
 Phone: (650) 280-2009 Email Address: gauri@sciencefromscientists.org  
 SSN: \_\_\_\_\_ or Fed I.D. #: 20-0792574

Mutually agree and promise as follows:

2. **CONTRACT TERM:** start date February 2020 end date June 2020

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

Science from scientists will engage students in science lessons that are aligned to the NGSS. Science from scientist serves our 5th grade students which total out to 46 students.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ 10,000 (describe rate agreement) Four installments not to exceed \$10,000.

5. **BUDGET CODE:** 060-3010-0-5815-00-1110-1000-000000-120-1190

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

10/10/2020 1:53

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_  
 FROM: Fischer Middle School (School/Dept.) VENDOR NO. \_\_\_\_\_  
 PROGRAM MANAGER: George Kleidon

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: California Emerging Technology Fund  
 Address: 414 13th Street 200 B City: Oakland State: CA Zip: 94612  
 Phone: (415) 744-2383 Email Address: info@cetfund.org  
 SSN: \_\_\_\_\_ or Fed I.D. #: 20-5184429

Mutually agree and promise as follows:

2. **CONTRACT TERM:** start date 2/14/2020 end date 06/10/2020

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

Support digital intergration and school growth along with parent engagement. In-kind donations to families in need of technology and internet, family workshops, and support the creating of student tech experts. The program will serve approximately 250 students.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

     a. **Fee Rate:** \$0 per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

     b. **Other:** \$0 (describe rate agreement) No Cost to the District

5. **BUDGET CODE:**

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC
				Zero		

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**



PURCHASING  
JUN 29 2020 11:32

# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_

FROM: LUCHA (School/Dept.) VENDOR NO. \_\_\_\_\_

PROGRAM MANAGER: Kristin Burt

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: Resource Area for Teachers

Address: 1355 Ridder Park Drive City: San Jose State: CA Zip: 95131

Phone: (408) 451-1420 Email Address: raft@raft.net

SSN: \_\_\_\_\_ or Fed I.D. #: 77-0365627

**Mutually agree and promise as follows:**

2. **CONTRACT TERM:** start date February 13, 2020 end date August 3, 2020

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

RAFT will work with LUCHA teachers on helping them to incorporate design thinking into the Next Generation Science Standards by leading professional development workshops and coaching teachers.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

\_\_\_\_\_ a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ 1,200 (describe rate agreement) \_\_\_\_\_

010-0000-0-5815-00-1110-000000-270-5000

5. **BUDGET CODE:**

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## PURCHASE ORDER / CONTRACT CHARGE ORDER (POCO)

P.O. No. \_\_\_\_\_ Contract No. C1920159 Contract Original Amount: \$ 0.00

Vendor Name: Franklin Global Ed. Foundation Vendor No. 23066

Please check:

- Cancel P.O. / Contract
- Change Item No.: \_\_\_\_\_
- Increase Amount Line Item No.: \_\_\_\_\_
- Decrease Amount Line Item No.: \_\_\_\_\_
- Add Line No.: \_\_\_\_\_
- Delete Line No.: \_\_\_\_\_
- Add/Change object code to: \_\_\_\_\_
- Add Freight: \$ \_\_\_\_\_
- Add Tax: \_\_\_\_\_%
- Disencumber
- Add/Change Prog. No. to: \_\_\_\_\_
- Other \_\_\_\_\_

**CONTRACTS ONLY**

Change Orders:

Contracts Original Amount \$ 0.00

Change Order #: 1 \$ 500.00

Change Order #: \_\_\_\_\_ \$ \_\_\_\_\_

Change Order #: \_\_\_\_\_ \$ \_\_\_\_\_

**New Contract Total** \$ 500.00  
(including Change Orders)

FD	RESC	PY	OBJECT	SUB- OBJ	GOAL	FCTN	COST- CNTR	LOC	PROG	\$AMOUNT	PRG. TITLE	BUS. OFC
<u>060</u>	<u>2010</u> <del>9999</del>	<u>0</u>	<u>5815</u>	<u>00</u>	<del>0000</del> <u>1110</u>	<u>1000</u>	<u>000000</u>	<u>040</u>	<u>1190</u>	<u>\$500.00</u>		<u>ch</u> <u>1/22/20</u>
	<u>0000</u>	<u>0</u>		<u>00</u>	<u>0000</u>		<u>000000</u>					

Reason for Adjustment:

We have interest from students and parents to continue the Chinese Language afterschool program. Vendor shared the cost of running the Chinese Language here at McCollam. McCollam would like to contribute to the cost. This would support the vendor along with their other donors in order to continue their services here at McCollam.

School/Dept.: <u>McCollam Elementary</u>	Requested by: <u>Pablo Fiene</u>
Approval: _____ (for Contracts Only) <u>[Signature]</u>	Assistant Superintendent of Business Services
_____	Program Manager
_____	Purchasing Manager
Date Requested: <u>1/13/20</u>	Date Entered: _____ Entered By: _____

(Pursuant to Public Contract Code 20118.4, the total cost of change orders shall not exceed the greater of \$15,000.00 or 10% of the original contract amount. The ARUESD Board of Trustees must approve changes exceeding these limits.)



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_

FROM: Renaissance Academy at Mathson (School/Dept.) VENDOR NO. \_\_\_\_\_

PROGRAM MANAGER: Anna Nguyen

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: Sharks Foundation

Address: 525 W. Santa Clara Street City: San Jose State: CA Zip: 95113

Phone: 408-977-4791 Email Address: jerry@sharksfoundation.org

SSN: \_\_\_\_\_ or Fed I.D. #: 77-0374062

Mutually agree and promise as follows:

2. **CONTRACT TERM:** start date February 14, 2020 end date June 30, 2020

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

Organization representatives will facilitate a street hockey physical education (PE) unit kick-off assembly through a program called "Stick to Fitness." They will also provide the students and staff with resources to run an effective street hockey unit in PE. See attached document for more detailed information.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ 0 (describe rate agreement) This program is being provided to the school site with zero-cost to the district.

5. **BUDGET CODE:**

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC
				MASTER		

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

PRINTED  
JUN 29 2020 PM 12:00

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_

FROM: Early Learning (School/Dept.) VENDOR NO. \_\_\_\_\_

PROGRAM MANAGER: Dr. Dianna Ballesteros

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: Square Panda Inc.

Address: 935 Benecia Avenue City: Sunnyvale State: CA Zip: 94085

Phone: ( 972 ) 955-0872 Email Address: melissa@squarepanda.com

SSN: \_\_\_\_\_ or Fed I.D. #: 47-1761864

**Mutually agree and promise as follows:**

2. **CONTRACT TERM:** start date March 1, 2020 end date February 28, 2023

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

The Square Panda Client Ambassador Program provides avenues to promote ARUSD's leadership, vision, and commitment to innovation in early learning, as it applies the science of teaching reading with developmentally appropriate technology in pre-kindergarten. To implement the Square Panda Literacy System within Adelante I, Adelante II, and Painter Elementary Schools. Services to be provided for approximately 60 preschool students.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ 28,094.10 (describe rate agreement) \_\_\_\_\_

5. **BUDGET CODE:**

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC
120-61	05-0-5846-00-	0001-1000-0000	00-281-	6100	\$14,047.05	CSPP Grant
120-61	05-0-5846-00-	0001-1000-0000	00-286-	6100	\$14,047.05	CSPP Grant

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue, San José, CA 95127 • Phone: 408-928-6800 • Fax: 408-928-6416 • [www.arusd.org](http://www.arusd.org)

Date: January 10, 2020  
To: Hilaria Bauer, Ph.D., Superintendent  
From: Avtar Gill, Director of Technology *K*  
Re: Installation of Audio & Video equipment

---

### *Summary:*

The District's goal is to bring audio and video equipment to all district cafeterias, classrooms and district conference rooms. It is imperative that all sites are equipped with current technology, in order to host teacher professional development days, community forums, student events and possibly even board meetings.

By providing LCD projectors and audio equipment in our classrooms and multipurpose rooms, we will be able to offer ways of reaching students and staff in a format our teachers and digital native students are comfortable with. This technology will allow our teachers to interact with students better, to use an efficient form of teaching by providing more engaging ways to teach and get their lesson objectives and facts across.

The district conducted site walks, and requested quotes from Troxell-CDI, CDW-G and IT Savvy to compare proposals.

### *Recommendation:*

Based on the proposals received staff recommends the Board of Trustees approve Troxell-CDI, as the district's installer for Audio/Video equipment on an as needed basis for three (3) years, (February 14, 2020 – June 30, 2023). Installations are not to exceed the cost of \$5,000 for installation/labor per site and not to exceed \$92,000 for all installations in the three year period. Each site will be responsible for its own cost.



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_

FROM: ITSS (School/Dept.) VENDOR NO. \_\_\_\_\_

PROGRAM MANAGER: Avtar Gill

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: Troxell Communications, Inc.

Address: 4675 E Cotton Center Blvd #155 City: Phoenix State: AZ Zip: 85040

Phone: 669 ) 333-6674 Email Address: \_\_\_\_\_

SSN: \_\_\_\_\_ or Fed I.D. #: 86-0716114

**Mutually agree and promise as follows:**

2. **CONTRACT TERM:** start date 2-14-2020 end date 6-30-2022

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

Installation of audio and video equipment at various sites, as requested.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

       a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ NTE \$92,000 (describe rate agreement) Districtwide for 3 years.

5. **BUDGET CODE:**

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC
NA	NA	Master Contract	NA	NA	NA	NA

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

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2930 Gay Avenue, San José, CA 95127 · Phone: 408-928-6800 · Fax: 408-928-6416 · [www.arusd.org](http://www.arusd.org)

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To: Hilaria Bauer, Ph.D., Superintendent

From: Daniel Flores, Director of Maintenance, Operation & Transportation

A handwritten signature in black ink, appearing to be "K" or "Kf", located to the right of the "From:" line.

Re: Contract Adjustment- A Reliable Pest Control

Date: January 28, 2020

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*Summary:*

On August 8, 2019 the board approved contract (C1920092) with A Reliable Pest Control in the amount of \$20,000 for a multitude of issues concerning pests that is necessary for the District to maintain. The treatment ended up being more than expected and additional work will be needed for all kitchens and cafeterias district-wide throughout this fiscal year.

*Recommendation:*

Staff recommends that the Board of Trustees approve the increase for C1920092 with A Reliable Pest Control in the amount of \$10,000 to a total of \$30,000.00 for the 2019-2020 fiscal year.



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

FILED FEB 23 2020 AM 10:18

## PURCHASE ORDER / CONTRACT ADJUSTMENT

P.O. No. \_\_\_\_\_ Contract No. C1920092 Contract Original Amount: \$ 20,000.00

Vendor Name: A Reliable Pest Control Vendor No. 18410

Please check:

- Cancel P.O. / Contract
- Change Item No.: \_\_\_\_\_
- Increase Amount Line Item No.: \_\_\_\_\_
- Decrease Amount Line Item No.: \_\_\_\_\_
- Add Line No.: \_\_\_\_\_
- Delete Line No.: \_\_\_\_\_
- Change org key/object code to: \_\_\_\_\_
- Change Vendor No. to: \_\_\_\_\_
- Add Freight: \$ \_\_\_\_\_
- Add Tax: \_\_\_\_\_%
- Disencumber
- Change Order No.: \_\_\_\_\_
- Other \_\_\_\_\_

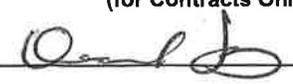
**CONTRACTS ONLY**

Change Orders:

Contracts Original Amount	\$ <u>20,000.00</u>
Change Order #:	\$ <u>10,000.00</u>
Change Order #:	\$ _____
Change Order #:	\$ _____
<b>New Contract Total</b> (including Change Orders)	<b>\$ <u>30,000.00</u></b>

Line #	FD XXX	RESC XXXX	PY 0	OBJECT XXXX	SB-OB 00	GOAL XXXX	FCTN XXXX	CST-CTR 000000	LOC XXX	PROG XXXX	\$ AMOUNT
1	010	0000	0	5815	00	00	8100	000000	450	8140	10,000.00
			0		00			000000			

Reason for Adjustment: Please increase amount on C1920092 by \$10,000.00  
To cover additional services for the remainder of the year. Thank you.

School/Dept.: <u>MOT</u>	Requested by: <u>Gloria Fernandez</u>
Approval: _____ (for Contracts Only)	Assistant Superintendent of Business Services
	Program Manager
_____	Purchasing Manager
Date Requested: _____	Date Entered: _____ Entered By: _____

(Pursuant to Public Contract Code 20118.4, the total cost of change orders shall not exceed the greater of \$15,000.00 or 10% of the original contract amount. The ARUESD Board of Trustees must approve changes exceeding these limits.)



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## Request for Contracted Services

To: BUSINESS OFFICE Contract No.: \_\_\_\_\_ Vendor No.: \_\_\_\_\_

Special Education (School/Dept) and the Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor wishes to enter a:

- MOU (negotiated Agreement)
- Exhibit B & C (Fingerprinting and TB Test)
- MASTER CONTRACT PARTICIPATION**
- Scope of Work/Proposal

**Note:** All Contracts over \$5,000 require pre-approval.

\* Use Independent Contractor Agreement (PUR-116) for unincorporated individuals or in the absent of negotiated agreement.

Name of Individual/Company: Rebekah Children's Services, Phoenix NPS

Address: 290 IOOF Ave City: Gilroy State: Ca Zip: 95020

Phone: (408) 846-2100 Email: \_\_\_\_\_

SSN: \_\_\_\_\_ Fed I.D. #: \_\_\_\_\_

**CONTRACT TERM:** start dates January 13, 2020 end date June 30, 2020

**CONTRACTOR'S OBLIGATION:**

Description of services to be provided: (Please attach proposals, scope of work, and other documentation.)

Non public school (NPS) for student residing in Alum Rock that requires this placement due to the severity of his needs.

**COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor, upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a or b)

X a. **Fee Rate:** \$ 228 per day Not to Exceed 96 days of services.

X b. **Other:** \$ 18,720 + \$ 21,888 = \$40,608

Describe other related costs: 1:1 Aide

BUDGET CODE: 08A-6500-0-5100-00  
5730-1120-000000-380 1820 Accountant Initials

Accountant Initials

**APPROVALS:**

**ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT:**

Site/Department Administrator: [Signature] Date: 4/13/20

Director of Fiscal Services: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Supt., of Business Services: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## Request for Contracted Services

RECEIVED  
107-20-2020-011-1742

To: BUSINESS OFFICE Contract No.: \_\_\_\_\_ Vendor No.: \_\_\_\_\_

State & Federal Programs (School/Dept) and the Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor wishes to enter a:

**MOU** (negotiated Agreement)  
 Exhibit B & C (Fingerprinting and TB Test)

**MASTER CONTRACT PARTICIPATION**  
 Scope of Work/Proposal

**Note:** All Contracts over \$5,000 require pre-approval.

\* Use Independent Contractor Agreement (PUR-116) for unincorporated individuals or in the absent of negotiated agreement.

Name of Individual/Company: Silicon Valley Education Foundation

Address: 1400 Parkmoor Ave., Suite 200 City: San Jose State: CA Zip: 95126

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

SSN: \_\_\_\_\_ Fed I.D. #: \_\_\_\_\_

**CONTRACT TERM:** start dates February 13, 2020 end date June 30, 2020

### CONTRACTOR'S OBLIGATION:

Description of services to be provided: (Please attach proposals, scope of work, and other documentation.)

The Elevate [Math] Plus program is designed to help students successfully complete Common Core or math equivalent courses through a 50 hour year-long support program during the school year. The program will serve approximately 30 students from Adelante and George MS

**COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor, upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a or b)

     a. **Fee Rate:** \$ \_\_\_\_\_ per \_\_\_\_\_ Not to Exceed \_\_\_\_\_ of services.

  X   b. **Other:** \$ Zero Cost to the District.

Describe other related costs: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

Accountant Initials

Accountant Initials

### APPROVALS:

#### ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT:

Site/Department Administrator: [Signature] Date: 1/27/2020

Director of Fiscal Services: \_\_\_\_\_ Date: \_\_\_\_\_

Asst. Supt., of Business Services: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

PURCHASING  
JAN 29 2020 11:45

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_

FROM: Student Services (School/Dept.) VENDOR NO. \_\_\_\_\_

PROGRAM MANAGER: Norma Flores

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: A Black Education Network(ABEN)

Address: P.O Box 3134 City: San Jose State: CA Zip: 95156

Phone: (408) 829-0590 Email Address: debrawatkins@aben4ace.org

SSN: \_\_\_\_\_ or Fed I.D. #: 94-3413477

Mutually agree and promise as follows:

2. **CONTRACT TERM:** start date February 14, 2020 end date June 30, 2020

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

A Black Education Network(ABEN) will provide cultural enrichment activities such as lesson plans and props that will teach about Black history figures such as: Maya Angelou, Charles Drew, Bessie Coleman, Stevie Wonder or Freedom Riders. The services are open to any ARUSD school wanting to participate.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

a. **Fee Rate:** \$ 150 per hour per hour/day of service as may be requested by ARUESD, not to exceed a maximum of 45 hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ \_\_\_\_\_ (describe rate agreement) \_\_\_\_\_

5. **BUDGET CODE:**

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC
	Master	Contract				

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

RECEIVED  
February 2020

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_

FROM: Student Services (School/Dept.) VENDOR NO. \_\_\_\_\_

PROGRAM MANAGER: Norma Flores

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: Children's Health Council(CHC)

Address: 650 Clark Way City: Palo Alto State: CA Zip: 94304

Phone: (650) 326-5530 Email Address: \_\_\_\_\_

SSN: \_\_\_\_\_ or Fed I.D. #: \_\_\_\_\_

**Mutually agree and promise as follows:**

2. **CONTRACT TERM:** start date February 14, 2020 end date June 30, 2020

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

Children's Health Council(CHC) will provide school based therapy at Ryan Elementary through School Linked Services program, which can serve approximately 8 students/families.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ \_\_\_\_\_ (describe rate agreement) No Cost to District

5. **BUDGET CODE:**

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

### CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

PROCESSED  
2019 09 23 09:28:12 AM

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_

FROM: Student Services (School/Dept.) VENDOR NO. \_\_\_\_\_

PROGRAM MANAGER: Norma Flores

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: Organizacion Edificando Vidas

Address: PO Box 2394 City: Santa Clara State: CA Zip: 95055

Phone: (408) 701-7040 Email Address: aperez@evidas.org

SSN: \_\_\_\_\_ or Fed I.D. #: 26-2189177

**Mutually agree and promise as follows:**

2. **CONTRACT TERM:** start date December 13, 2019 end date June 30, 2022

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

Master Contract-Agency will provide family engagement courses to ARUSD parents.

Courses will consist of a 9 week curriculum on Positive Discipline. Courses are open to any ARUSD school wishing to participate.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

     a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ 4,500 per course (describe rate agreement) Master Contract

5. **BUDGET CODE:**

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC
				Master		

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.
7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.
8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

20200327  
08:27:23 AM PST

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_  
 FROM: Student Services (School/Dept.) VENDOR NO. 21331  
 PROGRAM MANAGER: Norma Flores

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: School of Arts and Culture at Mexican Heritage Plaza  
 Address: 1700 Alum Rock Ave City: San Jose State: CA Zip: 95116  
 Phone: (408) 794-6240 Email Address: stephanie@mhplaza.com  
 SSN: \_\_\_\_\_ or Fed I.D. #: 80-0714882

**Mutually agree and promise as follows:**

2. **CONTRACT TERM:** start date March 26, 2020 end date March 26, 2020

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

Use of facilities agreement between ARUSD and School of Arts and Culture. ARUSD will hold annual Cesar Chavez March and Assembly celebration at School of Arts and Culture on 3/26/2020. Stage, sound and cleaning services are all included.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$ 1,057.50 (describe rate agreement) Flat Rate

5. **BUDGET CODE:**

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC
010	0000-0-5815-	00-1110-1000	000000	-360-5410		
				\$1,057.50		

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**



# ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

## INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. \_\_\_\_\_  
 FROM: Superintendent's Office (School/Dept.) VENDOR NO. 21331  
 PROGRAM MANAGER: Dr. Hilaria Bauer

1. **PARTIES:** The Alum Rock Union Elementary School District (ARUESD), whose address is 2930 Gay Avenue, San Jose, CA 95127, and the following named Contractor:

Name of Individual/Company: School of Arts and Culture & The Mexican Heritage Plaza  
 Address: 1700 Alum Rock Ave City: San Jose State: CA Zip: 95116  
 Phone: (408) 794-6250 Email Address: \_\_\_\_\_  
 SSN: \_\_\_\_\_ or Fed I.D. #: 80-07148822

Mutually agree and promise as follows:

2. **CONTRACT TERM:** start date June 10, 2020 end date June 10, 2020

3. **CONTRACTOR'S OBLIGATION:** In consideration of the compensation, the Contractor shall provide the following services, materials, products, and/or reports:

A. Description of services to be provided and expected results (e.g. services, materials, products and/or reports). Attach proposals, exhibits and other documentation if necessary:

Theater rental for the 2020 Volunteer Jubilee recognizing volunteers across all school sites.

4. **COMPENSATION:** In consideration of Contractor's provision of services as described above, and subject to the payment provisions expressed herein, ARUESD shall pay Contractor upon Contractor's submission of a properly documented demand for payment (Invoice) which shall be submitted not later than 30 days from the end of the month in which the contract services were rendered, and upon approval of such demand by ARUESD as follows: (Check either a, b, or c)

\_\_\_\_\_ a. **Fee Rate:** \$ \_\_\_\_\_ per hour/day of service as may be requested by ARUESD, not to exceed a maximum of \_\_\_\_\_ hours/days of services. ARUESD may, but is not obligated to, request the maximum number of hours/days of service.

b. **Other:** \$2,672.80 (describe rate agreement) flat rate

5. **BUDGET CODE:** 010-0000-0-5610-00-1110-1000-000000-360-5410

FUND	DEPARTMENT	PROG/COUNTER	OBJECT	\$ AMOUNT	PROG. TITLE	BUS OFC
03	360	5410	<del>5815</del>	\$2,623.30		

6. **TERMINATION:** This contract may be terminated by ARUESD at its sole discretion, upon 30-day advance written notice thereof to the Contractor, or canceled immediately by written mutual consent.

7. **INDEPENDENT CONTRACTOR STATUS:** This contract is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association. In executing this agreement, the Contractor certifies that no one who has or who will have any financial interest under this agreement is an officer or employee of ARUESD. Additionally, as the Contractor is not an ARUESD employee, ARUESD is not responsible for obtaining workers' compensation insurance coverage for the Contractor.

8. **COMPLETENESS OF AGREEMENT:** This agreement constitutes the entire understanding of the parties and any change or modification shall be in writing and signed by both parties hereto.

**CONTRACTS MUST BE SUBMITTED 30 DAYS PRIOR TO BOARD MEETING**

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

Office of Superintendent of Schools

12.17

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

Date: February 3, 2020

**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 trip.

Submitted by: Sandra Garcia 

Title: Director of State and Federal Programs

Approved by: Rene Sanchez 

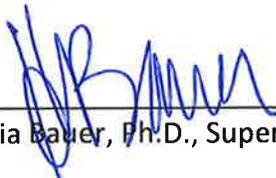
Title: Assistant Superintendent, Instructional Services

To the Board of Trustees:

Meeting: February 13, 2020  
Regular Board Meeting

12.17

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

## School-Sponsored Field Trip Information Sheet

Overnight Field Trips are in **BOLD**

Field Trips for Board Approval: February 13, 2020

School	Field Trip Event	City, and County	Date	Grade	# Of Classes/ # of Students	Budget (Coding)	Purpose: (Academic standard the trip supports)
Adelante I	Sutter's Fort	Sacramento/ Sacramento	03/25/2020	4 <sup>th</sup>	48 Students	PTA	Students will explore the Sutter's Fort and learn about the 19th century agricultural and trade colony in the Mexican Alta California Province, and they will participate in Sutter's Fort scavenger hunt.
Cassell Elementary	Junior Explorers	Redwood City/ San Mateo	03/02/2020	3-5 <sup>th</sup> SDC-ID	9 Students	ASB	Students will learn about the diverse habitats, ecosystems, and participate in hands-on activities.
<b>Chavez Elementary</b>	<b>Walden West - Cupertino</b>	<b>Cupertino/ Santa Clara</b>	<b>03/03/2020- 03/06/2020</b>	<b>5<sup>th</sup></b>	<b>20-25<sup>th</sup></b>	<b>ASB</b>	<b>Students will learn about rainforest, animals, plants, and participate in hands-on activities.</b>
Cureton Elementary	Alcatraz	San Francisco/ San Francisco	03/18/2020	4/5 SDC	10 Students	ASB	Students will tour Alcatraz and gain a better understanding of the Civil Rights Movement protected under the Bill of Rights.
Cureton Elementary	YMCA Camp Campbell	Boulder Creek/ Santa Cruz	03/03/2020- 03/06/2020	5 <sup>th</sup>	55 Students	ASB	<b>Students will learn about life science, plants, rainforest, animals and their habitats, and participate in hands-on activities.</b>
Dorsa Elementary	<b>Walden West Science-Camp Cupertino</b>	<b>Cupertino/ Santa Clara</b>	<b>02/24/2020- 02/27/2020</b>	5 <sup>th</sup>	50 Students	Donations	<b>Students will learn about rainforest, animals, plants, and participate in hands-on activities.</b>

George Middle	Disney Performance Arts	Los Angeles/ Los Angeles	05/14/2020- 05/16/2020	6-8 <sup>th</sup>	50 Students	Alliance for Youth Achievement/ Title I	Students will participate in Disney Performing Arts Workshop.
Hubbard Academy	California Academy of Sciences	San Francisco/ San Francisco	03/25/2020	2 <sup>nd</sup>	TBD	Title I	Students tour the academy; learn about the life science, animals and their habitats.
Mathson Band	Los Angeles/ Festival Forum Music	Los Angeles/ Los Angeles	04/30/2020- 05/02/2020	8 <sup>th</sup>	8 students	Booster	Students will participate in an adjudicated music festival.
Painter Elementary	Exploratorium	San Francisco/ San Francisco	05/13/2020	1 <sup>st</sup> & 2 <sup>nd</sup>	90 Students	Title I	Students will observe science displays and participate in hands-on activities.
Renaissance Band at Mathson	Los Angeles – Festival Forum Music	Los Angeles/ Los Angeles	04/30/2020- 05/02/2020	8 <sup>th</sup>	8 Students	Booster	Students will participate in an adjudicated music festival.
Russo/McEntee	Monterey Bay Aquarium	Monterey/ Monterey	02/26/2020	3 <sup>rd</sup>	75 Students	Donations	Students will learn about the sea animals and their habitats.
Sheppard Middle	Rob Hill Campground	San Francisco/ San Francisco	05/02/2020- 05/03/2020	6-8 <sup>th</sup>	20 Students	ASES/ Citizen Schools	Students will learn how to strengthen self-confidence and independence in surviving the wild.
Sheppard Middle	Alcatraz	San Francisco/ San Francisco	04/02/2020	8 <sup>th</sup>	180 Students	ASB/Title I	Students will take tour of Alcatraz; learn about US History and US Justice system.

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

12.18

Office of Superintendent of Schools

**ITEM REQUIRING ATTENTION - BOARD OF EDUCATION**

To the Board of Trustees:

Date: February 3, 2020

**Subject:** **Quarterly Report on Williams Uniform Complaints**

**Staff Analysis:** The Quarterly Report on Williams Uniform Complaints lists the number of Complaints received and resolved.

The Santa Clara County Office of Education requires that the District submit a Quarterly Report on Williams Uniform Complaints for all Alum Rock schools. The complaints could be in the areas of insufficient textbooks, teacher vacancy or poor conditions of facilities. During the period of October 1, 2019 through December 31, 2019, there are three complaints.

**Recommendation:** Staff recommends approval of the Quarter Two Report on Williams Uniform Complaints.

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

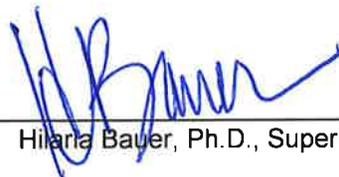
Approved by: Rene Sanchez *RS* Title: Assistant Superintendent of Instructional Services

To the Board of Trustees:

Meeting: February 13, 2020  
Regular Board Meeting

**Recommend Approval**

12.18  
Agenda Placement

  
Hilaria Bauer, Ph.D., Superintendent

**DISPOSITION BY BOARD OF TRUSTEES**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Tabled: \_\_\_\_\_

**Academic School Year 2019-2020**  
**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186]

District: Alum Rock Union Elementary School District

Person completing this form: Sandra Garcia

Title: Director of State & Federal

Quarterly Report Submission Date:  Jul 1 – Sep 30, 2019 (due Oct 27, 2019)

(Please check one)  Oct 1 – Dec 31, 2019 (due Jan 27, 2020)

Jan 1 – Mar 31, 2020 (due Apr 27, 2020)

Apr 1 – Jun 30, 2020 (due Jul 27, 2020)

Date for information to be reported publicly at governing board meeting:

Please check the box that applies:

No complaints were filed with any school in the district during the quarter indicated above.

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

GENERAL SUBJECT AREA	TOTAL # OF COMPLAINTS	# RESOLVED	# UNRESOLVED
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy of Misassignments	0	0	0
Facilities Conditions	3	3	0
<b>TOTALS</b>	<b>3</b>	<b>3</b>	<b>0</b>

Hilaria Bauer, Ph.D

\_\_\_\_\_  
 Print Name of District Superintendent

\_\_\_\_\_  
 Signature of District Superintendent

February 13, 2020

\_\_\_\_\_  
 Date

Please scan the original signed copy and email to:  
 Santa Clara County Office of Education – Equity and Educational Progress Division  
 Mayra Ayala, mayra\_ayala@sccoe.org

WILLIAMS COMPLAINT FORM

(Uniform Complaint Procedures for California Education Code Section 35186 Complaints)

Anyone may use this form to file a complaint regarding one or more of the following problems: (1) insufficient instructional materials; (2) an unsafe or unhealthy school facility condition; (3) a teacher vacancy or misassignment, and/or (4) a restroom that is closed, not fully operational, or not cleaned, maintained, or stocked regularly. After completing this form, file it with the School Principal. If the Principal does not have sufficient authority to fix the problem, he or she will forward this form to the appropriate school district official for resolution.

Do you want to receive a written response describing how the problem was fixed?

Yes, I request a written response.

Name: Jessica Pivaral Address: 1759 Chaucer Dr
City, State, and Zip Code: San Jose, CA, 95116 Phone Number (optional):

No, I do not request a written response. I am filing this complaint anonymously.

I request immediate action to correct the following problem(s): Please check all that apply and provide supporting details (attach additional pages if needed).

RECEIVED

DEC - 9

State & Federal Programs Dept.

I. Textbooks and Instructional Materials:

- A student does not have required textbooks or instructional materials to use in class.
A student does not have textbooks or instructional materials to use at home or after school.
Textbooks or instructional materials are in poor or unusable condition, are missing pages, or are unreadable due to damage.
Because of a shortage of textbooks or materials, a student was given photocopied sheets from only a portion of a textbook or instructional materials.

Description of the problem: include (1) the names of the textbook(s)/materials that are missing or damaged, (2) the course/grade level and (3) the teacher's name.

II. Teacher Vacancy or Misassignment:

- A class has not been assigned a permanent teacher within the first 20 working days of the semester.
A teacher is assigned to teach a class for which the teacher lacks the appropriate subject matter credential or authorization.
A teacher is assigned to teach a class in which more than 20% of the students are English learners and the teacher lacks the proper credentials or training to teach English learners.

Description of the problem: include (1) the course or grade level and (2) the teacher's full name.

III. School Building and Facility Conditions:

- A school building, building system, or part of the school grounds is in a condition that poses a threat to the health and safety of students, teachers, or school employees (for example, the heating, ventilation, fire sprinkler, or AC system doesn't work; the school is infested with rats or other pests; windows are broken or exterior gates will not lock and pose a security risk; or a damaged building or structure creates a potential health or safety hazard).

Description of the problem: include (1) the condition, (2) where it is located, and (3) how it poses a threat to health or safety.

Playground structure, located in Adelante II
We need this playground fixed ASAP!!

IV. Restrooms:

- A restroom is not fully operational, maintained and cleaned regularly, and stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
The school is not keeping all restrooms open during school hours when pupils are not in classes.
The school is not keeping a sufficient number of restrooms open during school hours when pupils are in classes.

Description of the problem: include location of the restroom.

IMPORTANT: I am mailing /hand-delivering (circle one) this form on Oct 4 2019 (date) to Principal Mrs. Bohemeyer (name) at 1970 Cinderratta Ln San Jose CA 95116 (school name & address). Please make and keep a copy of this completed form for your records.

I am a parent to a kid that <sup>2 1/2</sup> goes to the think Together Program (Pre school) and kids there need their social development time and space. It is not safe for ~~the~~ OUR children to be ~~playing~~ playing near the temporary fence that was placed around the fracture structure. Kids need a safe place to play at. This structure has been closed for more than 3 months. They had all summer to fix whatever problem that may have been found. We have not seen interest from the district on working and fixing this playground. We need it fixed.

# WILLIAMS COMPLAINT FORM

(Uniform Complaint Procedures for California Education Code Section 35186 Complaints)

Anyone may use this form to file a complaint regarding one or more of the following problems: (1) insufficient instructional materials; (2) an unsafe or unhealthy school facility condition; (3) a teacher vacancy or misassignment, and/or (4) a restroom that is closed, not fully operational, or not cleaned, maintained, or stocked regularly. After completing this form, file it with the School Principal. If the Principal does not have sufficient authority to fix the problem, he or she will forward this form to the appropriate school district official for resolution.

► Do you want to receive a written response describing how the problem was fixed?

Yes, I request a written response.

Name: Maria Pedroza

Address: 247 N. Capitol Ave #135 <sup>Bldg 2</sup>

City, State, and Zip Code: San Jose CA 95127

Phone Number (optional): ~~408~~ 510-244-8774

No, I do not request a written response. I am filing this complaint anonymously.

► I request immediate action to correct the following problem(s): Please check all that apply and provide supporting details (attach additional pages if needed).

### I. Textbooks and Instructional Materials:

- A student does not have required textbooks or instructional materials to use in class.
- A student does not have textbooks or instructional materials to use at home or after school.
- Textbooks or instructional materials are in poor or unusable condition, are missing pages, or are unreadable due to damage.
- Because of a shortage of textbooks or materials, a student was given photocopied sheets from only a portion of a textbook or instructional materials.

Description of the problem: include (1) the names of the textbook(s)/materials that are missing or damaged, (2) the course/grade level and (3) the teacher's name. \_\_\_\_\_

### II. Teacher Vacancy or Misassignment:

- A class has not been assigned a permanent teacher within the first 20 working days of the semester.
- A teacher is assigned to teach a class for which the teacher lacks the appropriate subject matter credential or authorization.
- A teacher is assigned to teach a class in which more than 20% of the students are English learners and the teacher lacks the proper credentials or training to teach English learners.

Description of the problem: include (1) the course or grade level and (2) the teacher's full name. \_\_\_\_\_

### III. School Building and Facility Conditions:

- A school building, building system, or part of the school grounds is in a condition that poses a threat to the health and safety of students, teachers, or school employees (for example, the heating, ventilation, fire sprinkler, or AC system doesn't work; the school is infested with rats or other pests; windows are broken or exterior gates will not lock and pose a security risk; or a damaged building or structure creates a potential health or safety hazard).

Description of the problem: include (1) the condition, (2) where it is located, and (3) how it poses a threat to health or safety.

TK kinder playground. Can we please get the play structure fixed. They need to better develop motor and social skills. I've personally seen kids dig holes and play with logs.

### IV. Restrooms:

- A restroom is not fully operational, maintained and cleaned regularly, and stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school is not keeping all restrooms open during school hours when pupils are not in classes.
- The school is not keeping a sufficient number of restrooms open during school hours when pupils are in classes.

Description of the problem: include location of the restroom. \_\_\_\_\_

► **IMPORTANT:** I am mailing / hand-delivering (circle one) this form on 11/5/19 (date) to Principal \_\_\_\_\_ (name) at \_\_\_\_\_ (school name & address).

**Please make and keep a copy of this completed form for your records.**

**WILLIAMS COMPLAINT FORM**  
(Uniform Complaint Procedures for California Education Code Section 35186 Complaints)

Anyone may use this form to file a complaint regarding one or more of the following problems: (1) insufficient instructional materials; (2) an unsafe or unhealthy school facility condition; (3) a teacher vacancy or misassignment, and/or (4) a restroom that is closed, not fully operational, or not cleaned, maintained, or stocked regularly. After completing this form, file it with the School Principal. If the Principal does not have sufficient authority to fix the problem, he or she will forward this form to the appropriate school district official for resolution.

► **Do you want to receive a written response describing how the problem was fixed?**

Yes, I request a written response.

Name: Yvette Garcia Address: 1760 Wilshire Blvd  
City, State, and Zip Code: San Jose, CA 95114 Phone Number (optional): 408 407 7774

No, I do not request a written response. I am filing this complaint anonymously.

► **I request immediate action to correct the following problem(s):** *Please check all that apply and provide supporting details (attach additional pages if needed).*

**I. Textbooks and Instructional Materials:**

- A student does not have required textbooks or instructional materials to use in class.
- A student does not have textbooks or instructional materials to use at home or after school.
- Textbooks or instructional materials are in poor or unusable condition, are missing pages, or are unreadable due to damage.
- Because of a shortage of textbooks or materials, a student was given photocopied sheets from only a portion of a textbook or instructional materials.

**Description of the problem:** *include (1) the names of the textbook(s)/materials that are missing or damaged, (2) the course/grade level and (3) the teacher's name.* \_\_\_\_\_

**II. Teacher Vacancy or Misassignment:**

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**Description of the problem:** *include (1) the course or grade level and (2) the teacher's full name.* \_\_\_\_\_

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**Description of the problem:** *include (1) the condition, (2) where it is located, and (3) how it poses a threat to health or safety.*

JK & Kinder playground. Playground needs to be fixed for children. They do not have a playground and they just play on grass w/ rollerblades

**IV. Restrooms:**

- A restroom is not fully operational, maintained and cleaned regularly, and stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school is not keeping all restrooms open during school hours when pupils are not in classes.
- The school is not keeping a sufficient number of restrooms open during school hours when pupils are in classes.

**Description of the problem:** *include location of the restroom.* \_\_\_\_\_

► **IMPORTANT:** I am mailing / hand-delivering (circle one) this form on 11/5/19 (date) to Principal \_\_\_\_\_ (name) at \_\_\_\_\_ (school name & address).

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