ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

BOARD OF TRUSTEES

Regular Board Meeting
March 10, 2022

Thursday, March 10, 2022
REGULAR BOARD MEETING AGENDA

Type: REGULAR BOARD MEETING AGENDA
Time: 5:30 p.m.
Code: Regular #13-21/22

The March 10, 2022, REGULAR BOARD MEETING WILL BE CONDUCTED EXCLUSIVELY VIA CONFERENCE TELEPHONE AND THROUGH "ZOOM" VIDEO CONFERENCING. THE DISTRICT OFFICE AND BOARD ROOM WILL NOT BE OPEN AND AVAILABLE FOR THE PUBLIC TO ATTEND AND PARTICIPATE IN THE BOARD MEETING AT THE DISTRICT OFFICE. MEMBERS OF THE PUBLIC MAY PARTICIPATE AND COMMENT IN REAL TIME IN OPEN SESSION THROUGH THE FOLLOWING MEANS:

1. Zoom - Live Board Meeting and use "Raise Hand" function to request opportunity to make a comments.
2. THE ZOOM MEETING CAN BE ACCESSED AS FOLLOWS:
Join Zoom Meeting https://arusd-org.zoom.us/j/89373417673
One tap mobile
+16699006833, Meeting ID:893 7341 7673# US (San Jose)
Zoom Spanish Interpretation available- Zoom Instructions link www.arusd.org/zoomesp. If you call in you will not be able to access this function.
THE MEETING MAY ALSO BE VIEWED THROUGH LIVE STREAM AS FOLLOWS:
1. Live stream Youtube English Channel "AlumRock TV"
https://www.arusd.org/alumrocktv

In compliance with the Americans with Disabilities Act and Executive Order N-08-21, if you need Special Assistance, Disability-Related modifications or accommodation, including auxiliary aids or services, in order to participate in the Regular Board Meeting of the Board of Trustees, please contact the office of the District Superintendent at (408) 928-6822 or by email at maribel.carrillo@arusd.org immediately and the district will make reasonable arrangements to ensure accommodation and electronic accessibility to this meeting.

1. OPEN SESSION - CALL TO ORDER AND ROLL CALL

1.01 CALL TO ORDER/ ROLL CALL/LAND ACKNOWLEDGMENT- Board of Trustees of the Alum Rock Union Elementary School District does hereby acknowledge that the District schools and facilities sit on the traditional lands of the Muwekma Ohlone people, and the Board of Trustees further acknowledges with respect and reverence the Muwekma Ohlone People Tribe of the San Francisco Bay Area for their stewardship of these lands;/ PLEDGE OF ALLEGIANCE -- PRESIDENT ANDRES QUINTERO.

1.02 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limited to, an announcement that an agenda item will be considered out of order, that consideration of an item has been withdrawn, postponed, rescheduled or removed from the Consent Calendar for separate discussion and possible action.

1.03 WELCOME AND EXPLANATION TO AUDIENCE: Any person may address the Board on any item on the meeting agenda. Persons who wish to speak on an item on the agenda will have an opportunity to do so when that agenda item is introduced and presented during this meeting. If you wish to speak on an item on this agenda please use the "Raise hand" function on Zoom as described above when the agenda item is called. There is a limit of 2 minutes for each speaker. The Board has the right to limit total public comment on any agenda item to no more than 20 minutes.Persons who wish to speak to the Board about any matter within the jurisdiction of the District but not on this agenda will have an opportunity to speak during item 5.01 on this agenda as stated below.

2. CLOSED SESSION

2.01 RECESS TO CLOSED SESSION: The Board will recess to Closed Session at approximately 5:30 p.m. Open Session will resume at conclusion of Closed Session.

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

2.03 CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION(Paragraph (1) of subdivision (d) of Section 54956.9): Alum Rock Union Elementary School District v. Karen Martinez, Santa Clara County Superior Court case no. 21CV381923; Alum Rock Union Elementary School District v. Dolores Marquez, Santa Clara County Superior Court case no. 20CV372554; CTG Construction, Inc. v. Alum Rock Union Elementary School District, Santa Clara County Superior Court case no. 21CV367630.

2.04 CONFERENCE WITH LEGAL COUNSEL--Anticipated Litigation pursuant (1) of subdivision (d) of Government Code Section 94956.9 (1) potential case.

2.05 CONFERENCE WITH LABOR NEGOTIATORS, EMPLOYEE ORGANIZATION: AREA (Alum Rock Educators Association); District Negotiators: (1) Hilaria Bauer, Ph.D., Superintendent; (2) Tereasa Smith, Director, Human Resources and (3) Kolvira Chheng, Assistant Superintendent, Business Lead Negotiators.

2.06 CONFERENCE WITH LABOR NEGOTIATORS, EMPLOYEE ORGANIZATION: CSEA (California School Employees Association); District Negotiators: (1) Hilaria Bauer, Ph.D., Superintendent; (2) Tereasa Smith, Director, Human Resources and (3) Kolvira Chheng, Assistant Superintendent, Business Lead Negotiators.

2.07 CONFERENCE WITH LABOR NEGOTIATORS, EMPLOYEE ORGANIZATION: UNREPRESENTED EMPLOYEES; District Negotiators: (1) Hilaria Bauer, Ph.D., Superintendent; (2) Tereasa Smith, Director, Human Resources and (3) Kolvira Chheng, Assistant Superintendent, Business Lead Negotiators.

2.08 CONFERENCE WITH LABOR NEGOTIATORS Agency designated representatives: Board of Trustees Unrepresented employee: Superintendent.

2.09 PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT (Government Code Section 54957): Title: Assistant Superintendent, Human Resources

3. RECONVENE TO OPEN SESSION-VIA ZOOM

3.01 REPORT OF ACTION TAKEN IN CLOSED SESSION.

4. SPECIAL PRESENTATION-DISCUSSION, CONSIDERATION AND ACTION

4.01 Ethnic Studies Committee Presentation.

4.02 ARUSD Celebration of Women's History Month and International Women's Day Presentation

5. PUBLIC MEMBERS WHO WISH TO ADDRESS THE BOARD

5.01 PUBLIC MEMBERS WHO WISH TO ADDRESS THE BOARD ON MATTERS NOT ON THE AGENDA: REQUESTS TO ADDRESS THE BOARD provides members of the public an opportunity to speak about any matter under the jurisdiction of the District but not on this agenda. (If the subject you wish to discuss is already on this agenda, please provide your comment when that item is called during the meeting.) Those who wish to speak on a within the jurisdiction of the District but not on this agenda should use the "Raise hand" function on Zoom as described above when this agenda item 3.01 is called. The Brown Act prevents the Board from discussing any item not on this published agenda but the Board may refer to staff for follow-up any formal written requests that are brought before the Board at this time. There is a limit of 2 minutes for each speaker. The Board has the right to limit total public comment on any agenda item to no more than 20 minutes. Written matters may be placed on a future meeting agenda.

6. COMMENTS AND COMMUNICATION

6.01 Alum Rock Administrator's Association (ARAA).

6.02 Teamsters.

6.03 California School Employee's Association (CSEA).

6.04 Alum Rock Educator's Association (AREA).

6.05 Superintendent.

6.06 Board of Trustees/Communications/Comments.

7. PUBLIC HEARING(s) And/Or Special Order of Business

7.01 PUBLIC HEARING. District's Initial Bargaining Proposal to Open Negotiations with CSEA Chapter 305; Re: 2021-2022 Reopeners.

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

8.01 Discussion/Consideration to Approve Resolution No. 23-21/22 Authorizing Remote Virtual/Teleconference Meetings Of The Board And District Committees Subject To The Brown Act For The Period March 19, 2022 – April 15, 2022.

8.02 Approve Unrepresented Management/Supervisory/Confidential Employees 3.25% increase to current salary schedule, effective July 1, 2021 and a one-time off schedule payment equal to 3% of salary for the 2021-2022 school year.

8.03 Approve 3.25% Increase to Superintendent's Current Base Salary, Effective July 1, 2021, and Approve a One-Time Stipend to Superintendent Equal to 3.0% of Superintendent's Base Salary for the 2021-2022 School Year.

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.)

9.01 Resolution No. 31-21/22 California Public Schools Month - April 2022

9.02 Resolution No. 33-21/22 Dolores Huerta Day – April 10, 2022

9.03 Resolution No. 32-21/22 Public School Volunteer Week – April 18-22, 2022

9.04 California Department of Education Expenditure Quarter 2 Report, from Aptitud Community Academy at Goss Early Literacy Support Block Grant (ELSB), and Literacy Action Plan

9.05 SB 187 Comprehensive School Safety Plans-Schools must routinely write or revise their Comprehensive School Safety Plans

10. BUSINESS SERVICES--BOARD DISCUSSION AND/OR ACTION (The Board may take action on any item in this section, unless it is designated for information only.)

10.01 Approve Second Interim Financial Report.

10.02 Update on RFP for Bond Counsel (Information Only)

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

11.01 Approval and Ratification of Tentative Agreement between the Alum Rock Union Elementary School District and Teamsters Local 150, for the period of July 1, 2020 - June 30, 2023.

11.02 Ratify Memorandum of Understanding Between The Alum Rock Union Elementary School District and the California Schools Employees Association (CSEA), Chapter 305

11.03 Adopt the District's Initial Bargaining Proposal to Open Negotiations with CSEA Chapter 305; Re: 2021-2022 Reopeners.

11.04 Recruitment Update 2022-2023 (Information Only).

11.05 Approve Agreements for Mexico and Spain Visiting Teachers/March 10, 2022.

11.06 Approval of CSEA Chapter #305 Salary Schedule Increase and Off-Schedule Payment for the 2021-2022 Fiscal Year.

11.07 Resignations (Information Only).

12. CONTRACTS OVER $100,000

12.01 Approve the Silicon Valley Education Foundation Contract for the Elevate Math Summer Intervention Program, SY 2021-2022. Submitted by: State & Federal Programs, $207,000 dollars.

13. Contract Extensions over $100,000--BOARD DISCUSSION AND/OR ACTION (The Board may take action on any item in this section, unless it is designated for information only.)

13.01 Approve the Contract Extension with Sunbelt Staffing for Speech Therapy Services, SY 2021-2022. Submitted by: Special Education, $71,155 dollars.

13.02 Approve the Contract Extension with Think Together, Inc for the Preschool Program, SY 2021-2022. Submitted by: Early Learning, $165,035.70 dollars.

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

14.01 Approve Board Meeting Minutes for the following dates: January 20, 2022,Regular Board Meeting, February 3, 2022, Special Board Meeting ,February 10, 2022, Regular Board Meeting and February 17, 2022, Special Board Meeting.

14.02 Approve Acceptance of Donations.

14.03 Approve Acceptance of Grant/Award Notification.

14.04 Approve Acceptance of Vendor & Payroll Warrants.

14.05 Approve the Santa Clara County Treasury Investment Portfolio Status.

14.06 Approve Contracts for Professional Services - Firms/Organizations.

14.07 Approve Memorandum(s) of Understanding.

14.08 Approve Updated CSEA, Teamsters, Supervisory and Management/Confidential Calendars, 2021-2022.

14.09 Current Enrollment (Information Only).

14.10 Approve/Ratify Notices of Employment and Changes of Status/March 10, 2022.

15. FUTURE BOARD AGENDA REQUESTS

15.01 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

16. ADJOURNMENT

16.01 President adjourns the meeting.

17. NEXT MEETING(S)

17.01 April 14, 2022 (2021-22 School Year).

4.01

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

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: Ethnic Studies Committee Presentation

Information Only

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

To the Board of Trustees: Meeting: March10, 2022
Information Only Regular Board Meeting

4.01

Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

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

4.02

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: March 2, 2022

Subject: **ARUSD Celebration of Women's History Month and International Women's Day Presentation**

Staff Analysis: In conjunction with Board Resolution No. 25-21/22 Women's History Month-March, 2022, we will present a pre-recorded, collaborative, middle school student presentation from Adelante Dual Language Academy, Hubbard Media Arts Academy, Joseph George, and William Sheppard Middle Schools. The presentation will highlight the work across the district honoring the important past and present contributions of women. We will share the celebratory plans and activities underway as well as promote engagement in honoring women and the global movement of this year's International Women's Day theme, to "Break the Bias."

Information Only

Submitted by: Jackie Montejano Title: Administrator, Academic Services

Approved by: Rene Sanchez Title: Assistant Superintendent, Instructional Services

To the Board of Trustees: Meeting: **March 10, 2022**
Regular Board Meeting

Recommend Approval

4.02
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

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

7.01

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **PUBLIC HEARING. District's Initial Bargaining Proposal to Open Negotiations with CSEA Chapter 305; Re: 2021-2022 Reopeners.**

Staff Analysis:

The District wishes to open negotiations with CSEA Chapter 305 for 2021-2022 reopeners. Pursuant to the Educational Employment Relations Act (EERA), the parties cannot negotiate until public notice procedures are completed. These "sunshining" procedures require the proposals be presented to the public at an open Board Meeting.

Pursuant to the EERA, the District hereby presents its initial bargaining proposal to CSEA Chapter 305 for the 2021-2022 for public hearing and comment.

Submitted by: Tereasa Smith Title: Director, Human Resources

To the Board of Trustees: **Public Hearing**

7.01

Agenda Placement

Meeting: March 10, 2022
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

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

March 10, 2022

Alum Rock Union School District's Initial Proposal to

California School Employees Association (CSEA) #305

Pursuant to the provisions of Government Code Section 3547 (the Rodda Act) all initial proposals of the exclusive representative employee groups and the District shall be presented at a public meeting of the District and shall thereafter be public records. This is commonly referred to as "Sunshining" the proposals. On June 14, 2021, the District and CSEA reached a three (3) year agreement (July 1, 2020 – June 30, 2023). For the second and third year (2021/2022 and 2022/2023) of this Agreement, the parties agree to reopen on wages and Article 10.1 "Coverage", and two (2) non-economic Articles by either party. The District hereby submits its bargaining proposal for the 2021-2022 Re-opener.

Article IV	Evaluation/Probation
Article XIV	Bargaining Unit Vacancies, Transfer, Promotion, and Reclassification

The District is committed to work collaboratively and in partnership with the California School Employees Association. With respect to the articles identified above, the District's interest is to establish a collective bargaining agreement that supports student achievement, and staff success.

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Andrés Quintero, President ·, Minh Pham Vice-President
Corina Herrera-Loera, Clerk · Ernesto Bejarano, Member · Linda Chavez, Member

8.01

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

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: On September 16, 2021, Gov. Gavin signed Assembly Bill 361 into law which amends the Brown Act to allow fully virtual board meetings during a state of emergency. Generally, AB 361 allows virtual board meetings through January 1, 2024, if the Board holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing. (Currently, both of those conditions are satisfied in Santa Clara County.)

If the Board desires to continue to hold meetings virtually at this time then it must conduct meetings in accordance with the requirements of AB 361. Board agendas and agendas for the District's Brown Act committees (including, for example, the Bond Oversight Committee) must still be posted under the appropriate timelines: 72 hours in advance for a regular board meeting, and 24 hours in advance for a special board meeting. The agenda must include the meeting (zoom) link or dial-in, so that members of the public may access the meeting. Members of the public must be allowed to address the board in real-time during the meeting; the Board cannot require public comments to be submitted in advance. The Board must allow a reasonable amount of time for public comment per agenda item (a practice which this Board already follows). Also, in the event the Board or other meeting broadcast is disrupted, or if a technical issue within the District disrupts public comment, the board/committee cannot take any further action on the agenda until the technical issue is resolved.

In accordance with AB 361, the Board must make the requisite findings every 30 days that 1) the board has reconsidered the circumstances of the state of emergency and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person or state or local officials continue to impose or recommend measures to promote social distancing.

The proposed resolution includes these required findings. The Board is respectfully asked to consider approving the attached Resolution. If the Resolution does not pass by majority vote, then all meetings must immediately return to full in-person participation and public access.

Approve

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

To the Board of Trustees:

Meeting: March 10, 2022
Regular Board Meeting

Approve

8.01

Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

RESOLUTION NO. 36-21/22

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD AND BOARD AND DISTRICT COMMITTEES SUBJECT TO THE BROWN ACT FOR THE PERIOD MARCH 19, 2022 – APRIL 22, 2022

WHEREAS, the Alum Rock Union Elementary School District ("District") is committed to preserving and nurturing public and community access and participation in Board meetings; and

WHEREAS, all meetings of the Board are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's Board and Brown Act committees conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, pursuant to Government Code section 54953, "teleconference" means "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both", which includes Zoom and similar virtual platforms;

WHEREAS, the required conditions for remote teleconferencing pursuant to Government Code section 54953(e) include that a state of emergency is declared by the Governor pursuant to Government Code section 8625, and that state or local officials have imposed or recommended measures to promote social distancing, or the Board determines that meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, such conditions now exist in the District; and

WHEREAS, on March 4, 2020, Governor Gavin Newsom issued a proclamation pursuant to Government Code section 8625 declaring a state of emergency in the State of California due to the COVID-19 virus which remains in effect as of the date hereof (the "Declaration of State of Emergency");

WHEREAS, emergency conditions persist in the District, including specifically, the COVID-19 Delta variant has been found to be highly transmissible and is now infecting a small percentage of vaccinated people, as well as many unvaccinated people, and the conditions and setting of Board and committee meetings -- which would include a large gathering of staff, Board members, students and members of the public in the same room for extended periods of

time in the Board Room or other facilities and rooms which do not have direct access to outdoor air -- could facilitate the transmission of the virus and would pose an imminent risk to the health or safety of employees and/or meeting attendees;

WHEREAS, guidance and recommendations from the Santa Clara County Public Health Department include recommended measures to promote social distancing, including:

> "In general, the more people you have in an indoor environment, (especially if some are not fully vaccinated against COVID-19), the greater the need for increasing the circulation of fresh, outdoor air to dilute airborne particles. Provide fresh air to the areas of your buildings with the highest number of occupants. In areas where you are unable to increase outdoor air, consider reducing the number of people even further, spacing people at least six feet apart, and taking other measures to improve ventilation and air filtration." (https://covid19.sccgov.org/business-guidance#ventilation)

WHEREAS, the Board does hereby find that the above circumstances have caused, and will continue to cause, conditions within the District facilities for Board and other committee meetings that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and

WHEREAS, as a consequence of the above conditions, the Board does hereby find that the Board of Trustees, the District's Bond Oversight Committee and all other District and Board committees subject to the Brown Act, may continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Remote Teleconference Meetings. The Superintendent or designee and the District's Bond Oversight Committee and all other District and Board committees subject to the Brown Act, are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 3. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) November 13, 2021, or (ii) such time the Board adopts a subsequent resolution in accordance with Government Code section

54953(e)(3) to extend the time during which the Board of Trustees, the District's Bond Oversight Committee, and all other District and Board committees subject to the Brown Act may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Trustees of the Alum Rock Union Elementary School District, this 10 day of March , 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____(Clerk)

8.02

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

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: Approve Unrepresented Management/Supervisory/Confidential Employees 3.25% increase to current salary schedule, effective July 1, 2021 and a one-time off schedule payment equal to 3% of salary for the 2021-2022 school year.

Approve

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

To the Board of Trustees: Meeting: March10, 2022
Approve Regular Board Meeting

8.02
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

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

8.03

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: Approve 3.25% Increase to Superintendent's Current Base Salary, Effective July 1, 2021, and Approve a One-Time Stipend to Superintendent Equal to 3.0% of Superintendent's Base Salary for the 2021-2022 School Year.

Approve

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

To the Board of Trustees: Meeting: March10, 2022
Approve Regular Board Meeting

8.03

Agenda Placement

Hilaria Bauer

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

9.01

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: February 15, 2022

Subject: **Resolution No. 31-21/22**
California Public Schools Month - April 2022

Staff Analysis: The purpose of California Public Schools Month is to encourage communities and schools to set aside time during the month of April to honor our public schools and enlist the community's continued support for public education.

Recommendation: Staff recommends approval of **Resolution No. 31-21/22**, California Public Schools Month, as submitted.

Submitted by: Barbara Campbell BC Title: Director of Academic Services

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

To the Board of Trustees: Meeting: March 10, 2022
Regular Board Meeting

Recommend Approval
9.01
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Resolution No. 31-21/22
PROCLAIMING APRIL 2022,
"CALIFORNIA PUBLIC SCHOOLS MONTH"

WHEREAS, the issues and challenges confronting California's public schools are often complex, the decisions difficult, the expectations and demands many, and the rewards, at times too few;

WHEREAS, the California State Board of Education has the utmost respect and admiration for all those involved in the California public schools: teachers, administrators, educational support personnel, local governing board members, students, and their families;

WHEREAS, the State Board of Education's mission is "to create strong, effective schools that provide a wholesome learning environment through incentives that cause a high standard of student accomplishment, as measured by a valid, reliable accountability system," which is, in turn, a natural extension of the State Board's vision:

> "All California students of the 21st century will attain a level of academic knowledge, applied learning, and performance skills to ensure fulfilling personal lives and careers and contribute to civic and economic progress in our diverse and changing democratic society;" and

WHEREAS, research has determined that one of the main attributes of effective schools is the competent leadership of principals; and

WHEREAS, the Free and Accepted Masons of California have sponsored and promoted *Public Schools Month* since 1920 to encourage communities and schools to set aside one month as a special time for the discussion of public schools and to enlist the support of the general public to the cause of public education;

NOW, THEREFORE, BE IT RESOLVED, that the Alum Rock Union Elementary School District joins with the California State Board of Education and proclaims April, 2022, *California Public Schools Month*, extending its sincere appreciation to all who make our public schools successful and improving, and urging local and all educational agencies to schedule fitting and appropriate events during this month.

PASSED AND ADOPTED this 10th day of March, 2022, 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:

Andrés Quintero, President _____

Minh Pham, Vice-President _____

Corina Herrera-Loera, Clerk _____

Ernesto Bejarano, Member _____

Linda Chavez, 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 March 10, 2022.

_____ _____

Hilaria Bauer, Ph.D., Superintendent Date

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

9.02

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: February 15, 2022

Subject: **Resolution No. 33-21/22**
Dolores Huerta Day – April 10, 2022

Staff Analysis: This resolution proclaims April 10, 2022, Dolores Huerta Day, as having "special significance", and encourages all public schools and educational institutions to observe that date by conducting exercises acknowledging the life of Dolores Huerta and recognizing her accomplishments and the contributions she has made and continues to make to California and the farmworker community.

Recommendation: Staff recommends approval of **Resolution No. 33-21/22**, Dolores Huerta Day, as submitted.

Submitted by: Barbara Campbell BC Title: Director of Academic Services

Approved by: Rene Sanchez RS Title: Assistant Superintendent, Instructional Services

To the Board of Trustees: Meeting: March 10, 2022
Regular Board Meeting

Recommend Approval
9.02

Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Resolution No. 33-21/22
PROCLAIMING APRIL 10, 2022,
"DOLORES HUERTA DAY'

WHEREAS, Governor Brown signed AB 2644, the *Dolores Huerta Day*, by Assembly member Eloise Gomez Reyes (D-San Bernardino), designating April 10th each year as *Dolores Huerta Day* in the state of California. The Bill is in recognition of her decades of activism for social, labor and civil rights.

WHEREAS, "Dolores Huerta, co-founder of the United Farm Workers of America and President of the Dolores Huerta Foundation, has worked her entire life in service to others to improve social and economic conditions for farmworkers and her efforts helped carve the path for the labor movement in the state," said Assembly member Reyes. "She is a leader in the fight against discrimination; a defender of civil rights, equal rights and dignity for all."

NOW, THEREFORE, BE IT RESOLVED, that the Alum Rock Union School District joins with the California State Board of Education proclaiming, April 10, 2022, *Dolores Huerta Day*, as having "special significance", and encourages all public schools and educational institutions to observe that date by conducting exercises acknowledging the life of Dolores Huerta and recognizing her accomplishments and the contributions she has made and continues to make to California and the farmworker community.

PASSED AND ADOPTED this 10th day of March, 2022, by the Board of Trustees of the Alum Rock Union School District, County of Santa Clara, State of California.

Ayes_____ Noes_____ Absent_____ Abstain_____

Board of Trustees:

Andrés Quintero, President _____

Minh Pham, Vice-President _____

Corina Herrera-Loera, Clerk _____

Ernesto Bejarano, Member _____

Linda Chavez, 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 March 10, 2022.

_____ _____

Hilaria Bauer, Ph.D., Superintendent Date

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

9.03

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: February 15, 2022

Subject: **Resolution No. 32-21/22**
Public School Volunteer Week – April 18-22, 2022

Staff Analysis: The Alum Rock Union Elementary School District is privileged to have a group of men and women who tirelessly volunteer in our schools to provide support in the classrooms, offices, and playgrounds. Hundreds of Alum Rock volunteers have enriched the lives of students and staff and have made Alum Rock schools a better place in which to study and teach. April 18 – April 22, 2022, is *Public School Volunteer Week*. A focus on volunteers during this week is a modest way to say thank you and recognize Alum Rock volunteers for demonstrating, on a daily basis, the true spirit of giving. *Public School Volunteer Week* reflects the power that volunteers have to "inspire by example" since volunteers both encourage those they help, motivate others to serve, and are positive role models for our children and our community.

Recommendation: Staff recommends approval of **Resolution No. 32-21/22**, Public School Volunteer Week, as submitted.

Submitted by: Barbara Campbell BC Title: Director of Academic Services

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

To the Board of Trustees: Meeting: March 10, 2022
Regular Board Meeting

Recommend Approval

9.03
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Resolution No. 32-21/22
PROCLAIMING APRIL 18-22, 2022,
"CELEBRATE PUBLIC SCHOOL VOLUNTEER WEEK"

WHEREAS, across the nation, millions of volunteers work in their communities utilizing their time and their talents daily to make a real difference in the lives of others; and

WHEREAS, April 18-22, 2022, is *Public School Volunteer Week* and a most appropriate time to recognize these volunteers for demonstrating, on a daily basis, the true spirit of giving; and

WHEREAS, this special week offers opportunities to thank some of Alum Rock's most valuable assets –our volunteers- and to recognize the myriad of ways in which they improve our communities; and

WHEREAS, *Public School Volunteer Week* reflects the power that volunteers have to "inspire by example" since volunteers both encourage those they help and motivate others to serve, and are positive role models for our children and our community; and

WHEREAS, the Alum Rock Union Elementary School District is fortunate to have volunteers who give thousands of hours each year to provide support in the classroom, offices, and playgrounds of our schools; and

WHEREAS, the Alum Rock Union Elementary School District is privileged to have this group of men and women who tirelessly give of themselves to provide much needed support to our schools, and hundreds of Alum Rock volunteers have enriched the lives of students and staff and have made Alum Rock schools a better place in which to study; and

WHEREAS, the Alum Rock Union Elementary School District Trustees urge our employees and community members to honor all volunteers in our community.

NOW, THEREFORE, BE IT RESOLVED, that the Alum Rock Union Elementary School District Trustees do hereby announce and proclaim to all its recognition and sincere appreciation of Alum Rock volunteers and the invaluable services they provide through their concern, commitment, and generosity of spirit.

PASSED AND ADOPTED this 10th day of March, 2022, 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:

Andrés Quintero, President _____

Minh Pham, Vice-President _____

Corina Herrera-Loera, Clerk _____

Ernesto Bejarano, Member _____

Linda Chavez, 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 March 10, 2022.

_____ _____

Hilaria Bauer, Ph.D., Superintendent Date

9.04

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

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: February 8, 2022

Subject: **California Department of Education Expenditure Quarter 2 Report, from Aptitud Community Academy at Goss Early Literacy Support Block Grant (ELSB), and Literacy Action Plan**

Staff Analysis: **CDE has awarded Aptitud Community Academy at Goss a grant in the amount of $613,140. The purpose of the grant and supporting Board approved action plan is to strengthen, develop, and implement evidence-based literacy instruction and support in transitional kindergarten through grade three (TK-3rd) over a period of three-and-half years.**
In compliance with Early Literacy Support Block Grant (ELSB), the Expenditure Quarterly Report provided for reporting period Quarter 2 FY 2022, demonstrate expenditures are consistent with Aptitud Community Academy at Goss Literacy Action plan.

Recommendation: **Information only**

Submitted by: Dr. Dianna Ballesteros Title: Director, Early Learning

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

To the Board of Trustees:

Information Only

9.04

Agenda Placement

Meeting: March 10, 2022
Regular Board Meeting

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Early Literacy Support Block Grant

2021–22 Year-to-Date Expenditure Signature Form

Educator Excellence and Equity Division
California Department of Education

Local Educational Agency: Alum Rock Union Elementary School Distri

Implementation Year 1 (2021–22) Grant Reporting Period:

☐ Quarter 1 (July 1, 2021 – September 30, 2021) Report Due October 29, 2021

☒ Quarter 2 (October 1, 2021 – December 31, 2021) Report Due January 31, 2022

☐ Quarter 3 (January 1, 2022 – March 31, 2022) Report Due April 29, 2022

☐ Quarter 4 (April 1, 2022 – June 30, 2022) Report Due July 29, 2022

Budget Revision Request:

A Budget Revision Request Form must be submitted if current planned expenditures exceed 10 percent on any line item. A Budget Revision must be submitted to request carryover of unspent funds. Is a budget revision needed at this time?

☐ Yes ☒ No

Please submit a signed copy of this Signature Form, along with a completed Grant Expenditure Form (Excel file) to ELSBGrant@cde.ca.gov.

By signing below, you acknowledge you have reviewed the information entered into this Signature Form and the Grant Expenditure Form (attached). By signing below, you acknowledge the data contained in this report is true and accurate, to the best of your knowledge and that any program results are supported by documented deliverables (i.e. professional development/products) on file at the local educational agency.

Grant Project Coordinator Name: Dr. Dianna J. Ballestersos

Grant Project Coordinator Signature: Dr. Dianna J. Ballesteros

Date Signed (if not included in electronic signature): January 12, 2022

Fiscal Agent Name: Teresa DeCelles

Fiscal Agent Signature: Teresa DeCelles

Digitally signed by Teresa DeCelles
Date: 2022.01.12 16:20:39 -08'00'

Date Signed (if not included in electronic signature): January 12, 2022

Quarter 2 Budget Narrative Form

Implementation Year 1 Quarter 2 (October 1 - December 31)

Early Literacy Support Block Grant
Educator Excellence and Equity Division
California Department of Education

Object Code	Object Code Description	Description	School Site or LEA Name	Expenditures
1000	Certificated Salaries	Extended Duty Pay for teachers, including	Aptitud	$9,542.63
2000	Classified Salaries			$0.00
3000	Employee Benefits	Related Benefits for Sheryl Mooring Additi	Aptitud	$2,020.43
4000	Books and Supplies	Raising a Reader provided take home boc	Aptitud	$9,117.29
5000	Services and Other Operating Expenditures (excluding Subagreements for Services 5100)			$0.00
5100	Subagreements for Services (not subject to indirect costs)			$0.00
5200	Participant Travel/ Project Staff Travel			$0.00
5800	Professional/Consulting Services & Operating Expenses			$0.00
6000	Capital Outlay (not subject to indirect costs)			$0.00
7000	Indirect Costs	7.11%	Aptitud	$1,470.37
Totals	Totals calculate automatically			**$22,150.72**

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: **March 1, 2022**

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-two schools are in compliance with SB187 guidelines and are available for review.

Recommendation: Staff recommends approval of the submitted school safety plans for 2022-2024

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

Approved by: Rene Sanchez RS Title: Assistant Superintendent, Instructional Services

To the Board of Trustees:

Meeting: March 10, 2022
Regular Board Meeting

Recommend Approval

9.05

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

29 30 Gay Avenue
San Jose, CA 95127
Phone: (408) 928 – 6800
Fax: (408) 928 - 6423
Website: http://www.arusd.org/

SB 187

Comprehensive

School Safety Plan

L.U.C.H.A Elementary School
1711 East San Antonio Street
San Jose, CA 95116
(408) 928-8300

2022 - 2024

The Comprehensive School Safety Plan is designed to be utilized as a school resource for prevention/mitigation, preparedness, response and recovery planning and training as well as for meeting the requirements for the annual Safety Plan Process under SB 187 and the National Incident Management System.

It is a living document to be updated as necessary to meet site, district and community needs, forms or requirements. **It is *NOT* intended to be a "grab and go" guide in an actual emergency.**

SB 187: School Safety Plan 4
School Safety Planning Committee 6
Annual Safety Goals 8
Mandated Policies and Procedures 14
Child Abuse Reporting 15
Suspension and Expulsion Policies 19
Staff Notification of Dangerous Students 22
Sexual Harassment Policy 25
Procedures for Safe Ingress and Egress 28
School Discipline 32
Dress Code 35
Routine and Emergency Disaster Procedures: Drills 36
Earthquake Drills 36
Fire Drills 38
Lockdown Drills 39
Routine and Emergency Disaster Procedures: Overview 41
The Basic Plan 41
Definitions: Incidents, Emergencies, Disasters 45
Earthquake Overview 47
Level of Response 49
Response Level Diagram 50
Emergency Phases 51
First Thing First 53
District and Parent Responsibilities for Students 54
Emergency Response Procedures 56
Basic Actions 56
Earthquake 59
Fire 61
Power Outage/Rolling Blackouts 63
Shelter-in-Place 65

Bomb Threat 66
Intruder on Campus 69
Hostage Situation 70
Lockdown: 71
Poisoning, Chemicals Spills, Hazardous Materials 72
Emergency Evacuation Routes and Procedures 77
Medical Emergencies 79
Triage Guidelines 81
Suicide 83
Mass Casualty 84
Bio Terrorism 86
Incident Command System 90
Responsibilities for a School Disaster 90
Staging Areas 96
Emergency Response Teams 97
District Emergency Directory 100
District Emergency Operations Center 101
Emergency Communications 102
Media Contact Information 106
Recovery 107
Appendices 108
Annual Emergency Awareness/Preparedness Checklists & Forms 109
Homeland Security Advisory System 122

Chapter

1

SB 187: School Safety Plan

Individual schools in districts over 2,500 students must adopt a comprehensive school safety plan by March 1, 2000, and must review and update the plan every year thereafter. (Amended Ed. Codes 35294.1 & 35294.6)

Beginning July 1, 2000, each individual school must report on the status of its school safety plan, including a description of its key elements in the school accountability report card, and must continue to do so every July thereafter (Amended Ed. Code 35294.6)

The following guideline may be utilized to support the annual review and evaluation of the individual school safety plan. This guide will also provide a timeline and related administrative tasks to provide a process to ensure compliance with the requirements of Senate Bill 187, Comprehensive School Safety Plan.

The guideline/checklist has been organized into two parts:

1. An assessment by the School Safety Planning Committee of the School Site Council, the School Site Council or equivalent of the school climate in relation to the current status of school crime committed on campus and at school related functions. Based on this assessment, safety goals will be set for the upcoming school year.

2. The annual review and evaluation of the school comprehensive safety plan which is certified by the members of the School Safety Planning Committee, the School Site Council President, and the school Principal before being presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187:

    - Child Abuse reporting procedures
    - Policies pursuant to Education Code 48915(c) and other school designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
    - Procedures to notify teachers and counselors of dangerous students
    - Sexual Harassment Policy
    - Safe ingress and egress to and from school
    - Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning
    - Dress Code
    - Routine and emergency disaster procedures including natural disasters, human created disasters or power outages.

IMPLEMENTATION OF PLAN

The written plan will be distributed and made available to all staff, students, parents, and the community to review in the school library and the main offices.

Chapter

2

School Safety Planning Committee

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. Ed. Code 35294.1

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Local law enforcement has been consulted (Ed. Code 39294,1) *Other local agencies, such as health care and emergency services, may be consulted if desired.* (Ed Code 39294.2)

Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee. Additional members may include:

- A representative from the local law enforcement agency
- School Resource Officers
- Guidance Counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives

L.U.C.H.A.

(Learning in an Urban Community with High Achievement)
Elementary School

Safety Plan Signature Page
2022 - 2024

The undersigned members of the L.U.C.H.A. Elementary School Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

L.U.C.H.A Elementary School
School Name

Kristin Burt
Principal

Ella Mae Mondina
President, School Site Council

Matt Warner
Teachers Association Representative

Elizabeth Musquez
Classified Association Representative

_____
Parent Representative

_____
Law Enforcement Representative

Chapter

3

Annual Safety Goals

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys (such as the Youth Risk Behavior Survey)
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well.

Based on data analysis, the School Safety Planning Committee identifies one or two **safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals**. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in May and reported.

LUCHA Elementary School
Safety Plan Goals
2022 – 2024

Component 1: People and Programs

GOAL 1: Increase the collegiality and sportsmanship amongst students and decrease name calling and altercations on the playground.

Strategy 1.1: Identify and train 4th and 5th graders to serve as Recess Sidekicks through the Little Heroes Program.

Strategy 1.2: Reward students who demonstrate core values with LUCHA coupons. Conduct weekly recognition by holding LUCHA coupon raffle every Friday.

Strategy 1.3: Hold monthly school wide assemblies on Core Values and use this time to recognize students of the month who have best demonstrated monthly core value focus

Strategy 1.4: Teacher provide focused instruction on core values and principal conducts core value lessons once a month to teach students about how to demonstrate the desired behaviors.

Baseline Data 1.1: Panorama Survey Data from 11/2021 indicated

Assessment 1.1: Review Incident log and Discipline referrals

LUCHA Elementary School
Safety Plan Goals
2022 – 2024

Component 2: Place or Physical Site

GOAL 1: Increase traffic safety during pick up and drop off times by working to ensure parents do not make illegal traffic moves (crossing double yellow lines to turn into driveway, u-turning in front of school)

Strategy 1.1: Present traffic and parking information to parents at Back to School Night to be sure all parents are aware of new systems.

Strategy 1.2: Use parent volunteers to monitor parking areas and drop off areas to be sure rules are being followed.

Strategy 1.3: Provide more signage and cones to discourage

Baseline Data 1.1: Drop Off Observation on 1/24/22 - 27 cars crossed double yellow line to enter driveway

Assessment 1.1: Record of the number of cars who violate traffic rules

GOAL 2: Increase community awareness and preparedness in active shooter drills

Strategy 2.1: Stock each classroom with an emergency supply kit that includes water and non-perishable food in case of an emergency situation where students may need to remain on site for up to 72 hours.

Baseline Data 2.1: 100% of classrooms complete active shooter drill.

Assessment 2.1: Monitor yearly drills

Strategy 2.2 Provide information to parents and staff about what to do in case of an emergency both at school and at home to increase awareness.

Baseline Data 2.2 Provide current training to staff and presentation to parents.

Assessment 2.2 Document date, time and attendance of the training and presentation.

Strategy 2.3: Provide training to parents and staff who are interested in First Aid and CPR

LUCHA Elementary School

Quarterly Safety Goal Report
2018 - 2020

Safety Plan Goals: status of strategy implementation; data on progress from goals on activities from 2018-2020.

I. Review of 2018- 2020 **Goal I**

Increase traffic safety during pick up and drop off times and ensure there is no illegal parking occurring on campus that could impede emergency response vehicles.

a) Current data
   - There were no reported accidents at the school site in 2018-2020

b) Strategies
   - Traffic Information was shared with parents during Back to School Night
   - Parent volunteers helped during pick up and drop off

c) Discussion
   - Pandemic greatly changed our system for arrival and dismissal as parents can no longer enter the campus. This has obviously reduced parking problems. Now, focus is shifting to ensure parents are following traffic pattern outlined in arrival/dismissal procedures

d) Next Steps
   - Video! Video! Video! Create info videos to parents to show what is allowed/not allowed
   - Report trouble areas to City of San Jose and traffic police - perhaps they could assist in official signage or dividers

II. Review of 2018 - 2020 **Goal 2**

Increase community awareness and preparedness in case of a lockdown barricade or natural disaster

a) Current data
   - There were no emergencies during the 2018-2020 school year.

a) Strategies
   - Staff Training on Incident Command System
   - November Community Meeting focused on emergency preparedness – guest speaker – Alex Fraser
   - Participation in district-wide emergency drill

b) Discussion
   - Instead of individualized 72 hour emergency kits, buy bulk group kits for each room to have on hand

c) Next Steps
   - More Emergency Practice Drills

Chapter

4 Policies and Procedures

Mandated Policies and Procedures

The School Safety Planning Committee has reviewed the site safety plan and made necessary updates and revision. The safety plan must include the following components: (Ed Code 35294.2)

- ☐ Child abuse reporting consistent with Penal Code 11164.
- ☐ Policies pursuant to Educational Code 48915 and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.
- ☐ Procedures to notify teachers and counselors (amended Welfare and Institutions Code 827) of dangerous students pursuant to Education Code 49079.
- ☐ A sexual harassment policy pursuant to Education Code 212.6
- ☐ Procedures for safe entrance and exit of students, parents/guardians and employees to and from the school
- ☐ The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5 (5411-discipline) in order to create a safe and orderly environment conducive to learning at school.
- ☐ If the school has adopted a dress code prohibiting students from wearing "gang related apparel," the provisions of that dress code.
- ☐ Routine and Emergency Disaster Procedures that include:
  - Emergency and Disaster Preparedness Plan
  - Fire Drills
  - Bomb Threats
  - Earthquake Emergency Procedure System
  - Transportation Safety and Emergencies

As the team reviews the following mandated components, critical questions to review include:

- What is the policy or procedure?
- How are staff, students and/or parents notified that this policy exists?
- How are staff, students and/or parents notified relative to a specific incident?
- What staff/student training(s) have been completed?
- What additional trainings are needed?

Child Abuse Reporting

A. Definition of Child Abuse

Child abuse means a physical injury that is inflicted by other than accidental on a child by another person. Child Abuse also means the sexual abuse of a child or any act or omission pertaining to child abuse reporting laws (willful cruelty, unjustifiable punishment of a child, unlawful corporal punishment or injury). Child abuse also means the physical or emotional neglect of a child or abuse in outofhome care.

1. Child Abuse

   a. Injury inflicted by another person.

   b. Sexual Abuse.

   c. Neglect of child's physical, health, and emotional needs.

   d. Unusual and willful cruelty; unjustifiable punishment.

   e. Unlawful corporal punishment.

2. Not Considered Child Abuse

   a. Mutual affray between minors

      b. Injury caused by reasonable and necessary force used by a peace officer:

         - To quell a disturbance threatening physical injury to a person or damage property
         - To prevent physical injury to another person or damage to property
         - For the purposes of selfdefense
         - To obtain possession of weapons or other dangerous objects within the control of a child
         - To apprehend an escapee

B. Mandated Child Abuse Reporting

a. Mandated child abuse reporting is governed by the Child Abuse and Neglect Reporting Act, P.C. 11164.

b. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or

suspected instance of child abuse to a child protective agency by telephone and written report:

The telephone call must be made immediately or as soon as practicably possible by telephone.

AND

A written report must be sent within 36 hours of the telephone call to the child protective agency.

c. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects mental suffering has been inflicted on a child or his or her emotional wellbeing is endangered in any other way, may report such known or suspected instance of child abuse to a child protective agency.

d. When two or more persons who are required to report are present and jointly knowledge of a known or suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to make the report failed to do so, shall thereafter make such a report.

e. The intent and purpose of the law is to protect children from abuse. The definition of a child is any person under 18 years of age.

f. This entire section on Child Abuse was been taken from *California Laws Relating To Minors* manual.

C. Sexual Activity

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

a. Involuntary sexual activity is always reportable.

b. incest, even if voluntary is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code § 2200).

c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.

b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship there is unlawful sexual intercourse with a partner older than 21 years

b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child

c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

a. The partner is less than 14 years of age

b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship

c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.

b. Unlawful sexual intercourse of a child 14 to 15years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.

c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Family & Children's Services (DFCS) or to the appropriate police jurisdiction. This information will then be crossreported to the other legal agency.

D. Failure to Report Known or Suspected Child Abuse

Failure to report known or reasonable suspicion of child abuse, including sexual abuse, is a misdemeanor. Mandated reporters are provided with immunity from civil or criminal liability as a result of making a mandated report of child abuse.

This information has been taken directly from the Santa Clara County Child Abuse Council Informational Handout.

E. Child Abuse Reporting Number: (408) 2992071

F. Staff Training

In the fall of each year during a faculty meeting procedures for general safety, child abuse reporting and sexual harassment are given and explained. At the same time classified staff is provided with the same information.

Written information on all policies and procedures regarding child abuse reporting, sexual harassment policy, general safety, school discipline, routine and emergency disaster procedures, etc. are given to staff.

Annually the staff receives a run, hide and defend training during a staff meeting in preparation for a code down drill.

All staff received procedures for fire drills and earthquake drills in preparation for monthly fire/earthquake drills.

Suspension and Expulsion Policies

Grounds for suspension which fall under Education Code 48900

a. Caused, attempted to cause, or threatened to cause physical injury to another person

b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.

d. Unlawfully offered, arranged, or negotiated to sell any controlled substance.

e. Committed or attempted to commit robbery or extortion.

f. Caused or attempted to cause damage to school property or private property.

g. Stolen or attempted to steal school or private property.

h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

i. Committed an obscene act or engaged in habitual profanity or vulgarity.

j. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.

k. Disrupted school activities or otherwise willfully defied the valid authority supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

l. Knowingly received stolen school property or private property.

m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n. Committed or attempted to commit sexual assault.

o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

A pupil may not be suspended or expelled for any of the acts listed above unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:

a. While on school grounds.

b. While going to or coming from school.

c. During the lunch period, whether on or off the campus.

d. During, or in route to and from, a school sponsored activity.

Expulsion Policies under Education Code 48915:

The principal shall recommend the expulsion of a pupil for any of the following committed at school or school activity off school grounds, unless the principal or superintendent finds an expulsion is inappropriate, due to the particular circumstance:

a. Causing serious physical injury to another person, except in selfdefense.

b. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.

c. Unlawful possession of any controlled substance, as defined under Ed. Code.

d. Robbery or extortion.

e. Assault or battery on any school employee, as defined in Sections 240 and 242 of the Penal Code.

Mandatory Recommendation for Expulsion

The principal, or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

a. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.

b. Brandishing a knife at another person.

c. Unlawfully selling a controlled substance as defined by Education Code.

d. Committing or attempting to commit a sexual assault as defined in the Education Code.

F. Staff Training

At the beginning of the year during a staff meeting certificated staff received updated information on general discipline policies applied to LUCHA school. All teachers have a teacher handbook which includes suspension and expulsion policies.

LUCHA School has a behavior referral form which is used on individual bases. Included on this form are behaviors that can lead to suspension or not.

Staff Notification of Dangerous Students

A. District Policy

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue, San Jose CA 95127 Phone (408) 928-6800 FAX (408) 928-6423

DATE: July 27, 2021
TO: Principals, Assistant Principals
FROM: Norma Flores, Director of Student Services
RE: **DISCLOSURE OF STUDENT DISCIPLINARY HISTORY**

Educational Code 49079 requires school districts to notify the teaching staff of "each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts enumerated under the Suspension/Expulsion authorization sections."

At each school:

1. An administrator needs to be named the "Suspension List Keeper."

2. Suspension lists, along with the "Juvenile Court Advisories of Possibly Violent Students," shall be maintained by the Suspension List Keeper in a centrally located area in the school office, with limited access to protect the confidentiality of the student and family. The "Juvenile Court Advisories of Possibly Violent Students" need to be kept in a separate binder from the List of Suspensions.

3. It is necessary to inform your teachers every year that: the list of suspended students is available for them to review, and the information is provided solely for the benefit of the affected teaching staff member with further dissemination being prohibited. You may wish to inform your teachers through your staff bulletin or during a staff meeting early in the school year that this information will be available throughout the year for their review through an administrator.

4. At the time a student is suspended, a notice should be placed in his/her teacher's mail box, or an e-mail may be sent to inform the teacher(s). The notice should state the date(s) of the suspension and the name of the administrator to contact for further information.

Making sure teachers are fully informed is a legal requirement. However, any information reviewed by a teacher is to be kept confidential and is for the limited purpose for which it is provided.

If you have questions or concerns, please call Norma Flores at ext. 6947

cc: Hilaria Bauer, Ph.D., Superintendent
Rene Sanchez, Assistant Superintendent Instructional Services

B. Staff Training

When a student is suspended by the administration, the individual teacher is contacted directly by the administration.

CA Codes (edc:48900-48926) EDUCATION CODE
SECTION 48900-48926

48900. A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
(2) Willfully used force or violence upon the person of another, except in self-defense.
(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other Dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or private property.
(g) Stolen or attempted to steal school property or private property.
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(l) Knowingly received stolen school property or private property.
(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a Firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  (1) While on school grounds.
  (2) While going to or coming from school.
  (3) During the lunch period whether on or off the campus.
  (4) During, or while going to or coming from, a school sponsored activity.

(q) It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 through 3, inclusive.

48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 8, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is Enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4. In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 8, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both. (b) For the purposes of this section, "terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Sexual Harassment Policy

A. Definition

"Sexual Harassment includes 'unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature,' when ***any of four conditions*** are met:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education;

2. Submission or rejection of the conduct or communication is used as a factor in decisions affecting that person's education;

3. The conduct or communication has either the purpose or effect of 'substantially interfering' with a person's education;

4. The conduct or communication creates an 'intimidating, hostile, or offensive' educational environment."

B. Policy Pertaining to Sexual Harassment

STUDENT SEXUAL HARASSMENT

The Board of Trustees prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the

district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed with the district's Title IX Coordinator for students. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct had the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school. Educ Code 212.5

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or an overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools and/or instruction.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Enforcement

The Principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff training and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

Legal Reference

Civil Code 1714.1, Education Code 200-240, 212.5, 212.6, 230, 48904, 48980, United States Code, Title 42, 2000d & 2000e et seq. Title IX, 1972 Education Act Amendments, Franklin vs. Gwinnet County Schools (1992) 112 S. Ct. 1028, Board Policy 5145.7

Notifications

A copy of the district's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. Educ Code 48980
2. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct. Educ Code 212.5

C. Staff Training

In the fall of each year during a faculty meeting procedures for sexual harassment reporting are given and explained. At the same time classified staff is provided with the same information.

Written information on all policies and procedures regarding sexual harassment policy are given to staff.

Procedures for Safe Ingress and Egress

Beyond planning for daily ingress/egress routes and emergency evacuation routes, schools must plan for assisting students, staff and visitors with disabilities. Under the Americans with Disabilities Act of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted.

A. Schools must include information in their plan for:

- At the beginning of each year the health aide and the special education teacher will provide the office staff, administration and respective teachers with a list of all students with disabilities. They will also provide information on any kind of modification or accommodations needed to be provided.
- Each year the administration will work with the district to ensure that all appropriate signs and modifications are provided for the individuals with disabilities. As individual IEP's are reviewed the administration and special education staff will work together with the district office Special Education department to provide all mandated equipment.
- Each year the school and the special education department will collaborate to provide training for all staff based on individual student needs as designated by the list compiled at the beginning of the year.
- The school will follow district major incident report procedures.
- **B. Planning**

It is recommended that schools identify the location of potential evacuation sites based on the potential circumstances that may cause movement/relocation of the school population in the event of an emergency.

On-Campus Evacuation/Assembly Location

Review your school site layout and determine where the safest outdoor location is on campus to assemble your students and staff. All staff assemblies on the back lawn off the black top

Off-Campus Evacuation/Assembly Location

Determine if there is a facility close to your school that can potentially house your staff and student body.

Prior to an event:

a. Identify off-campus evacuation site(s).

b. Establish a memorandum of agreement with the evacuation site(s).

Provide the addresses of at least two off-campus locations that have agreed to provide an assembly area for your school population.

Primary Off-Site Evacuation/Assembly Location

Organization	Mexican Heritage Plaza
Address	1700 Alum Rock Ave San Jose, CA 95116
Contact	Alex Corona / facilities coordinator
Phone Number	408- 794-6240
Date of Agreement	2/3/22

Secondary Off-Site Evacuation/Assembly Location

Organization	Our Lady of Guadalupe Church
Address	2020 East San Antonio Street San Jose, Ca 95116
Contact	Angie Morales
Phone Number	408-258-7057
Date of Agreement	1/28/22

In the event of an airborne chemical or biological release, it is safest for students and staff to remain indoors at the school site.

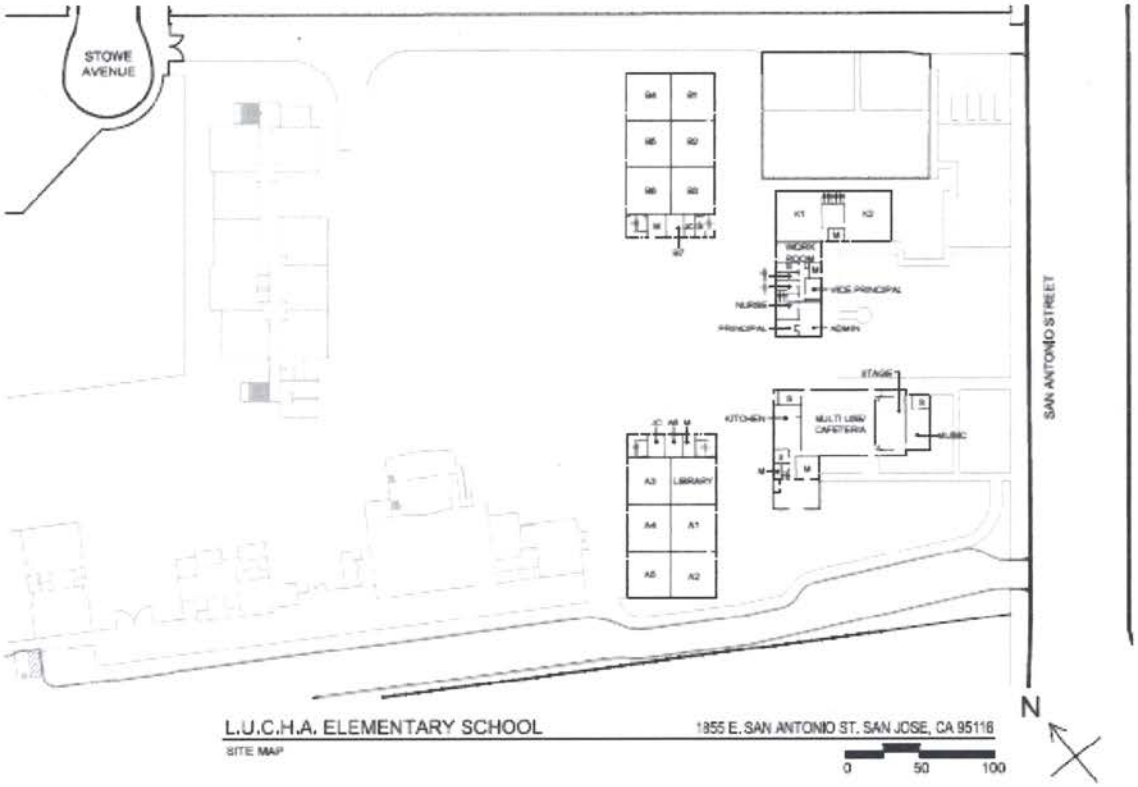
Follow the "Shelter-in-Place" procedures.

C. Staff Training

Annually the staff receives a lockdown training provided by the SJPD during a staff meeting in preparation for a lockdown drill.

All staff received procedures for fire drills and earthquake drills in preparation for monthly fire/earthquake drills.

Daily Ingress/Egress Routes
L.U.C.H.A ELEMENTARY



School Discipline

A. Statement of Rules and Procedures on School Discipline

Education Code 44807:

"Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning."

B. Notification to Students and Parents

Education Code 35291:

a. Parents and students shall be notified of the District and school site rules pertaining to student discipline at the beginning of the first semester, and at the time of enrollment for students who enroll thereafter.

b. The discipline policy shall be reviewed annually with input from the School Safety Committee, Site Administrators, Campus Security, Staff, and Parents.

C. LUCHA School Playground Guidelines

General School Rules:

1. Be respectful.
1. Be responsible.
2. Be compassionate.
3. Work hard.

Playground Rules:

1. Stay on the blacktop area or grass area.
2. Do not run in the hallways.
3. Fighting or name calling are not allowed.
4. Observe and display good sportsmanship behavior.
5. Use the bathrooms and refill water bottles before the bell rings.
6. Freeze when the bell rings, wait for whistle and walk to classroom line.

Playground Consequences:

Breaking any of the playground rules will result in one of the following:

- Verbal warning from a staff member.
- Student will receive a time out (equipment taken away) to sit on the bench.
- Severe misbehavior (i.e. fighting) will result in a referral to the Principal or Admin. Designee.

Cafeteria Guidelines:

1. Enter the cafeteria quietly and respect your peers.
2. Keep your hands and feet to yourself.
3. Raise your hand if you need something and be respectful of adults.
4. Students will be released by table.
5. Pick up and take your tray and papers to the trash bins and clean up after yourself.

Cafeteria Consequences:

Breaking any of the cafeteria guidelines will result in one of the following:

- Verbal warning from a staff member.
- Student will need to sit at the back table and lose recess time
- Severe misbehavior (i.e. fighting) will result in a referral to the Principal or Designee.

DISCIPLINE POLICY

It is expected that all students are responsible for their own behavior. Therefore, the following are procedures and consequences that will be used when rules are broken.

1. Teachers will follow their classroom behavior plan. Teachers may send children to another teacher for 15-30 minute time out if necessary. Each time out will be documented.

2. After various disruptions in the classroom, teachers will send the child to the office with a discipline referral.

3. The Administrator(s) or Administrative Designee on duty will conference with the child and determine action to be taken. Possibilities include: loss of recess, call to parents, parent conference, detention, and warning.

The following behaviors will result in an automatic referral to the principal and may result in a parent-student-teacher-principal meeting, suspension, expulsion, involuntary transfer to another school, or call to the SJPD.

- Physical fighting
- Attempts to cause or threaten to cause physical injury
- Possession of a weapon, drugs, cigarettes, explosives and obscene photos or drawings.
- Theft of school or private property
- Verbal abuse and or swearing
- Sexual harassment

D. Staff Training

At the beginning of the school year staff was provided with a handout with details of the discipline procedures and forms used.

All students received a copy of the student handbook containing this information.

Dress Code

A. School Uniforms

All students are expected to wear the L.U.C.H.A. uniform everyday. The L.U.C.H.A. uniform consists of a black bottom (pants, shorts, dress, skirt, or skorts) and a white or grey collared shirt. Students may also wear a L.U.C.H.A polo shirt or light blue t-shirt. Students should have their shirts tucked in as well.

Students should also wear closed toe shoes. Sandals are not safe or appropriate for school.

Students that do not come to school in their uniform will lose recess and/or lunch privileges. In addition, their parent/guardian will be contacted and will be asked to bring a change of clothes for their child.

B. Staff Training

Staff is informed of the school dress code and uniform policy. This information is in the teacher handbook, on our website and in the student's handbook.

Chapter
5

Routine and Emergency Disaster Procedures: Drills

Earthquake Drills

The earthquake emergency procedure system shall, but not be limited to, all of the following:

A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.

A drop procedure. As used in this article, "drop procedure" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

Protective measures to be taken before, during, and following an earthquake.
A program to ensure that the students and that both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.
(Code of Regulations, Section 35297)

Whenever an earthquake alarm is sounded, all students, teachers and other employees shall immediately begin Duck, Cover and Hold procedures:

- DUCK, or DROP down on the floor.
- Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- HOLD onto the furniture and be prepared to move with it.
- Stay in this position for at least one minute or, in a real situation, until shaking stops.

Evacuation: An Evacuation should NEVER be automatic. There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.

Pre-determined evacuation areas should be in open areas, without overhead hazards and removed from potential danger spots (covered walkways, large gas mains, chain linked fences [electric shock potential]).

Make it clear that a post-earthquake route differs from a fire evacuation route, and that appropriate non hazardous alternate routes may be needed.

Practice evacuation using alternate routes to the assembly areas.

Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/first responders.

The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with Student Services in January and June of each year.

Standards for a Successful Earthquake Drill:

The Earthquake Alarm can be heard by all staff and students.

Immediately after the earthquake alarm sounds, all students, teachers and other employees shall:

- DUCK, or DROP down on the floor.
- Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- HOLD onto the furniture and be prepared to move with it.

Evacuations shall occur when directed over the loud speaker by the Principal/designee. When evacuations are included as part of the drill, appropriate non hazardous alternate routes, avoiding building overhangs, electrical wires, large trees, covered walkways, etc, shall be utilized by staff and students in order to reach the designated evacuation areas.

Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee.

Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

Fire Drills

Principals shall hold fire drills at least once a month in all elementary schools

and four (4) times per year in all middle schools. (Code of Regulations, Title 5, Section 550)

1. Whenever the fire alarm is given, all students, teachers and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.

2. Designated evacuation routes shall be posted in each room. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked.

3. Evacuation areas will be established away from fire lanes.

4. Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/or fire marshals/designees.

5. The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with Student Services in January and June of each year.

Standards for a Successful Fire Drill:

1. The Fire Alarm can be heard by all staff and students.

2. Orderly evacuation begins immediately and is completed within **5** minutes of the initial alarm, with minimal congestion at exit gates.

3. Teachers and students are staged in an orderly fashion away from fire lanes.

4. Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee.

5. Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

Lockdown Drills

For sites that have had Lockdown Training™, conducting a Lockdown Drill initially involves more pre-planning and organization than conducting other drills. Middle schools should conduct an

annual drill, which should take no longer than 40 minutes and impact class time by 20 minutes. Elementary schools should conduct drills every other year (or annually, if the local police department has the resources to support the drills). Drills need to be scheduled with your School Resource or Liaison Officers and Student Services.

There are a number of steps that are recommended in the Lockdown Training in order to successfully conduct your drill. They involve:

1. Conduct a staff meeting. Plan on a 40 minute timeframe to review expectations and standards in terms of:
    a. Locking doors
    b. Covering windows
    c. Turning off lights
    d. Building barricades
    e. Reviewing classroom and all clear procedures
    f. Reviewing off site evacuation locations.
2. Send a follow-up reminder memo to your staff
3. Organize your assessment team. This also provides an excellent opportunity for your Critical Response Team to work together with police participants in the drill.
4. Conduct the assessment.
5. Complete follow-up tasks.

Remember, you are setting the tone for the importance of safety for students and staff on your campus.

Lockdown Drill Assessment Sheet

Team Member _____ **Building** _____

Room	Door Barricade	Windows Covered	Lights	Interior Barricade	Teacher/Students behind Barricade	PE at Gates	All Clear Code	Evacuation Yes / No

Chapter

6

Routine and Emergency Disaster Procedures: Overview

The Basic Plan

The Basic Plan addresses the responsibilities in emergencies associated with natural disasters, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. The Basic Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

Requirements

The Plan meets the requirements of Santa Clara County's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operational Area Response, and defines the primary and support roles of the District and individual schools in after-incident damage assessment and reporting requirements.

Objectives

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purpose. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged in advance.

Authorities and References

State of California

California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code, Section 3100, Title 1, Division 4, Chapter 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school district. These circumstances apply only when a local or state emergency is declared.

States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).

It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

California Civil Code, Chapter 9, Section 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

California Education Code, Sections 35295-35297 (The Katz Act), Section 40041, 40042.

Requires that a school site disaster plan outline roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structure comply with SEMS, Title 19 Section 2400, and be ready for implementation at all times.

California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be

in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

Definitions: Incidents, Emergencies, Disasters

Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions

Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean

the same thing, although an emergency could have more than one incident associated with it.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

Emergency also defines a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency

Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, e.g., a major wildfire or hazardous materials discharge.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

Earthquake Overview

Major Earthquake Threat Summary

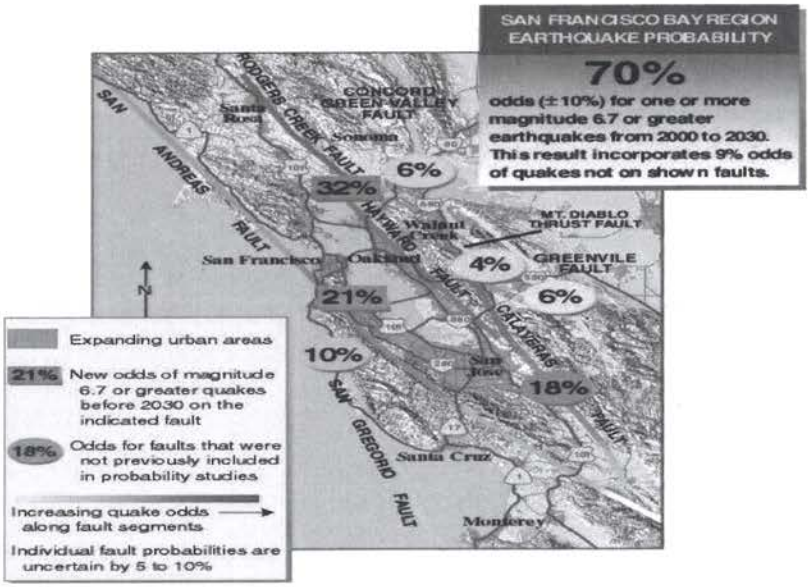
Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity, damaging earthquakes are expectable, if not predictable, events. Every occupant and developer in Santa Clara County assumes seismic risk because the County is within an area of high seismicity. More than ten severe earthquakes have impacted San Francisco Bay Region during historic times.

The major effects of earthquakes are ground shaking and ground failure. Severe earthquakes are characteristically accompanied by surface faulting. Flooding may be triggered by dam or levee failure resulting from an earthquake, or by seismically induced settlement or subsidence. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

A fault is a fracture in the earth's crust along which rocks on opposite sides have moved relative to each other. Active faults have high probability of future movement. Fault displacement involves forces so great that the only means of limiting damage to man-made structures is to avoid the traces of active faults. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines.

The overall energy release of an earthquake is its most important characteristic. Other important attributes include an earthquake's duration, its related number of significant stress cycles, and its accelerations.

Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	nstrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	ovement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
loderate Earthquake	6 to 6.9	ere earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	efaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	s over a broad area, depending on magnitude and other factors.



Levels of Response

This information has been checked with the San Jose Police Department for 2014-2015.

Response Levels are used to describe the type of event:

The area(s) affected, the extent of coordination or assistance needed, and the degree of participation expected from the School District. Response Levels are closely tied to Emergency Proclamations issued by the head of local government.

Response Level 0 - Readiness & Routine Phase

On-going routine response by the School District to daily emergencies or incidents. Stand-by and alert procedures issued in advance of an anticipated or planned event.

Response Level 3 - Local Emergency

A minor to moderate incident in which local resources are adequate and available. This level of emergency response occurs when an emergency incident, e.g., gas leak, sewer back-up, assaults, bomb threat, toxic spill, medical emergency, shooting, etc., occurs. A Level 3 response requires School/Site Coordinators to implement guidelines in the Emergency Standard Operating Procedures and interact with public agencies.

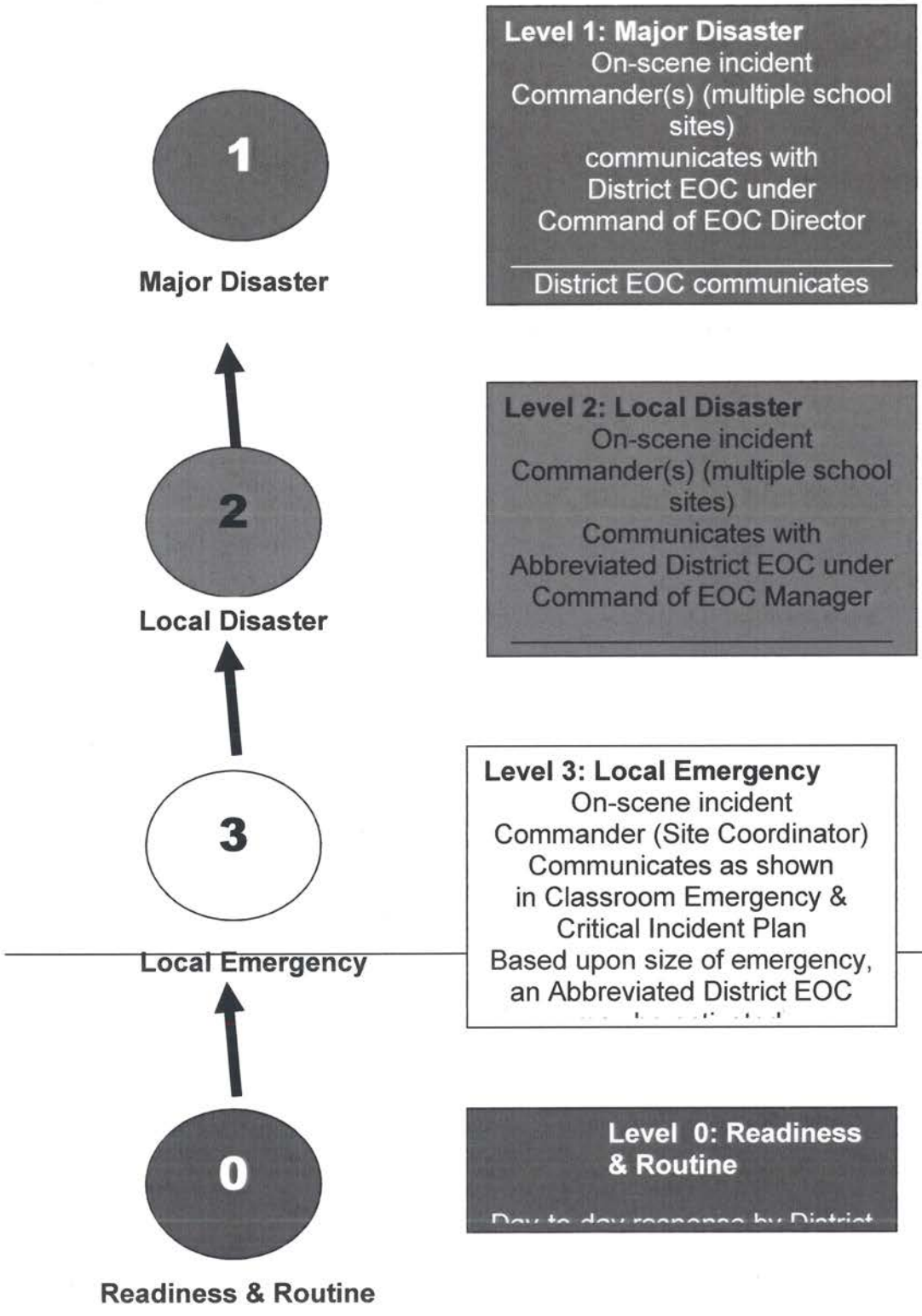
Response Level 2 - Local Disaster

A moderate to severe emergency in which resources are not adequate and mutual aid may be required on a regional, even statewide basis with coordination with local police and fire departments of the affected are working in concert with Alum Rock Union Elementary School District to respond. The affected Cities and the County of Santa Clara will proclaim a local emergency. Then, the State of California may declare a state of emergency.

Response Level 1 - Major Disaster

Resources in or near the impacted areas are overwhelmed and extensive State and Federal resources are required. The cities and the County of Santa Clara will proclaim a local emergency. Then, the State of California will declare a State of Emergency. A Presidential Declaration of an Emergency or Major Disaster is requested by the State. Examples of major disasters are the Loma Prieta Earthquake of 1989 or the Oakland Hills Firestorm of 1991. When local jurisdictions declare a State of Emergency, the district board can declare the same.

Response Level Diagram



Emergency Phases

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Prevention/Mitigation Phase

Prevention/Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents, while prevention is taking steps to avoid potential problems. Both of these elements require education of parents, students and teachers.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) or checklists detailing personnel assignments,

policies, notification procedures, and resource lists. Personnel are acquainted with these SOPs and checklists and periodically are trained in activation and execution.

Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

First Things First

Preparing your school for emergencies starts with staff preparedness. The backbone of school planning is dependent on the staff's willingness to stay at school during a major community emergency. Personal preparedness makes this much easier.

Each staff member needs

To prepare their family and home for earthquakes and other emergencies

- ❑ A 72-hour supply kit for the home
- ❑ A Car Kit, including comfortable clothes/shoes and medications
- ❑ To develop a plan to reunite with their family
- ❑ A neighborhood preparedness program

Preparedness Brochures are available from the local chapter of the American Red Cross, Santa Clara County Office of Emergency Services, school district website, www.redcross.org, www.prepare.org or www,ready.gov.

If the disaster occurs during school time, Emergency Management recommends the child stay at school until the parent or a trusted friend (see Emergency Cards) picks up the child. We have no idea, especially in an earthquake, how impacted our neighborhoods may be.

This means the school staff will need to stay with the children. You can only do this if you are prepared at home! You must feel that your family can activate your **Family Plan** without you.

Disaster Service Worker Status: ***California Government Code*** Section 3100 declares that public employees are disaster services workers, subject to such disaster service activities as may be assigned to them by the superiors or by law. The term public employees include all persons employed by the state or any county, city, city & county, state agency or public district, excluding aliens legally employed. This law applies to public school employees in the following cases:

1. When a local emergency has been proclaimed,
2. When a state of emergency has been proclaimed, or
3. When a federal disaster declaration has been made.

District and Parent Responsibilities for Students

DISTRICT RESPONSIBILITY

If the superintendent declares a district emergency during the school day, the following procedures will be followed:

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AT AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF THE SCHOOL PRINCIPAL OR OTHER PERSONNEL ASSIGNED BY THE PRINCIPAL.

1. Until regular dismissal time and released only then if it is considered safe, OR

2. Until released to an adult authorized by the parent or legal guardian whose name appears on district records.

    a. If students are on their way to school, they will be brought to school if bussed, or they should proceed to school if walking.
    b. If students are on their way home from school, they are to continue home.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by district personnel to another site where consolidated care facilities can be provided. This information will be given to the media stations and posted at the site to keep parents informed.

PARENT RESPONSIBILITY

Parents and legal guardians of students will be provided with a Student Health/Emergency Form each year. In case of a Declared Emergency, students will be released ONLY to persons designated on this form. Parents are responsible for ensuring that information on the Student Health/Enrollment Form is current at all times.

Parents are asked to share with the schools the responsibility for informing students of what they should do in case of a severe earthquake or other major emergency. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.

School authorities will do everything possible to care for each student while he/she is under district supervision.

It is critical that students do not have directions from parents that are contrary to the district's stated policy on retention at school and authorized release in case of a severe emergency.

Chapter

7

Emergency Response Procedures

Basic Actions

Most emergency responses are covered by the following Basic Actions:

A. Action: STAND BY

Action: STAND BY consists of bringing students into the classroom or holding them in the classroom pending further instruction.

B. Action: LEAVE BUILDING

ACTION: LEAVE BUILDING consists of the orderly movement of students and staff from inside the school building to outside areas of safety or planned evacuation site.

Action: LEAVE BUILDING is appropriate for—but not limited to—the following emergencies:

a. Fire
b. Peacetime Bomb Threat
c. Chemical Accident
d. Explosion or Threat of an Explosion
e. Following an Earthquake
f. Other similar occurrences that might make the building uninhabitable
g. At the onset of a Code Red/Lockdown Alert, when teacher/supervisor has ascertained that leaving is the best option.

C. Action: TAKE COVER

Action: TAKE COVER consists of bringing/keeping students indoors if possible and sheltering in place as appropriate to the situation.

If outdoors, Action: TAKE COVER consists of hiding behind any solid object (large tree, engine block of car, cement wall), in the event a sniper attack, armed intruder, rabid animal, or moving immediately to a location which is upwind and uphill in the event of a chemical or biological threat

Action TAKE COVER is appropriate for, but not limited to, the following:

a. Severe Windstorm (short warning)
b. Biological or Chemical Threat
c. Sniper Attack
d. Rabid Animal on School Grounds

D. Action: DROP

WARNING: The warning for this type of emergency is the beginning of the disaster itself.

Action: DROP consists of:

a. Inside school buildings
   - Immediately **TAKE COVER** under desks or tables and turn away from all windows
   - Remain in a sheltered position for at least 60 seconds silent and listening to/or for instructions

b. Outside of School Buildings
   - Earthquake: move away from buildings
   - Take a protective position, if possible

c. Explosion/Nuclear Attack:
   - Take protective position, **OR,**
   - Get behind any solid object (ditch, curb, tree, etc.); lie prone with head away from light or blast; cover head, face, and as much of the skin surface as possible; close eyes, and cover ears with forearms.

E. ACTION: DIRECTED MAINTENANCE

No school personnel/students are allowed to enter a school facility until inspected by and authorized by appropriate school personnel: Maintenance and School Administrators, and if applicable, Police, Fire, or City Inspectors.

In the event that drinking water is unsafe, water valves will be turned off and the drinking fountains sealed.

Water, gas, and electrical shutoff valves will be shutoff for each applicable building under the join authorization of the administration and head custodian.

F. ACTION: DIRECTED TRANSPORTATION

WARNING: Under certain disaster conditions, authorized officials may attempt to move an entire community, or portion thereof, from an area of danger to another area of safety.

Action: **DIRECTED TRANSPORTATION** consists of loading students and staff into school buses, cars and other means of transportation, and taking them from a danger area to a designated safety area.

Action: **DIRECTED TRANSPORTATION** is considered appropriate only when directed by the Superintendent or designee, Site Administrator, Police, Fire, or OES. It may be appropriate for, but not limited to, movement away from:

a. Fire
b. Chemical & Biological Gas Alert
c. Flood
d. Fallout Area
e. Blast Area
f. Chemical & Biological Gas Alert
g. Specific ManMade Emergency (shooting, fire, etc.)

G. ACTION: GO HOME

Action: **GO HOM**E consists of:

a. Dismissal of all classes
b. Return of students to their homes by the most safe and expeditious means

Action: **GO HOME** is to be considered only if there is time for students to go safely to their homes and if buses or other transportation are available for students who live at a distance from the school. Notification of parents by radio broadcast, local television, ALERT website, phone distribution lists, or other means will be requested.

H. ACTION: CONVERT SCHOOL

Action: **CONVERT SCHOOL** to a Red Cross emergency facility will be initiated by City officials.

Earthquake
DROP, COVER, and HOLD

It is the responsibility of every school employee to ensure students are taught and trained in the following procedures.

Earthquake procedures in the classroom or office

At the first indication of ground movement, you should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

You should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position.

You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes.

You should remain in the DROP position until ground movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures in other parts of the building

At the first indication of ground movement, you should DROP to the ground.

Take COVER under any available desk, table, or bench. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures while outside

At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. DROP to the ground and COVER the back of the neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so.

If walking to or from school, DO NOT RUN. Stay in the open. If the student is going to school, continue to the school. If going home, the student should continue to go home.

While in a vehicle or school bus, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of after shocks, downed wires, or roads blocked by debris. The Bus Driver is legally responsible for the welfare of student riders.

Fire

All classrooms and offices shall have an Emergency Exit sign and Evacuation Chart posted in a prominent location.

Fire Within A School Building:

In the event that a fire is detected within a school building, use the following procedures:

a. The Principal or Designee will:
   - Order an evacuation if the fire alarm doesn't work
   - Call 9-1-1
   - Notify the Superintendent and Student Services Department

b. Teachers will supervise the evacuation of the classrooms to the designated areas according to the Emergency Exit Plan posted in every classroom and office.

c. Teachers will close doors upon evacuating.

d. Teachers will take their roll books to the evacuation site and take roll. Teachers will report any missing student(s) to their Team Supervisor/ Administrator.

e. The Head Custodian or designees shall assist by shutting off gas valves, electricity, etc., or other if necessary for evacuating, putting out the fire, etc.

f. The Head Custodian or designee shall open necessary gates for fire truck and other emergency vehicle access when appropriate. The Head Custodian or designee will also keep access entrances open for emergency vehicles.

g. Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

Fire Near School

a. **The Principal or designee shall**:

   - Determine the need to execute an evacuation if nearby fire poses an immediate threat to the students or the building.

- Notify the Fire Department by calling 911.
- Notify the Superintendent's office and Student Services Department.
- Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

Power Outage / Rolling Blackouts

IT IS THE DISTRICT'S INTENT THAT SCHOOLS WILL REMAIN OPEN DURING A POWER OUTAGE.

There are several stages of alerts that are being broadcast over the radio:

- STAGE 1 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than the California Independent System Operator (CAISO) Minimum Operating Reserves criteria.
- STAGE 2 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than five (5) percent.
- STAGE 3 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than 1.5 percent.

If the district is notified of a STAGE 3 EMERGENCY, possible-affected sites will be contacted as soon as practicable. Once notified, turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms. In spite of everyone's best effort to communicate, it is possible that an outage will occur with no notice to the district. To keep abreast of the daily situation, listen to 740AM (KCBS) radio station as you are driving into work for the status of the day.

PREPARING FOR AN OUTAGE

- ❑ Update each student's emergency card.
- ❑ Determine availability of portable lighting at site, i.e. flashlights & batteries.
- ❑ Find out that when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
- ❑ Clear away materials and boxes from hallways and pathways.
- ❑ Check school district's PG&E Block list to determine in which PG&E block your site is located. As a note, Block 50's power will not be interrupted.
- ❑ Ask your teachers to have alternative teaching methods and plans to be used at STAGE 3 only.

- ❑ Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans.
- ❑ Plan alternative communication methods that suit your site, such as runners, cell phones, or radios.
- ❑ Develop a site plan such as a buddy system or chaperone, for restrooms or any other necessary leave during this period.
- ❑ Have flashlights & replacement batteries available for the restrooms and other locations with no windows.
- ❑ Ask your staff and students to have seasonal warm clothing available.
- ❑ Use surge protectors for all computer equipment, major appliances and electronic devices.
- ❑ If you have electric smoke detectors, use a battery-powered smoke detector as a back up.

DURING AN OUTAGE

- ❑ CONTACT MAINTENANCE & OPERTIONS IMMEDIATELY IF YOUR SITE IS EXPERIENCING A BLACKOUT.
- ❑ According to SBC (Telephone Company), phones connected directly to a phone jack will be operable. Phones that require power from an electrical outlet will not work.
- ❑ If an outage lasts more than 30 minutes, have pre-designated people walk through the campus and check on the status of individuals in each building.
- ❑ Use a buddy system when going to the restrooms.
- ❑ DO NOT USE barbeques, Coleman-type stoves, hibachis and other outdoor-cooking devices indoors.
- ❑ DO NOT USE candles or gas lanterns.
- ❑ Turn off PCs, monitors, printers, copiers, major appliances and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer.
- ❑ Shut off lights in unoccupied rooms.

The rolling outages should not last more than two hours and, with some preparation, business can be conducted as close to normal as possible.

If a power outage is prolonged, the principal should contact the Superintendent for directions (release students/staff, evacuation to another site, etc.).

Shelter-in-Place

Shelter in Place may be directed should there be a danger in the community that could present a danger to the school community or a situation at the school that could harm students or staff if they are outdoors. Incidents could include gas leaks, chemical spills, mountain lions or a predator in the neighborhood.

When instructed or when an alerting system triggers a Shelter in Place:

- ❑ **SHELTER.** Go inside the nearest building or classroom and remain there. Lock the door. You are looking for enclosed protection from the outside. Teachers should quickly check halls and get students into classrooms. Teachers will keep all students in the classroom until the emergency is resolved or directed to evacuate by the Principal and/or Public Safety Responders.
- ❑ **SHUT.** Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible.
- ❑ **LISTEN.** Remain quiet to hear critical instructions from school officials.
    - o If there is no direction, continue instructional/work activities until the situation resolves or you directed to do otherwise.

ADDITIONAL STEPS FOR TEACHERS AND STAFF IF APPROPRIATE:

- ❑ **Advise students to cover mouth and nose with a damp cloth or handkerchief to protect from any airborne hazards.**
- ❑ **A school official (or student if no official present) should close all vents and turn off ventilation systems**. *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*
- ❑ **Turn off all motors and fans.** *Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.*
- ❑ Advise students to remain sheltered until the "all-clear" signal is given by a school or local official.

Bomb Threat

THE PERSON RECEIVING THE BOMB THREAT WILL:

- ❑ Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller.

- ❑ Use the **"bomb threat checklist"** form (attached) as a guide to collect the information needed. Don't be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.

  The most important information is:

- ❑ **When will the bomb explode and where is the bomb located?**

- ❑ Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator of the threat received. Complete the "bomb threat checklist" form (attached).

- ❑ Turn off cellular phones and/or walkie-talkie radios (transmits radio waves--could trigger a bomb).

BUILDING ADMINISTRATOR WILL (IF NECESSARY):

- ❑ Call 9-1-1. Give the following information:

  - ✔ Your name
  - ✔ Your call-back phone number
  - ✔ Exact street location with the nearest cross street
  - ✔ Nature of incident
  - ✔ Number and location of people involved and/or injured

- ❑ Notify Superintendent's Office and Student Services.
- ❑ Evacuate involved buildings using fire drill procedures. Principal must have Superintendent's permission to evacuate the entire site.
- ❑ Implement a systematic inspection of the facilities to determine if everyone is out.
- ❑ Fire Department or Police Officers shall organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.
- ❑ Maintain an open telephone line for communications.
- ❑ Secure all exits to prevent re-entry to buildings during the search period.
- ❑ Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.
- ❑ Re-occupy buildings only when proper authorities give clearance

BOMB THREAT REPORT FORM
ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

School:	**Time Call Received:**	**Call Taken By:**
Date:	**Time Caller Hung Up:**	**Title:**
	Caller ID Info (*69)	

Questions to Ask:	**Exact Wording of Threat: "**								**"**
1. When will the bomb explode?	**Caller's Voice:** (circle all that apply)				**Caller's Language:** (circle all that apply)			**Background Sounds:** (circle all that apply)	
2. Where is the bomb right now?	Calm	Nasal	Deep Breathing	Cracking Voice	Well Spoken	Educated		Street Noises	Crockery
3. What does it look like?	Angry	Stutter	Disguised	Accent	Foul	Message Taped?		Voices	PA System
4. What kind of bomb is it?	Excited	Lisp	Serious	Used Slang	Message Read?	Young (child)		Music	House Noises
5. What will cause it to explode?	Slow	Raspy	Incoherent	Joking	Young (adult)	Middle Aged		Motor	Office
6. Did you place the bomb?	Rapid	Deep	Slurred	Distinct	Old			Factory	Machinery
7. Why?	Soft	Ragged	Clearing Throat	Normal	**Caller Demographics** (Circle One)			Animal Noises	Clear
8. How did the bomb get in the school?	Loud	Laughter	Crying	Frightened	Male	Female	Unknown	Static	Local
9. Where are you calling from?	If voice is familiar, who did it sound like?				Approximate Age:			Long Distance	Cell Phone
10. What is your name, address, phone?	**Other Observations:**								
	Have this information ready <u>before</u> calling 911.								

Intruder on Campus

The campus intruder is defined as a non-student or a student on suspension who loiters or creates disturbances on school property. Intruders are committing the crime of Criminal Trespass. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.

Low Level:

- ❑ Have the person(s) under suspicion kept under constant covert surveillance.
- ❑ Approach and greet the intruder in a polite and non-threatening manner.
- ❑ Identify yourself as a school official.
- ❑ Ask the intruder for identification.
- ❑ Ask them what their purpose is for being on campus.
- ❑ Advise intruder of the trespass laws.
- ❑ Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.
- ❑ If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- ❑ If the intruder gives no indication of voluntarily leaving the premises, notify Police and Administration.

If Intruder(s) are on playground or grounds at brunch or lunch time:

- ❑ Outdoor Supervisors should notify the office by radio and move all students into cafeteria/gym/classrooms unless otherwise directed.
- ❑ Lock exit doors to cafeteria/gym.
- ❑ Spread SHELTER IN PLACE or LOCKDOWN alarm throughout rest of school as appropriate.

Hostage Situation

Staff and students should sit quietly if the situation is in their presence. TRY to remain calm. Staff should set the example if the armed intruder is in their presence by doing anything possible for the staff member and students to survive. If gun fire starts, staff and students should seek cover or begin rapid movement procedures.

- ❑ .**Do not engage in a conversation or try to persuade the intruder to leave your classroom or school.** Remember, you are In an illogical situation so any logical argument may go unheard. The intruder is probably aware of the potential danger that he/she would be facing if he/she left the classroom. The intruder may perceive himself/ herself as being sane.
- ❑ If the intruder speaks to you or to your students, then answer him or her**. Do not provoke him or her.** Don't try to take matters into your own hands. Students should be told not to whisper to oneanother, laugh, or to make fun of the intruder. Remember, the intruder is disturbed and probably mentally ill, and more than likely paranoid. Any whispering or laughter may be perceived by the intruder as directed at him or her.
- ❑ .Students should be taught to respond on their own when threatened. Incidents can occur which leave no time for signals. If students are outside unable to find access a room, they should, depending on the situation, initiate Action "**TAKE COVER**" position or run in a zig-zag fashion to the staging areas and **STAY CALM**.

- ❑ If and when possible, call Administration and/or 9-1-1.

Lockdown: Run Hide and Defend

A Lockdown Alert is sounded if **there is a sniper, armed intruder or active shooter on campus**. Staff members have a very limited amount of time in which to commit to a course of action. Immediately assess both the situation and the surrounding environment and responds to the situation based upon the Run, Hide and Defend Training and drills. This is also true for your students who may need to become resources for substitutes or who are alone when an event occurs.

Remember, the Run, Hide, and Defend response is a partnership with local law enforcement.

Immediate actions should include:

- ❑ Students and staff go into classrooms/buildings or run to off-site evacuation areas.
- ❑ LOCKDOWN includes building door barricades, internal barricades, covering windows and turning off/dimming lights.
- ❑ Notify administration
- ❑ Call 9-1-1 if you know the location of the shooter, the description or identity of the shooter or if you need medical direction for a victim.
- ❑ Administration notifies the Superintendent

Intermediate activities:

- ❑ Place a red card under the door/in a window if you have a serious injury in the classroom.
- ❑ Take roll
- ❑ Conduct anxiety-reducing activities

Evacuation:

- ❑ Prepare students and yourself for a quick evacuation
- ❑ Follow directions of law enforcement when they arrive

Poisoning, Chemical Spills, Hazardous Materials

POISONING:

If a student ingests a poisonous substance:

- ❑ Call Poison Control Center Link Line 1-800-222-1222. Take appropriate first aid measures.
- ❑ Call parents.
- ❑ Notify the Health Services Office.

Following any emergency, notify the District Superintendents' Office

CHEMICAL SPILL ON SITE:

The following are guidelines for Chemical Spills:

- ❑ Evacuate the immediate area of personnel
- ❑ Determine whether to initiate Shelter In Place Protocol
- ❑ Secure the area (block points of entry)
- ❑ Identify the chemical and follow the procedures for that particular chemical.
- ❑ Notify the District Office.

CHEMICAL SPILL OFF SITE INVOLVING DISTRICT EQUIPMENT/PROPERTY

- ❑ Notify the District Office **(408) 928-6830** with the following information:
  - ✔ Date, time, and exact location of the release or threatened release
  - ✔ Name and telephone number of person reporting
  - ✔ Type of chemical involved and the estimated quantity
  - ✔ Description of potential hazards presented by the spill

- ✔ Document time and date notification made
- ✔ Other emergency personnel responding (Highway Patrol, CALTRANS, etc.)

❑ Locate a fire extinguisher and have present, should the need arise

❑ Place reflective triangles or traffic cones if in street or highway. DO NOT LIGHT FLARES!

❑ If spill response equipment is available use it to take the necessary measures to prevent the spill from spreading.

Reporting Chemical Spills

Once an emergency spill response has been completed, the person reporting the initial spill must complete a SPILL RESPONSE EVALUATION. The incident must be reported to the Superintendent WITHIN 24 HOURS OF THE SPILL.

Spill Clean Up

Chemical Spills may not be cleaned up by school personnel. Call the District Office at **(408) 687-6945.** The cleanup will be coordinated through a designated contractor.

HAZARDOUS SUBSTANCES

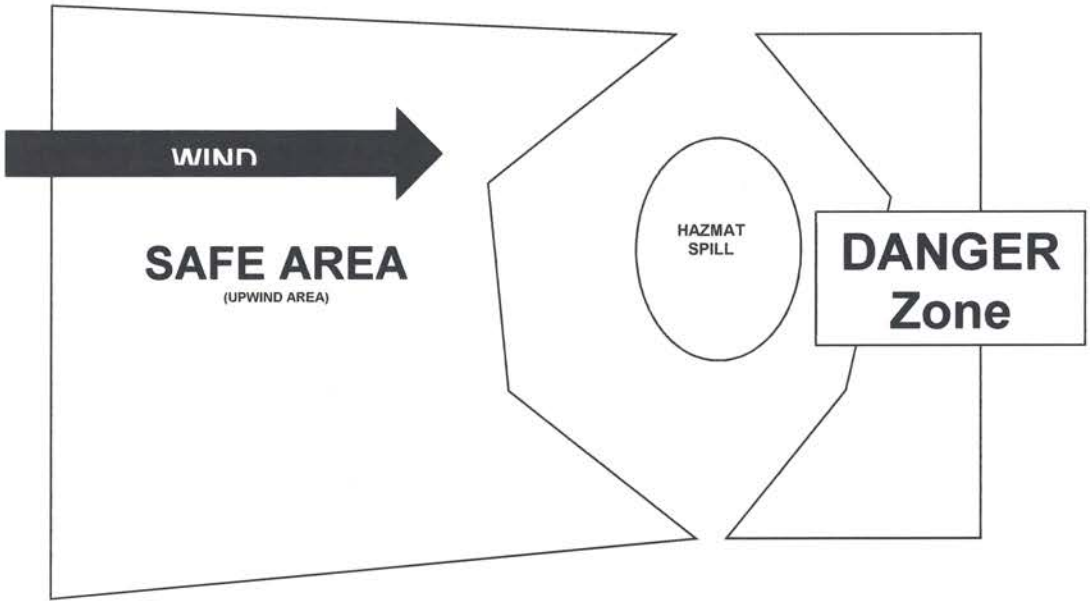
Hazardous Substances include the following, but is not limited to the following:

Gasoline	Lacquer Thinner
Solvents	Paint
Motor Oil	Agricultural Spray
Diesel Fuel	Paint Thinner
Kerosene	Stain
Anti-Freeze	Break Fluid
Airborne Gases/Fumes	

Always call for assistance and:

- ❑ Extinguish all ignition sources
- ❑ Shut off main emergency switch to fuel pump, if appropriate
- ❑ Move appropriate fire extinguishing equipment to area
- ❑ If possible, contain the spill to prevent further contamination
- ❑ Move people/personnel away or evacuate from contamination area

If the spill is too great to handle, contact the **Superintendent's Office (408- 928-6822) and Student Services (408 – 928-6945).**



Staff and students will evacuate the area immediately, if appropriate. **Move uphill, upwind, upstream if possible.**

VEHICLE FUEL SPILL

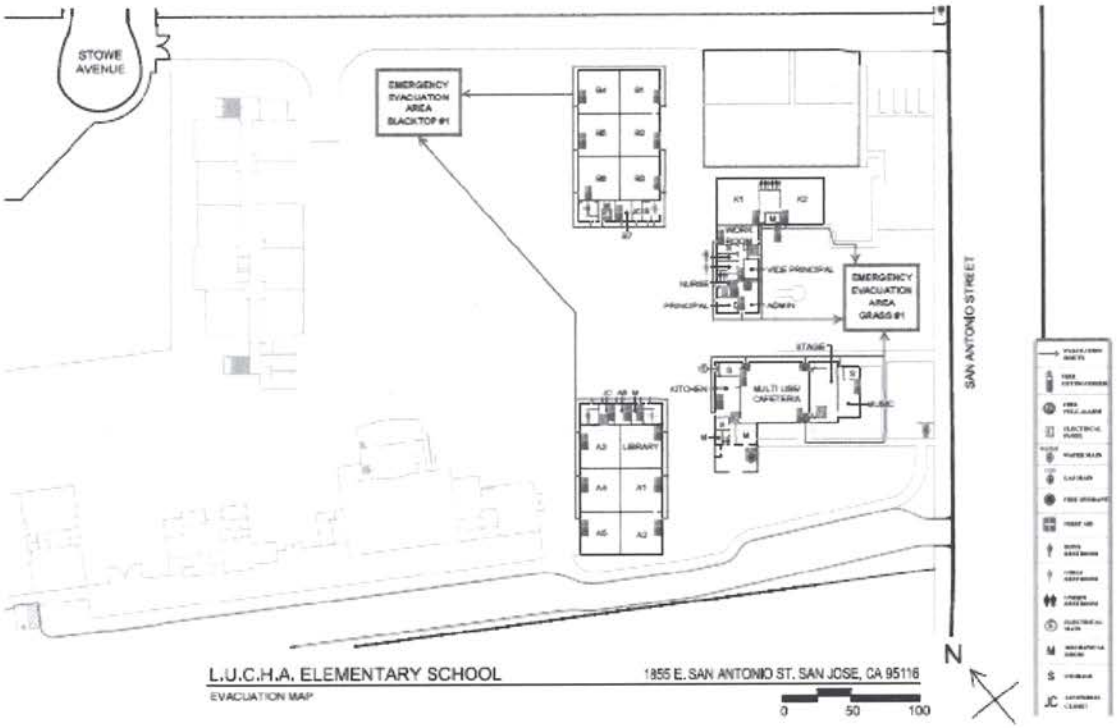
When a spill has occurred, the first thing to do is to keep the situation from worsening. Follow these steps:

- ❑ Shut off emergency switch
- ❑ Avoid skin contact
- ❑ Isolate the spill from people and vehicles by blocking all points of entry
- ❑ Stop and evaluate any hazards
- ❑ Prevent discharge into storm drains. Divert the flow by sealing off areas with absorbents. Prevent runoff. Use absorbent "socks" or "booms" to contain the spill
- ❑ Identify the source, estimated quantity spilled and stop further release(s) - IF IT CAN BE DONE SAFELY
- ❑ Take care of any injured
- ❑ Notify the District Office.
- ❑ If the spill is unmanageable, contact the Fire Department by calling 9-1-1

If, after attempted containment, the release still poses either a present or a potential threat, notify the California Office of Emergency Services and local emergency assistance organizations (fire, police, etc.). Give the following information:

- ❑ Date, time, and exact location of the release
- ❑ Name and telephone number of persons reporting the release
- ❑ The type of fuel spilled and the estimated quantity
- ❑ Description of potential hazards presented by the fuel spill
- ❑ Document the time and date notification was made and the information provided

Emergency Evacuation Routes and Procedures



In an Emergency Building Evacuation all employees will:

- ❑ Upon emergency alert, secure work area and depart/report to assigned area.
- ❑ Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- ❑ DO NOT re-enter the building without permission or request of emergency service authorities.
- ❑ Remain in the general assembly areas and calm students if not assigned another duty.
- ❑ When signaled to re-enter safe areas of the school, quickly do so.
- ❑ Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation teachers will also:

- ❑ Upon alert, assemble students for evacuation using designated routes and account for all students.
- ❑ Secure room.
- ❑ If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- ❑ Upon arrival at the assembly area, account for all students.
- ❑ Secure medical treatment for injured students.
- ❑ Report any students missing or left behind because of serious injuries.
- ❑ Stay with and calm students.
- ❑ If signaled to re-enter school, assure students do so quickly and calmly. Account for all students.
- ❑ Check room and report anything amiss to the Team Leader and/or Operations Chief.
- ❑ Debrief students to calm fears about the evacuation.

Emergency Campus Evacuation

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- ❑ Notify the Superintendent of the Campus Evacuation.
- ❑ Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- ❑ Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Medical Emergencies

Calmly and carefully, assess the medical emergency you are faced with. Take only those measures you are qualified to perform.

You should always wear latex or rubber gloves to prevent contact with bodily fluids.

- ❑ Gently tilt the head back and lift the chin to open the airway.
- ❑ Pinch the nose closed.
- ❑ Give two slow breaths into the mouth.
- ❑ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ❑ If you are doing the procedure correctly, you should see the chest rise and fall.

- ❑ Apply direct pressure to the wound.
- ❑ Maintain the pressure until the bleeding stops.
- ❑ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ❑ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

- ❑ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ❑ Attempt to rule out a broken neck or back.
- ❑ If no back or neck injury is present, slightly elevate the person's legs.

- ❑ Stand behind the person.
- ❑ Place the thumb side of one of your fists against the person's abdomen, just above the

navel and well below the end of the breastbone.

- ❑ Grasp your fist with your other hand, give an abdominal thrust.
- ❑ Repeat until the object comes out.
- ❑ If required, begin rescue breathing.

Triage Guidelines

Triage is defined as ***the sorting of patients into categories of priority for care based on injuries and medical emergencies***. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.
Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (**S**imple **T**riage **A**nd **R**apid **T**reatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

TRIAGE Priorities
Highest Priority - RED TAG
1. Airway and breathing difficulties
2. Cardiac arrest
3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
Second Priority - YELLOW TAG
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
Third Priority - GREEN TAG
1. Fractures or other injuries of a minor nature
Lowest Priority - BLACK
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

S.T.A.R.T. Plan Triage Checklist

This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.

Initial Contact

Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**

- ❑ Begin evaluating the non-ambulatory patients where they are lying.

Assess respiration (normal, rapid, absent)

- ❑ If absent, open airway to see if breathing begins
- ❑ If not breathing, tag **BLACK** (dead) DO NOT PERFORM C P R
- ❑ If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- ❑ If respiration is normal, go to next step

Assess perfusion (pulse, bleeding)

- ❑ Use the capillary refill test to check radial (wrist) pulse
- ❑ If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- ❑ If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- ❑ Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

Assess Mental Status (commands, movement)

- ❑ Use simple commands/tasks to assess
- ❑ If patient cannot follow simple commands, tag **RED**
- ❑ If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**
- ❑ This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

Suicide

The publications of many organizations and governmental agencies contain advice for people who are faced with suicidal people. That advice is summarized below.

Do's

Listen — to what the person is saying and take her/his suicidal threat seriously. Many times a person may be looking for just that assurance.

Observe — the person's nonverbal behavior. In children and adolescents, facial expressions, body language, and other concrete signs often are more telling than what the person says.

Ask — whether the person is really thinking about suicide. If the answer is "YES," ask how she/he plans to do it and what steps have already been taken. This will convince the person of your attention and let you know how serious the threat is.

GET HELP — by contacting an appropriate Crisis Response Team member. Never attempt to handle a potential suicide by yourself.

STAY — with the person. Take the person to a CRT member and stay with that person for awhile. The person has placed trust in you, so you must help transfer that trust to the other person.

Don'ts

Don't — leave the person alone for even a minute.

Don't — act shocked or be sworn to secrecy.

Don't — underestimate or brush aside a suicide threat ("You won't really do it; you're not the type"), or to shock or challenge the person ("Go ahead. Do it"). The person may already feel rejected and unnoticed, and you should not add to the burden.

Don't — let the person convince you that the crisis is over. The moat dangerous time is precisely when the person seems to be feeling better. Sometimes, after a suicide method has been selected, the person may appear happy and relaxed. You should, therefore, stay involved until you get help.

Don't — take too much upon yourself. Your responsibility to the person in a crisis is limited to listening, being supportive, and getting her/him to a trained professional. Under no circumstances should you attempt to counsel the person.

Mass Casualty

In the event of a Mass Casualty Incident (MCI):

- ❑ Determine what the problem is and **call 9-1-1** for local emergency services. **Note:** A casualty is a victim of an accident or disaster.
- ❑ Identify the problem and give the school address.
- ❑ Site administrators decide whether or not to activate the School Site Disaster First Aid Team protocols (See School Site Disaster Plan).
- ❑ Determine if problem will continue or if it is over.
- ❑ Notify Superintendent's Office.
- ❑ School representative will meet Incident Command Officer (Fire Department or Police Official) who will determine exact nature of incident.
- ❑ Site administrators/First Responders will implement Mass Casualty Tracking Protocols as appropriate to the situation.
- ❑ Keep calm, reassure students.
- ❑ Fire Department will notify appropriate agencies for additional help.
- ❑ Crisis Team will convene.
- ❑ Contact Superintendent to determine need to send students ho

Mass Casualty **PATIENT TRACKING SHEET** **Page_____**

HOSPITALS:

LGH – LOS GATOS
ECH – EL CAMINO
GSH – GOOD SAMARITAN
KSC – KAISER SANTA CLARA
STH – SANTA TERESA
OCH – O'CONNOR
SJH - SAN JOSE
SLH – STE. LOUISE
SUH - STANFORD
VMC – VALLEY MED
Other

PARAMEDIC TAG #	VICTIM NAME	STUDENT ID #	TIME OF DEPARTURE	Hospital

Signed _____ **Date**_____

Bio Terrorism

Some characteristics of suspicious letters or packages include the following:

- ✔ Excessive postage
- ✔ Handwritten or poorly typed addresses
- ✔ Incorrect titles
- ✔ Title, but no name
- ✔ Misspellings of common words
- ✔ Oily stains, discolorations or odors
- ✔ No return address
- ✔ Excessive weight
- ✔ Lopsided or uneven envelop
- ✔ Protruding wires or aluminum foil
- ✔ Excessive security material such as masking tape, string, etc.
- ✔ Visual distractions
- ✔ Ticking sound
- ✔ Marked with restrictive endorsements, such as "Personal" or "Confidential."
- ✔ Shows a city or state in the postmark that does not match the return address.

- ❑ Do not shake or empty the contents of any suspicious envelop or package.
- ❑ Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- ❑ If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- ❑ Then leave the room and close the door, or section off the area to prevent others from entering.

- ❑ Wash your hands with soap and water to prevent spreading any powder to your face.

- ❑ If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.

- ❑ List all people who were in the room or area when this suspicious letter or package was recognized. Give the list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

- ❑ Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove this cover.

- ❑ Leave the room and close the door or section off the area to prevent others from entering.

- ❑ Wash your hands with soap and water to prevent spreading any powder to your face.

- ❑ If you are at home, CALL 9-1-1 to report the incident. If you are at work, CALL 9-1-1 and your site administrator to report the incident.

- ❑ Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. The clothing bag should be given to the emergency responders for proper disposal.

- ❑ Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.

- ❑ If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

(Examples: small devices triggered warning that air handling systems is contaminated, or warning that a biological agent is released in a public space.)

- ❑ Turn off local fans or ventilation units in the area.

- ❑ Leave the area immediately.
- ❑ Close the door or section off the area to prevent others from entering.
- ❑ Move upwind, uphill, upstream.
- ❑ If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
- ❑ Shut down air handling systems in the building if possible.
- ❑ If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

DO NOT PANIC

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. In order for this to happen, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

Botulism infection is extremely rare, with fewer than 200 cases report in the U.S. each year. There are two forms of botulism which are associated with a terrorist act:

Foodbourne Botulism

The bacterium is ingested with the contaminated food source.

Symptoms begin within 6 hours to 2 weeks, but most commonly between 12 to 36 hours after eating contaminated foods.

Double or blurred vision, drooping eyelids, slurred speck, difficulty swallowing, dry mouth, and a descending muscle weakness that effects the shoulders first, then upper arms, lower arms, thighs, calves, etc.

These symptoms may be proceeded by gastrointestinal disorder such as abdominal cramps, nausea, vomiting, and diarrhea. Paralysis of the respiratory muscles will cause death unless the person is assisted by mechanical ventilation. Botulism toxin can occur naturally in undercooked food, but the frequency of this is extremely rare.

Inhalational Botulism

Inhalation botulism results from the inhalation of the aerosolized toxin. A small amount of aerosolized toxin released into the wind can have a devastating effect on the surrounding population. Notwithstanding, inhalational botulism could be inflicted upon a more limited number of victims by introducing a contaminated object into an enclosed area such as inside of a building. The symptoms are indistinguishable form those of foodbourne botulism, except that the gastrointestinal signs sometimes associated with foodbourne botulism may not occur.

Botulism cannot be transmitted from one person to another. There is no vaccine for botulism treatment at this time. However, treatment consists of passive immunization with equine anti-toxins and supportive patient care.

Smallpox infection results from the variola virus. The disease was once worldwide in scope. Before people were vaccinated, almost everyone contracted the disease. The virus was effectively eradicated from the world in the late 1970's, and the World Health Organization recommended governments cease routine vaccinations in 1980.

Vaccination has proven effective in preventing the disease in exposed persons if administered within 4 days of exposure.

Smallpox is a highly contagious infectious disease that has a mortality rate of about 30%. Since the discontinuation of vaccination in the early 1980's, virtually no one is protected against the disease today. The U.S. government is currently working to address the need for vaccinations. There is no proven treatment should infection occur.

Chapter 8

Incident Command System

Responsibilities for a School Disaster

Everyone at a school will have some responsibilities in an emergency based on their job, and some people will have additional responsibilities. Below is a short discussion of how the Standard Emergency Management System (SEMS) and the Incident Command System (ICS) can be adapted to your school.

Major Concepts and Components

Every emergency, no matter how large or small, requires that certain tasks be performed. In ICS, these tasks are called *Management, Planning, Operations, Logistics,* and *Finance/Administration.*

Under SEMS, the ICS team can be expanded or reduced, depending on the situation and the immediate needs. One person can serve more than one function.

Every incident needs a person in charge. In SEMS and ICS, this person is called the *Incident Commander* or *School Commander.*

No one person should be supervise more than seven people (the optimum number is five). This does not apply to the Student Supervision Team under *Operations*, however.

Common terminology:

All teachers and staff in the school should use the same words to refer to the same actions. The terminology should be known *before* a disaster. SEMS is a system that, when used properly, affords common terminology.

If the fire department or other responding agencies come on campus, they will coordinate better with the site's command structure if similar situations and actions are described with similar wording.

How ICS Functions

This system provides for an effective and coordinated response to multi-agency and multi-jurisdictional emergencies, to include multi-disciplines and

- Facilitates the flow of information within and between all levels of the system.
- Facilitates interaction and coordination among all responding agencies.
- Improves the processes of mobilization, deployment, tracking, and demobilization of needed mutual aid resources.
- Reduces the incidence of ineffective coordination and communications, and avoid duplication of resource ordering in multi-agency and multi-jurisdiction response actions.

Primary Incident Command System Functions:
Incident/School Commander (The "leader")

The Management Section is responsible for overall policy, direction, and coordination of the emergency response effort in the Emergency Operations Center (EOC) throughout the Alum Rock Union Elementary School District. The Management Section Staff is also responsible for interacting with each other and others within the EOC to ensure the effective function of the EOC organization.

Operations Section (The "doers")

The Operations Section is responsible for coordinating all operations in support of the emergency response and for implementing action plans. This section includes response teams that work toward reduction of the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.

Planning/Intelligence Section (The 'thinkers")

The Planning and Intelligence Section is responsible for collecting, evaluating, and disseminating information; maintaining documentation; and evaluating incoming information to determine the potential situation in the not-too-distant future. This section also develops District EOC/Field action plans for implementation by the Operations Section.

Logistics Section (The "getters")

The Logistics Section is responsible for providing all types of support for the emergency response operation. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, transportation, and materials.

Finance and Administration Section (The "collectors")

The Finance and Administration Section is responsible for accounting and financial activities such establishing contracts with vendors, keeping pay records, and accounting for expenditures. This section is also responsible for all other administrative requirements and acts as the clearinghouse for documentation during the recovery phase.

Routine use of ICS facilitates seamless integration of ICS into larger emergencies operations as they evolve. The key to ICS is remembering to focus on the functions and where possible, delegate authority to staff essential functions to distribute the workload.

Unified Command Structure

Unified Command is a procedure used at incidents which allows all agencies with geographical, legal or functional responsibility to establish a common set of incident objectives and strategies, and a single Incident Action Plan. The use of Unified Command is a valuable tool to help ensure a coordinated multi-agency response. Unified Command procedures assure agencies that they do not lose their individual responsibility, authority, or accountability.

Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need.

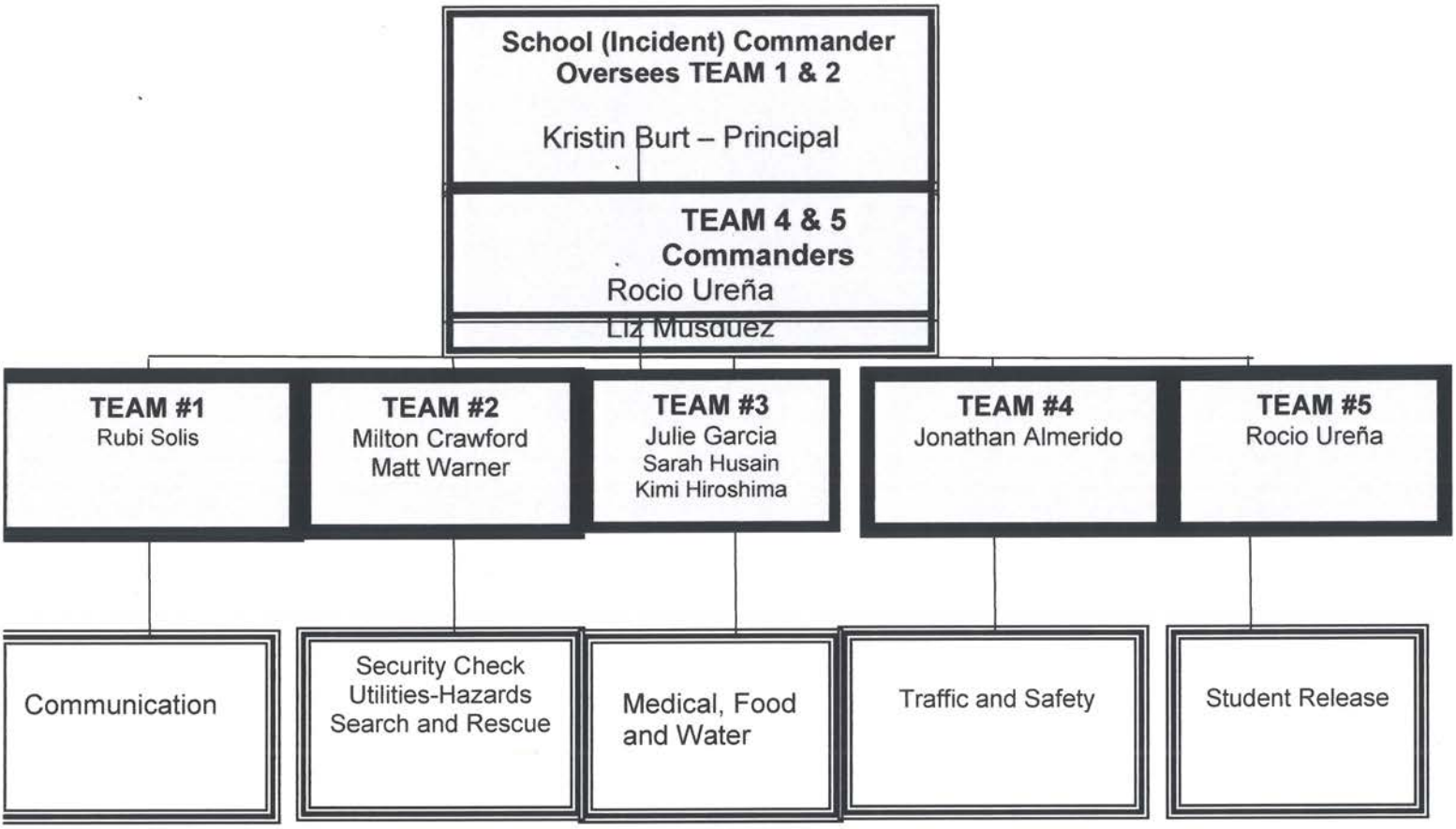
Advantages of using Unified Command

- One set of objectives is developed for the entire incident
- All agencies with responsibility for the incident have an understanding and are fully aware of joint priorities and restrictions.
- Duplicative efforts are reduced or eliminated, thus reducing cost and chances for frustration and conflict.

Pre-Designated Incident Facilities

- Staging Areas
- Command Posts
- Mass Care Centers
- Evacuation Centers

ICS TEAM



Principal: Kristin Burt oversees Team 1 and Team 2

Team #1 Communication Leader: Rubi Solis

Team # 2 Utilities and Hazards Leader: Milton Crawford

School Alternate Commander – Liz Musquez oversees Team 3

Team # 3A First Aid #3B Food and Water

Team Leaders: Julie Garcia (Health Assistant)

Safety Committee- Rocio Ureña oversees Team 4 and Team 5

Team #4 Traffic and Safety Team Leader: Almerido

Team # 5 Student Release Team Leaders: Rocio Ureña

Team #1 Communication

Leader: Rubi Solis

Team members: Coach Jay

Duties:

- Creates Control Center keeping track of all info from different teams
- Communicate with leaders through walkie- talkies

Team #2 Utilities and Hazards / Search and Rescue
Leader: Milton Crawford and Matt Warner
Duties:
- Control the main shut-off valves and switches for gas, water, and electricity and assure that no hazards result in broken or down lines
- Assist rescue operations
- Survey and report damage to communication team
- Help disburse supplies and equipment, as needed
- Determine if the buildings are safe for return

Team #3A First Aid Team
Leader: Julie Garcia (Health Assistant) / Sarah Husain
Duties:
- Set up first aid station on blacktop and administer first aid
- Supervise the use and distribution of first aid supplies
- Document treatment, time and release of all injured on the nurse's log
- Notify site communication team of staff and student injuries
- Determine need for more extensive treatment and notify site communication team

Team #3B Food and Water
Leader: Rita Salinas (cafeteria supervisor) and Kimi Hiroshima
Duties:
- Monitor use of all bottled water
- Distribute food supplies as needed
- Conduct appropriate rationing of food and water

Team #4 Traffic and Safety
Leader: Jonathan Almerido
Team members: Chester Peterson
Duties:
- Block off the parking lot to non-emergency vehicles
- Close and/or monitor all entrances and exits of campus
- Direct the emergency personnel to location

Team #5 Student Release
Leader: Rocio Ureña
Team members: Coach Jay
Duties:
- Help secure area for students, keeping a close watch on exits
- Set up check out areas for parents to come to tables outside of front office
- Set up sign out sheet for parent signature and relationship
- Communicate with communications leader on progress and when students can begin to be released
- Use emergency cards or copies for student release

All other staff members monitor students

Staging Areas

Command Posts

Primary:
Front Office

Secondary:
A2

Mass Care Centers

Primary:
Cafeteria

Secondary:
Library

Evacuation Centers

On Campus:
Grass Area between LUCHA and San Antonio schools

Off Campus:
Mexican Heritage Plaza
Our Lady of Guadalupe Church

Emergency Response Teams

Operations

Team 1	Team Leader:	Staff:
Communication	Rubi Solis	Coach Jay
Team 2	Team Leader:	Staff:
Security Search and Rescue	Desi Andrade	Matt Warner
Team 3A	Team Leader:	Staff:
Medical	Julie Garcia	Sarah Husain
Team 3B	Team Leader:	Staff:
Food and Water	Rita Sairs	Kimi Hiroshima
Team 4	Team Leader:	Staff:
Traffic and Safety	Jonathan Almerido	Seena Devasia
Team 5	Team Leader:	Staff:
Student Release	Rocio Urena	Coach Jay

Student Staging Area Teams:

Locations	Team Leader:	Staff:
Kindergarten Play Area K1 and K2	Brittney Bylund	Jessica Bennett
A Wing Evacuation Area in backfield A1, A2, A3, A4, A5	Annette Elemen	Minh-Hieu Vu Kaitlin Brundidge Karina Soto
B Wing Evacuation Area in back field B4, B5, B6 B1, B2, B3	Becky Jensen	Shally Tiet

Logistics:

Supplies/Facilities	Desi Andrade	
Traffic and Student Release	Rocio Ureña	
Communication/Documentation	Rubi Solis	

District Emergency Directory

The Principal of this school has the Confidential Emergency Call List handed out at the management meeting on August 2021.

District Emergency Operations Center

Emergency Communications

When emergencies occur, communication is key to ensure appropriate parties are notified regarding the extent of the incident and what needs to be done. Below is a checklist as to how emergency communications may be conducted at your school.

Internal communications will be via:

- ❑ Public address systems.
- ❑ Emails.
- ❑ Message runner.
- ❑ District telephone/emergency radio to administration offices.

External communications will be via:

- ❑ The main communications network.
- ❑ News bulletins, as needed, by appointed personnel only.

In-district communications will be via:

- ❑ Telephone, if operable.
- ❑ District internal communications.
- ❑ Superintendent or designated Public Information Officer and/or Principal will release information to news media and prepare necessary bulletins.

A Crisis Communications Center will need to be established to collect and release information if the emergency is of a continuing nature.

Briefings/bulletins will be necessary in a continuing emergency, especially when school remains open.

- ❑ Use established communication channels to keep employees, students, parents, essential communicators and community informed.

- ❑ Keep secretaries briefed on situation changes and what to tell people who phone the School District.
- ❑ Hold briefings with employees, labor association leaders, Board President student leaders and other key communicators.
- ❑ Enact telephone tree in order to communicate updates.
- ❑ Prepare bulletins to distribute to employees, students, parents and essential communicators, as needed.
- ❑ Supply Superintendent's office and Student Services with a copy of each bulletin.

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process.

News media personnel are not to be on school grounds, except in designated areas.

Staffs are to report any news media personnel that appear elsewhere on campus.

Media Protocol

WHAT TO DO WHEN YOU RECEIVE A CALL OR REQUEST FROM THE PRESS!

Step 1: Contact The Superintendent's Office...

Ask a few preliminary questions to identify what information the reporter is requesting so you can better provide answers and information.

Step 2: Superintendent's Staff May Ask Clarifying Questions As Follows...

- *What is this about?*
- *Are you looking for specific data/information?*
- *What specific questions do you have regarding the topic?*
- *Do you have prepared questions you would like to email me?*
- *Have you already contacted the Superintendent about the topic?*
- *The Superintendent's office number is (408) 928-6822*
- *What is your deadline?*

Step 3: Notify The Superintendent...

Call the Superintendent at (408) 928-6822 to inform them that you have received a media inquiry and be ready to transmit any and all information you were able to get from the reporter.

Step 4: Final...

The Superintendent will coordinate with the individuals who need to be involved and will get back to you as to how to proceed. They will provide you with any necessary information or follow-up plans. DO NOT contact the reporter until you have spoken with the Superintendent's Office and they have directed you to do so. More often than not, media inquiries will be completed/finalized by the Superintendent's office.

Thank you,

Hilaria Bauer, Ph.D.
Superintendent

Site Comprehensive Safety Plan.

Alum Rock Union Elementary School District
EOC Message Form

Date	Priority (Circle one) **EMERGENCY** (Life Threatened) **URGENT** (Property Threatened) **ROUTINE** (All Others)
Time	

TO	Name	FROM	Name
	Title		Title
	Location		Location

Check One ☐Take Action ☐For Information ☐Other

Category	Number	Description
A.	#_____	**Fatalities**
B.	#_____Minor	**Injuries** **Minor:** In need of First Aid attention only
C.	# of Injured	**Injuries (Ambulance)**
	#_____Major	**Major:** Unable to treat on site, i.e. airway & breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.
	#___Moderate	**Moderate:** Burns, major multiple fractures, Back injuries with or without spinal cord damage
D.	**Circle one**	**Property Damages**
	Major	**Major damage:** building collapse, building leaning, major ground movement causing large cracks in ground.
	Moderate	**Moderate damage:** Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines).
	Minor	**Minor damage:** Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows.
E.	**__Ambulance** **__PG&E** **__Other**	**Resources Needed** **___ Other: (describe)**

☐

Transmit only the data within the box above in 30-45 seconds. After transmission, wait for EOC's request to elaborate.

Additional Information:

Disposition:

Action Requested By: (Name) Time Action provided:

Media Contact Information

Media Contact Information			
Television Stations	**Telephone**	**Fax Numbers**	**Email**
KPIX Channel 5	415-765-8610	415-765-8916	
KRON Channel 4	415-441-4444		4listens@kron4.com
KGO-TV/NBC-Channel 7	415-954-7777		ureport@kgo.tv.com
KQED TV Channel 9	415-864-2000	415-553-2456	
KNTV Channel 11	408-432-6221		newstips@nbcbayarea.com
KDTV Channel 14	415-538-8000		noticias14@univision.net
KTVU Fox 2	510-874-0400		newstips@foxtv.com
KSTS Channel 48	408-944-4848		noticierot48@telemundo.com / kstsnewsdesk@nbcuni.com
Radio Stations	**Telephone**	**Fax Numbers**	**Email**
KBAY FM/KEZR FM	408-287-5775	408-293-3341	
KGO AM	415-216-1300		producers@kgoradio.com
KLIVE AM	408-293-8030	408-995-0823	
KCBS	415-765-4112		kcbsnewsdesk@cbs.com
Newspapers	**Telephone**	**Fax Numbers**	**Email**
San Jose Mercury News	408-920-5446		crime@mercurynews.com
Milpitas Post	408-262-2454		postletters@bayareanewsgroup.com
Bay City News	510-251-8100		newsroom@baycitynews.com
La Alizanza	408-272-9394		rossana@alianzanews.com
LaOferta Review	408-436-7850	408-436-7861	frank@laoferta.com
El Observador	408-938-1700		angelica@el-observador.com

Recovery

It is critical to provide a mental health response for students, staff and parents after a crisis that has impacted a school. Often, this can be provided by district or local community resources.

Victims of a crisis experience a real need to return to normal, but normal as they once knew it is forever gone and changed. Counselors and crisis survivors find the concept of a "new normal" to be very reassuring and accurate.

One of the most important actions is simply to listen and allow victims to express his/her own needs and feelings. Encouragement and support, while avoiding judgmental remarks, is the goal.

When the needs of the victims exceed the immediate resources available to the school, Santa Clara County Mental Health and the agencies working under its umbrella is available to support schools.

Numerous agencies under the Santa Clara County Mental Health Department umbrella currently provide on-going mental health services to students and families both at schools and within the neighborhood communities. These services are provided by licensed therapists, social workers or supervised interns. The services typically involve a one-on-one or family-oriented approach requiring a different skill set than an emergency mental health response to a community or school crisis.

JOINT PROTOCOLS:

To best prepare for and manage the mental health recovery phase, faith-based, private and public school districts within San Jose, Santa Clara, Sunnyvale, Mountain View, Los Altos and Los Altos Hills and the Santa Clara County Department of Mental Health have agreed that:

(1) Schools and/or school districts require, as part of their Memorandums of Understanding with agencies and/or universities, all interns, therapists and mental health workers complete a crisis response training with the Santa Clara County Mental Health Department before reporting to their assigned campuses.

(2) In the event of a major crisis at a school site, or multiple school sites, the school district will determine if additional mental health support is required or anticipated. The District or School Logistics Officer or designee can notify the Ethnic Population Services Specialist at the Santa Clara County Mental Health Department. A licensed mental health representative will immediately be sent to the incident location to conduct an initial assessment and make recommendations to the school/district and Mental Health Department and its partnering agencies as to the requirements for a responding mental health team(s).

(3) The lead supervisor will work in concert with the school/district representative to help identify appropriate teams/agencies that can best address the needs of students, staff and families.

(4) The lead supervisor will work in concert with the school/district representative to ensure that teams have the correct credentials, provide appropriate triage services that do not compromise police/fire investigations and are rotated to avoid fatigue.

(5) In police, fire or district debriefings with school staff, parents and impacted students, a representative from the Santa Clara County Mental Health Department or one of the partnering agencies will be in attendance in order to make referrals for support services as required by the attendees.

Chapter

8

Appendices

Annual Emergency Awareness/ Preparedness Checklists & Forms

The following checklists highlight areas of school operations, maintenance, security, and personnel that may pose opportunities for risk reduction. Use this checklist as a proactive tool to generate awareness over the potential for terrorist acts, at a time when it is needed most.

The recommendations contained in this checklist are not intended to represent or to replace a comprehensive school security program. Such a program would include much more. Many of the procedures included in the checklist are routine in districts with full-time security operations. Whether your school district has full-time security coverage, or has minimal security resources, these recommendations may be used as a focal point around which to build an appropriately renewed sense of awareness.

The following forms are designed to use on an annual basis to meet emergency preparedness requirements. Districts may already have their own forms and can substitute those if desired.

L.U.C.H.A Elementary School
Annual Site Awareness Checklist
2022-2024

Recommendation	Steps	Participants	eted
oloyment screening policy & procedure	☐ Does your screening process include volunteers, cafeteria workers, mechanics, bus drivers, and security, in addition to educational staff? ☐ Does your procedure allow for actual searches of courthouse records, rather than database searches, which are typically not accurate? ☐ Do you searchers do Social Security Number traces to identify any out-of-state venues that should be checked? ☐ Do your outside contracts use due-diligence screening procedures to check the backgrounds of their workers who regularly visit your school?	☐ Security ☐ Human Resources	

physical security of bus yards and garages; review transportation security in general	☐ Are vehicle garages alarmed, and are the alarms in working order? ☐ Are fenced-in areas gated, locked, and adequately illuminated at night? ☐ Do drivers do "pilot inspections" of their vehicles before placing them into service each day? Is this done again after each time the vehicle has been left unattended? ☐ Are bus drivers equipped with two-way radios or cell phones? ☐ Are drivers trained to be aware of and to report suspicious vehicles that appear to be following their busses during their routes? ☐ Do drivers keep a student roster for each bus route, to include student name, address, primary and secondary emergency contact numbers, and medical authorization information?	☐ Security ☐ Contract Bus Operators ☐ Health Staff ☐ Drivers	
adequacy of physical security in and around campus buildings	☐ Are alarm systems working and have they been tested? This should include main campus buildings as well as maintenance and storage facilities. ☐ Are keys to campus and administration buildings adequately controlled? ☐ Are alarm pass codes changed when an employee leaves the school district? Make sure codes are not shared. ☐ Is exterior lighting working and is illumination adequate? ☐ Is interior lighting (night lighting) working and is illumination adequate?	☐ Security ☐ Maintenance ☐ Operations	
ess control procedures and heighten employee awareness	☐ Are doors that should remain locked from the outside during the day kept locked, and are these doors checked periodically to make sure they are secure? Train all employees to check these doors but consider assigning someone to check them as well. ☐ Are staff members trained to approach and to "assist" strangers of any age who are observed in and on school property? Report those who have difficulty explaining their presence. ☐ Has a visitor log and ID badge system been implemented?	☐ Everyone	
one to recognize and report suspicious activities on campuses.	☐ Are persons taking pictures or filming campus activities questioned about their authorization to do so? ☐ Be alert for suspicious vehicles that seem to have no apparent purpose for being on campus, or, that come, go, and then reappear again. ☐ Are specific individuals assigned to inspect the outside of campus buildings throughout the day, and to report unattended packages or vehicles near building perimeters? ☐ Have you developed a plan to handle reports of suspicious activity? ☐ Is everyone trained to report unattended or otherwise suspicious packages found inside	☐ Everyone	

	campus buildings? Is this specific issue placed on routine checklists for maintenance and custodial personnel? ☐ Do personnel know what to do if a suspicious package is found? ☐ Have you considered a policy that requires staff and students to visibly identify backpacks, book bags, briefcases and gym bags with luggage style ID tabs? ☐ Are food services personnel trained to be aware of suspicious people in their food preparation area? ☐ When large attendance events occur on campus, are security measures in place and awareness levels heightened to assist in detecting suspicious acts?		

a "tip-line" program that allows students, teachers, parents, staff, and other members of the school community to report issues anonymously, if they choose.	☐ Do you have a zero tolerance for verbal threats of any kind? ☐ Do all members of the school community know that any threat, or information about a potential threat, must be reported? And, do they understand that there is no such thing as a threat intended as a joke? ☐ Do students and staff know that they are responsible for informing the principal/site administrator about any information or knowledge of a possible or actual terrorist threat or act? ☐ Have you communicated a hard stand on hoaxes intended to mimic terrorist acts? Do students know that these hoaxes are crimes in themselves?	☐ Student Services ☐ Security ☐ Human Resources	
ly with local law enforcement and health officials.	☐ Have you made local law enforcement a partner in your district plans? ☐ Are parking regulations, particularly fire zone regulations, strictly enforced? ☐ Does local law enforcement have copies of building blueprints, to include ventilation system, and electrical plans? ☐ Has local law enforcement been given the opportunity to conduct exercises on school property and on busses? ☐ Have you determined contact protocol with local health officials if bio-terrorism is suspected?	☐ Security ☐ Clinical Staff ☐ Crisis Management Team	
on identifying and handling suspicious packages and letters.	☐ Have you download and posted the FBI advisory (poster) regarding suspicious packages from www.fbi.gov? ☐ Or, the US Postal Inspection Service poster on identifying suspicious packages from www.usps.gov? ☐ Have you considered publicizing the availability of this information to others in the school community for personal use?	☐ Mail room ☐ Secretarial ☐ Security ☐ Parents ☐ Students	

L.U.C.H.A Elementary School
Safety Plan Annual Emergency Plan Checklist
2022-2024

Site: L.U.C.H.A
Due By: November 20, 2021
Submit: Student Services, Jesus Araujo

This is a checklist to help Principals organize and meet the site requirements mandated by the Emergency Preparedness Plan. It is recommended that each Principal appoint a Site Disaster Committee comprised of staff, PTA, and students (optional), to help carry out the tasks of this checklist.

Check	Requirement
_____	1. Read the District Disaster Plan, and know the responsibilities of the site manager.
_____	2. Designate a second-in-command and a backup.
_____	3. Orient staff to District Disaster Plan, review site procedures (staff meeting).
_____	4. Update site plan, assign staff responsibilities (complete staff roster sheet).
_____	5. Schedule necessary training (First Aid, CPR, Search & Rescue).
_____	6. Schedule drills: Fire, Earthquake, Lockdwon, Communications.
_____	7. Complete site map, post as required, and forward a copy to Student Services.
_____	8. Complete Site Hazard Survey.
_____	9. Complete Classroom Hazard Survey Summary.
_____	10. Submit Classroom Hazard Survey Summary to Student Services.
_____	11. Participate in test of District Radios.
_____	12. Check battery-operated radios.
_____	13. Check location and condition of 2 meter radio antennae and the base for installing the antennae if appropriate.
_____	14. Complete supplies and equipment inventory to include classroom emergency kits.
_____	15. Order supplies and equipment as necessary.
_____	16. Evacuation areas/alternative identified for all classes.
_____	17. Communications to parents and students about disaster procedures. _____ District Student Release Policy _____ Emergency Information Cards
_____	18. Complete Emergency I.D. Tags collected and put into Classroom Emergency Kits if appropriate.
_____	19. Assess food supplies as applicable.
_____	20. Meet with child care provider and coordinate disaster preparedness plans.
_____	21. Identify hospitals and clinics in school's area that have back-up emergency power that would be able to handle casualties in an emergency.

_____

Principal's Signature **Date**

L.U.C.H.A Elementary School
Annual Site Hazard Survey
2022-2024

Site Hazard Survey I

Principals are required to conduct an annual Site Hazard Survey. The survey should be completed early each fall, signed, and submitted to the Risk Management Department. (Please put N/A by any items that are not applicable.)

The purpose of the Site Hazard Survey is to check for safety hazards outside of the classroom. The survey shall include evaluation of interior and exterior portions of buildings as well as school grounds.

The Site Hazard Survey shall include assessment of the following areas.

- ❒ 1. Proximity of toxic, flammable, corrosive, chemically, or reactive materials
- ❒ 2. Proximity of high voltage power lines has been considered in establishing the site evacuation plan
- ❒ 3. Likelihood and possible effects of flooding or landslides
- ❒ 4. Probably safety of evacuation areas after an earthquake; proximity of gas, water, and sewer lines, or sprinklers
- ❒ 5. Water heaters are strapped
- ❒ 6. Objects that restrict people from moving to a safe place (tables an desks in hallways) etc.
- ❒ 7. Janitorial areas: storage of tools and cleaning chemicals (keep a 3 foot clearance in front of all electrical panels)
- ❒ 8. Storerooms: heavy items stored on high shelves, shelving secured (keep 3 foot clearance in front of all electrical panels)
- ❒ 9. All computers and peripherals should be situated so as not to create a tipping hazard
- ❒ 10. Machine shop and woodshop: equipment should be bolted down
- ❒ 11. Large and heavy office machines: restrained and located where they will not slide, fall off computers, or block exits
- ❒ 12. Sound system speakers and spotlights: secure
- ❒ 13. Compressed gas cylinders: secured top and bottom with a safety chain
- ❒ 14. Weight room/motor development room equipment: racks anchored and weights properly stored
- ❒ 15. Laboratory chemicals on shelves: restrained

L.U.C.H.A Elementary School
Annual Site Hazard Survey II
2022-2024

GENERAL GUIDELINES	OK	Needs Attention	Comments
CAMPUS			
Signs Posted, Controlled Access			
Traffic review, parking, fire lanes			
Adequate surfacing, lighting			
Safety Plan			
Required Postings			
ASSEMBLY ROOMS			
Exits clear, exit & emergency lights			
Floors, seating maintained			
Stage: clean, clear exits, wiring			
Kitchen: clean, safe food storage			
ATHLETIC FACILITIES			
Bleachers, fences, backstops			n/a
Stairs, ramps, walkways, gates			n/a
Surfacing in common areas			
Equipment			
INDUSTRIAL ARTS			
All guards, shields, covers in place			
Aisles clear, material storage			
First aid kits; eye wash operable			
Dust collection/housekeeping			
Compressed gas cylinders secure			
Protective equipment, safety training			
Safety signs posted, enforced			
SCIENCE ROOMS			N/A
Hazardous material storage			
Adequate ventilation, fume hoods			
Eyewash, gas shut-off			
Safety training			
Safety signs posted, enforced			
EMERGENCY PREPAREDNESS			
Fire extinguishers checked monthly			
Fire and Earthquake drills conducted			
First Aid Equipment in place			
Evacuation routes posted			
Staff Training on Emergency Procedures			

L.U.C.H.A Elementary School
Annual Classroom Hazard Survey
2022-2024

Nonstructural hazards are caused by the furnishings and nonstructural elements of a building. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly.

Each Fall, every teacher shall assess his/her classroom for hazards and correct any he/she can; items he/she cannot correct will be submitted to the principal on this form by November 28th. The principal shall submit completed copies of the Site Hazard Surveys to the Risk Management Department..

ROOM NUMBER	
Deficiencies to be corrected by maintenance staff:	
Free standing shelves over 4 feet tall secured to floor or wall	
File cabinets bolted to wall	
File cabinet drawers have latches	
Paints and chemicals restrained on shelves	
Wall-mounted objects are secured	
Sound system speakers are secured to building	
TV securely fastened to platform or cart	
Deficiencies to be corrected by school personnel:	
Heavy objects removed from high shelves	
Aquariums located on low counter or restrained	
uters fastened to work station	
and tables cannot block exits	
ets or equipment on wheels cannot block doorway	

L.U.C.H.A Elementary School
Safety Plan Annual Drill Report
2022-2024

Date	Time		Please place a ✔below for which drill has been completed.					Principal's Signature
	Start	End	**Radio Communications**	**Fire**	**Earthquake**	**Code Red**	**Other Drills**	

ANNUAL DISASTER SERVICE WORKER SURVEY
2022-2024

General Information		
1. Name		
2. Position		
3. Location		
4. Work Phone/Ext.		
5. Home Phone		
Specialized Skills		
1. Bilingual?		If yes, Language(s):
2. CPR Certified?		If yes, Expiration Date:
		If no, are you willing to be trained?
3. First Aid Certified?		If yes, Expiration Date:
		If no, are you willing to be trained?
4. CERT (Trained?		If yes, Expiration Date:
		If no, are you willing to be trained?
5. Simple Triage/Rapid Assessment Trained?		If yes, Expiration Date:
		If no, are you willing to be trained?
Personal Responsibilities		
1. Children?		If yes, ages:
2. Special needs?		If yes, please describe:
2. Elderly parents?		Comments:
3. Pets?		Comments:
4. Other caregivers available?		Comments:
5. Other		
In an Emergency – Confidential		
1. Anything you want us to know? Special Needs? Medications?		
2. Other:		

AMERICAN RED CROSS

RECOMMENDED EMERGENCY SUPPLIES FOR SCHOOLS

Drawn from lists created by the California Senate Select Committee on the Northridge Earthquake, Task Force on Education, August 1994

Introduction

What to Store

Begin with an analysis of the hazards of the area. Is your school threatened by tornadoes? Earthquakes? Is emergency assistance close at hand or would you have to wait for help if the entire community has been impacted? Do you think you will need tools for clearing debris? Remember that any school in the country could be locked down due to an intruder or gunfire in the area, so all schools should be prepared to have their students stuck inside the building for many hours. Similarly, all schools face the potential of a hazardous materials spill nearby, requiring the school to shelter-in-place with doors and windows closed and heating systems off. Adjust the supplies for extreme heat or cold temperatures. If your plan includes Search & Rescue teams for light search and rescue following an earthquake, tornado or other damaging event, stock supplies for the number of teams assigned.

Budget

Adjust the list, prioritizing for limited budget and storage space, if necessary. Develop a plan to phase in the supplies. Contact local service clubs and vendors for assistance.

How Much to Store

Make some planning assumptions. Do most of your students' families live nearby or do some of them commute long distances? Some schools could be cut off for days if a bridge or the main highway is blocked. If you determine that most of your students could be picked up in most emergencies within a day, then begin by stocking supplies for one day. Some schools plan that half their student body will be picked up by parents within one day, half the remainder within a day, and the remainder within another day; these schools stock supplies for 100% for day one, 50% for day two, plus 25% for day three. Other schools stock supplies for 3 days, the recommendation of many emergency management agencies. Remember to factor in the number of staff and other adults who may be on campus.

Storage

Determine where to store emergency supplies. Every classroom should have some supplies and there should be a cache of supplies for the whole school. Many schools in California and other states threatened by earthquakes use outdoor storage, anticipating the possibility of having to care for students outside the buildings. They use an existing building or a cargo container, also called a land-sea container, purchased used and installed near the emergency assembly area. Schools with limited budgets and/or temperature extremes may opt to store their supplies in various caches throughout the school facility, primarily in locked closets or classrooms. Many schools stock supplies in (new) trash barrels on wheels. Do not store water in the barrels because it may leak and destroy everything else. Make sure that there are keys to ensure access to the supplies during an emergency, including access by programs such as day care and after-school events. Plan an annual inventory, replacing water and other items with limited shelf life as necessary.

Recommended Supplies
The following lists address classroom kits, supplies for the whole school and Search & Rescue gear.

Classroom Kit

- Leather Work gloves
- Latex gloves: 6 pairs
- Safety goggles: 1 pair
- Small First Aid kit
- Pressure dressings: 3
- Crow bar
- Space blankets: 3
- Tarp or ground cover
- Student accounting forms (blank)
- Student emergency cards
- Buddy classroom list
- Pens, paper
- Whistle
- Student activities
- Duct Tape: 2 rolls (for sealing doors and windows)
- Scissors
- Suitable container for supplies (5-gallon bucket or backpack)
- Drinking water and cups (stored separately)
- Toilet supplies (large bucket, used as container for supplies and toilet when needed, with 100 plastic bags, toilet paper, and hand washing supplies)
- Portable radio, batteries or other communication system
- Flashlight, batteries
- Push broom (if classroom includes wheel chairs)

Supplies for the Whole School: Water, First Aid, Sanitation, Tools, Food

Water

- ½ gallon per person per day times three days, with small paper cups

First Aid

- Compress, 4 x 4": 1000 per 500 students
- Compress, 8 x 10": 150 per 500 students
- Elastic bandage: 2-inch: 12 per campus; 4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each, small, medium, large
- Butterfly bandages: 50 per campus
- Water in small sealed containers: 100 (for flushing wounds, etc.)
- Hydrogen peroxide: 10 pints per campus
- Bleach, 1 small bottle
- Plastic basket or wire basket stretchers or backboards: 1.5/100 students
- Scissors (paramedic): 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students
- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus

- Tapes: 1" cloth: 50 rolls per campus; 2" cloth: 24 per campus
- Dust masks: 25 per 100 students
- Disposable blanket: 10 per 100 students
- First Aid books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Heavy duty rubber gloves: 4 pairs

Sanitation Supplies (if not supplied in the classroom kits)

- 1 toilet kit per 100 students/staff, to include:
- 1 portable toilet, privacy shelter, 20 rolls toilet paper, 300 wet wipes, 300 plastic bags with ties, 10 large plastic trash bags
- Soap and water, in addition to the wet wipes, is strongly advised.

Tools per Campus

- Barrier tape, 3" x 1000": 3 rolls
- Pry bar
- Pick ax
- Sledge hammer
- Shovel
- Pliers
- Bolt cutters
- Hammer
- Screwdrivers
- Utility knife
- Broom
- Utility shut off wrench: 1 per utility

Other Supplies

- Folding tables, 3' x 6': 3-4
- Chairs: 12-16
- Identification vests for staff, preferably color-coded per school plan
- Clipboards with emergency job descriptions
- Office supplies: pens, paper, etc.
- Signs for student request and release
- Alphabetical dividers for request gate
- Copies of all necessary forms
- Cable to connect car battery for emergency power

Food

- The bulk of stored food should be easy to serve, non-perishable and not need refrigeration or heating after opening. Food is generally considered a low priority item, except for those with diabetes and certain other specific medical conditions. One method used by schools is to purchase food at the beginning of the school year and donate it to charity at the end of the year. A supply of granola bars, power bars, or similar food which is easy to distribute, may be helpful. Some schools store hard candy, primarily for its comfort value.

Search & Rescue Equipment

Training on how to do light Search & Rescue is required—contact your local fire department for information on whether such training is offered in your community.

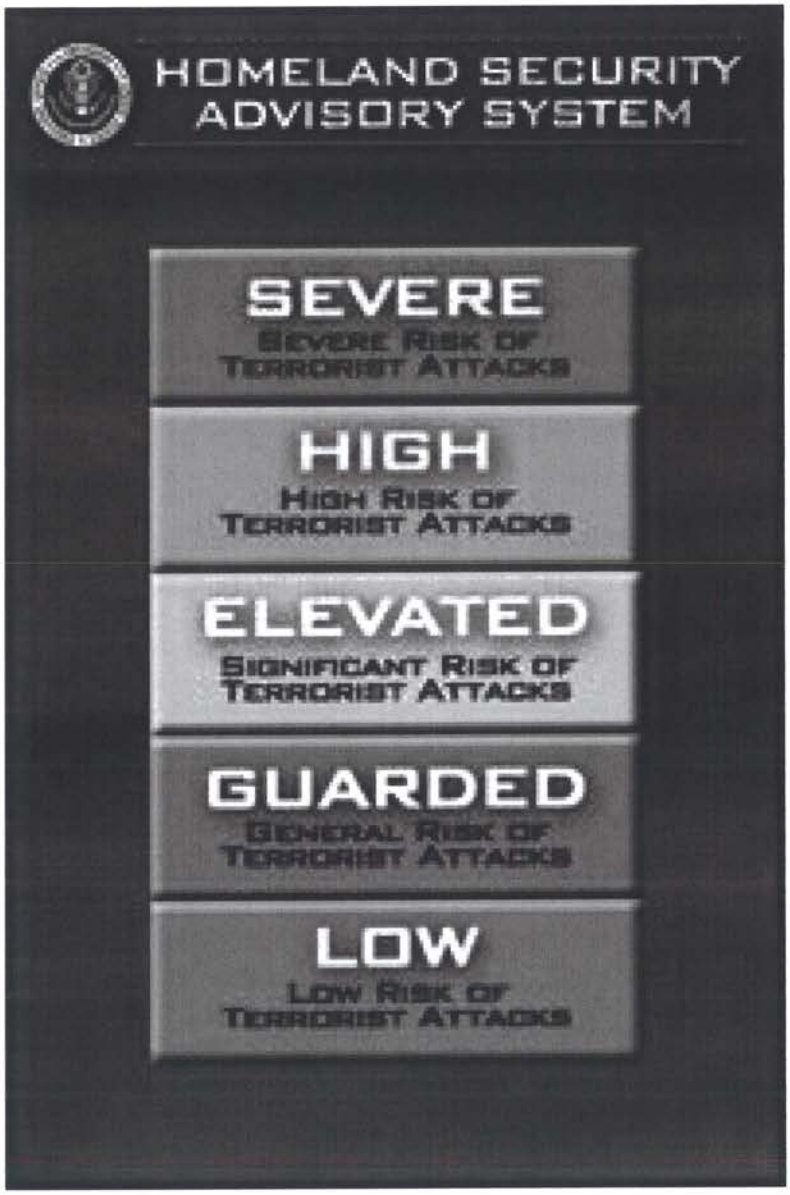
Protective Gear per S&R Team Member

- Hard hat, OSHA approved
- Identification vest
- Leather work gloves
- Safety Goggles
- Dust mask
- Flash light, extra batteries
- Duffel or tote bag to carry equipment

Gear per S&R Team

- Backpack with First Aid supplies
- Master Keys

Homeland Security Advisory System



Homeland Security Advisory System
(Adapted for Santa Clara County)

The Homeland Security Advisory System provides a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. This system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.

The following protective measures are general guidelines for schools. **In the event that the threat level increases to RED, school districts may or may not need to take specific protective action. The nature of the emergency will dictate the response.**

Threat Conditions and Recommended Protective Measures

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested protective measures. Each school district is responsible for developing and implementing appropriate specific emergency plans.

GREEN: LOW RISK OF TERRORIST ATTACK

This condition is declared when there is a low risk of terrorist attacks. The following general measures should be considered in addition to any specific plans that are developed and implemented:

- Assign the responsibility for action to the School Emergency Manager to ensure all checklist items are completed.
- Refine and exercise as appropriate, school and district emergency plans.
- Train teachers and staff on the Homeland Security Advisory System and specific emergency plans.
- Assess school sites for proximity and vulnerability to potential terrorist targets (i.e. Commercial occupancies with potential hazards, utility companies, etc) updating plans as needed.
- Develop and implement security procedures, (Assign a member of the school staff to ensure that this checklist item is completed).
- Conduct routine inventories of emergency supplies and medical kits.
- Include a weekly check of the generator when applicable.
- Know how to turn off water, power, and gas to your facilities.
- Budget for security measures.
- Advise all personnel to report the presence of unknown suspicious persons, vehicles, mail, and other suspicious activities.
- Develop visitor identification and sign in procedures.
- Arrange for staff members to take a First Aid/CPR course.
- All school keys should include the provision for "Do Not Duplicate"
- Review and update the Emergency Call-in List.

BLUE: GENERAL RISK OF TERRORIST ATTACK

This condition is declared when there is a general risk of terrorist attacks. All general measures listed in green alert conditions should be taken, and the following general measures should be considered, in addition to any specific plans that are developed and implemented:

- Communicate the change in threat level to all staff members.
- Check and test emergency communications, coordinate with all school sites and staff.
- Review and update emergency response procedures.
- Provide parents or guardians with any information that would strengthen a school's ability to respond to a terrorist threat.
- Mark keys with "Do Not Duplicate". (See Condition Green)
- Conduct routine perimeter checks of site, checking integrity of fencing, locks, and ensuring appropriate security signage is in place.
- Review and update emergency call-in list.
- Review current emergency communication plan to notify parents in times of emergency; disseminate information to families of students, staff, and faculty.
- Test your generator once per week.

YELLOW
SIGNIFICANT RISK OF TERRORIST ATTACK

An Elevated Condition is declared when there is a significant risk of terrorist attacks. All general measures listed in green and blue alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

- Communicate the change in threat level to all staff members.
- Review whether the precise characteristics of the threat require the further refinement of any current emergency plans.
- Implement, as appropriate, contingency emergency response plans.
- Identify and monitor government sources for warnings.
- Review mail handling, and delivery of packages procedure with staff.
- Consider escorts for building visitors.
- Check site for potential hazards such as unattended packages, unauthorized vehicles, or perimeter violations.
- Increase perimeter checks of site, check buildings for unattended packages, and report any suspicious activity or circumstances to law enforcement immediately.
- Test your generator once per week.

ORANGE
HIGH RISK OF
TERRORIST ATTACK

A High Condition is declared when there is a high risk of terrorist attacks. All general measures listed in green, blue, and yellow alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

- Communicate the change in threat level to all staff members.
- Identify the need for any additional security and coordinating efforts, if necessary, with your local Emergency Manager.
- Be alert to parent, staff, student concerns to determine when/how to communicate.
    a. Communication should focus on reassurance that school is a safe place
        i. Reminder – schools have existing safety plans
        ii. Reminder – schools practice their safety procedures
        iii. Reminder – schools have an outstanding ongoing working relationship with law enforcement and excellent communication networks.
- Evaluate school events and take additional precautions, if necessary.
- Consider assigning mental health counselors for students, staff and faculty, if needed.
- Discuss student's fears concerning possible terrorist attacks and offer available resources.
- Consider reducing site ingress and egress points to an absolute minimum.
- Refuse access to people who do not have identification or a legitimate need to enter the site.
- Inspect all deliveries; restrict parking near buildings, and report suspicious vehicles to local law enforcement.
- Consider parking controls or special restrictions at all sites
- Test your generator once per week.

RED: SEVERE RISK OF TERRORIST ATTACKS

A Severe Condition reflects a severe risk of terrorist attacks. **Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. The Santa Clara County Emergency Operations Center, located at 4985 Broader Blvd. Dublin, will be occupied initially during the first 24 hours** of a RED threat level. (Continued operation will be determined on an as-need basis.)

The Santa Clara County Office of Education will provide staff at the **Santa Clara County Office of Emergency Operations Center** to serve as a communication link and information clearinghouse to all districts in the county. Information will be disseminated as warranted through mass e-mail, telephone, or via amateur radio to the identified School Emergency Managers in each district.

All general measures listed in green, blue, yellow, and orange alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

- Make contact with your day-to-day local Emergency Manager or assigned contact to ensure a reliable line of communication during the red level.
- Test communication lines - including e-mail link to ACOE, telephone lines, or amateur radio.
- Make sure cellular phone is charged and ready along with adequate batteries for AM/FM radios, pagers, etc.
- Communicate the change in threat level to all staff members.
- Monitor e-mails and telephone calls from the ALCO EOC for updates during crisis.
- Gather and provide related information to students, staff and parents.
    A. review communication guidelines under Orange Threat Level
    B. reminder – In the event of a RED threat level, school districts have a direct communication link via amateur radio to the Santa Clara County Emergency Operations Center. They receive timely, accurate information, from which to make decisions affecting the safety and welfare of students.
- Assess the threat condition on a regular basis and evaluate whether any further protective measures are needed.
- Consider canceling special events.
- Consider closing campuses, if necessary.
- Maintain close contact with your local Emergency Manager.
- Monitor all deliveries and mail to your buildings.
- Provide security for parking lots; deploy personnel to observe and report to Law Enforcement to protect facility.
- Be prepared to Evacuate, Lockdown, or Shelter in Place if ordered.
- Ensure mental health counselors are available for students, staff and faculty.

Listed below are websites that provide additional information.

http://www.ready.gov	Disaster Preparedness Information
http://:www.whitehouse.gov	White House
http://:www.dhs.gov	Federal Department of Homeland Security
http://:www.nasponline.org	National Association of School Psychologists
http://www.fema.gov/	Federal Emergency Management Agency
http://www.oes.ca.gov/	California Office of Emergency Services
http://www.bt.cdc.gov/	Centers for Disease Control and Prevention
http://www.fbi.gov/	Federal Bureau of Investigation
http://www.sccoe.org/	Santa Clara County Office of Education

Alum Rock

Union Elementary School District

2930 Gay Avenue
San Jose, CA 95127
Phone: (408) 928 – 6800
Fax: (408) 928 - 6423
Website: http://www.arusd.org/

SB 187

Comprehensive School Safety Plan

Renaissance Academy Fischer

1720 Hopkins Drive

San Jose, CA. 95122

(408) 928-1950

2022-2024

The Comprehensive School Safety Plan is designed to be utilized as a school resource for prevention/mitigation, preparedness, response and recovery planning and training as well as for meeting the requirements for the annual Safety Plan Process under SB 187 and the National Incident Management System.

It is a living document to be updated as necessary to meet site, district and community needs, forms or requirements. **It is *NOT* intended to be a "grab and go" guide in an actual emergency.**

SB 187: School Safety Plan

4

School Safety Planning Committee 5
Annual Safety Goals 7
Mandated Policies and Procedures 10
Child Abuse Reporting 11
Suspension and Expulsion Policies 15
Staff Notification of Dangerous Students 18
Sexual Harassment Policy 20
Procedures for Safe Ingress and Egress 25
School Discipline 29
Dress Code 32
Alum Rock Board Policy Bullying 35
Alum Rock Board Policy Nondiscrimination/Harassment 37
Alum Rock Board Policy Hate-Motivated Behavior 39
Routine and Emergency Disaster Procedures: Drills 40
Earthquake Drills 40
Fire Drills 42
Lockdown Drills 43
Routine and Emergency Disaster Procedures: Overview 46
The Basic Plan 46
Definitions: Incidents, Emergencies, Disasters 50
Earthquake Overview 51
Level of Response 53
Response Level Diagram 54
Emergency Phases 55
First Thing First 57
District and Parent Responsibilities for Students 58
Emergency Response Procedures 60

Basic Actions 60
Earthquake 63
Fire 65
Power Outage/Rolling Blackouts 67
Shelter-in-Place 69
Bomb Threat 70
Intruder on Campus 73
Hostage Situation 74
Lockdown 75
Poisoning, Chemicals Spills, Hazardous Materials 76
Emergency Evacuation Routes and Procedures 80
Medical Emergencies 83
Triage Guidelines 85
Suicide 88
Mass Casualty 89
Bio Terrorism 91
Incident Command System 95
Responsibilities for a School Disaster 95
Staging Areas 99
Emergency Response Teams 100
District Emergency Directory 103
District Emergency Operations Center 104
Media Contact Information 109
Recovery 110
Appendices 112
Annual Emergency Awareness/Preparedness Checklists & Forms 112
American Red Cross Recommended Emergency Supplies for Schools 122
Homeland Security Advisory System 126

Chapter

1

SB 187: School Safety Plan

Individual schools in districts over 2,500 students must adopt a comprehensive school safety plan by March 1, 2000, and must review and update the plan every year thereafter. (Amended Ed. Codes 35294.1 & 35294.6)

Beginning July 1, 2000, each individual school must report on the status of its school safety plan, including a description of its key elements in the school accountability report card, and must continue to do so every July thereafter (Amended Ed. Code 35294.6)

The following guideline may be utilized to support the annual review and evaluation of the individual school safety plan. This guide will also provide a time line and related administrative tasks to provide a process to ensure compliance with the requirements of Senate Bill 187, Comprehensive School Safety Plan.

The guideline/checklist has been organized into two parts:

1. An assessment by the School Safety Planning Committee of the School Site Council, the School Site Council or equivalent of the school climate in relation to the current status of school crime committed on campus and at school related functions. Based on this assessment, safety goals will be set for the upcoming school year.

2. The annual review and evaluation of the school comprehensive safety plan which is certified by the members of the School Safety Planning Committee, the School Site Council President, and the school Principal before being presented to the Board of Trustees for final review and adoption. This review includes the following mandated components of Senate Bill 187:

    - Child Abuse reporting procedures
    - Policies pursuant to Education Code 48915(c) and other school-designated serious acts which would lead to suspension, expulsion, or mandatory expulsion recommendations
    - Procedures to notify teachers and counselors of dangerous students
    - Sexual Harassment Policy
    - Safe ingress and egress to and from school

- Rules and procedures on school discipline in order to create a safe and orderly environment conducive to learning
- Dress Code
- Routine and emergency disaster procedures including natural disasters, human created disasters or power outages.

IMPLEMENTATION OF PLAN

The written plan will be distributed and made available to all staff, students, parents, and the community to review in the school library and the main offices.

Chapter

2

School Safety Planning Committee

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. Ed. Code 35294.1

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired. (Ed Code 35294.1)

Local law enforcement has been consulted (Ed. Code 39294, 1) other *local agencies, such as health care and emergency services, may be consulted if desired.* (Ed Code 39294.2)

Other members of the school or community may provide valuable insights as members of the School Safety Planning Committee. Additional members may include:

- A representative from the local law enforcement agency
- School Resource Officers
- Guidance Counselor
- Special Education Department Chairperson
- One or more key community service providers
- Student representative(s)
- Disciplinary team member
- Staff leaders
- Additional parent representatives

Renaissance Academy
Safety Plan Signature Page
2022 - 2024

The undersigned members of the Renaissance Academy Safety Planning Committee certify that the requirements for the SB 187 Safety Plan have been met.

Name and Role	Signature
Doug Kleinhenz Principal Representative School Site Council	
Sandra Pinal Parent Representative School Site Council	
Carlos Marquez Parent Representative School Site Council	
Andrea Sumano Parent Representative School Site Council	
Alberto Torres Parent Representative School Site Council	
Margarita Morfin Parent Representative School Site Council	
Sarah Kretovics Other School Staff RepresentativeSchool Site Council	
Andrea Morton Classroom Teacher Representative School Site Council	
Kaithlynn Sarmiento Classroom Teacher Representative School Site Council	
Tamara Bermudes Classroom Teacher Representative School Site Council	
Law Enforcement Representative	

Chapter

3

Annual Safety Goals

The School Safety Planning Committee shall make an assessment of the current status of school crime committed on campus and at school-related functions and of appropriate strategies and programs that will provide or maintain a high level of school safety. (Ed. Code 35924.2)

While the School Safety Planning Committee reviews school, district and community crime data trends such as the California Safe School Assessment, other data can bring value to the discussions. Such data may include:

- Mental Health Data
- State, District or Site Surveys (such as the Youth Risk Behavior Survey)
- Disciplinary Data
- Community Police Data

Data may be more valuable if disaggregated by gender, age, zip code, ethnicity, etc. Current trends should be reviewed as well.

Based on data analysis, the School Safety Planning Committee identifies one or two **safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals**. The objective is to provide meaningful goals in order to improve the campus climate.

The goals are reported, with the Safety Plan, to the Board of Trustees and are shared with the school staff and community.

In order to keep the goals as a safety focus for the school year, it is recommended that at least three brief meetings be held to review data and progress. The progress can be reported to the School Site Council, staff, parent groups and the Board of Trustees.

The year-end assessment should be completed in May and reported.

Renaissance Academy
Safety Plan Annual Goals
2022 - 2024

People and Programs GOAL 1: Increase students' sense of belonging/school connectedness.

Strategies/Action Steps:

- Students will be assigned to an advisor. Students will meet with their advisor on a daily basis.
- Time will be reserved during staff collaboration sessions to discuss methods and strategies for building strong relationships with students. This may include reading and discussing articles and analyzing research related to strong student teacher relationships.
- Provide adult visibility and supervision during the morning, brunch, lunch & after school
- Learner Led conferences for all students twice each school year. A third LLC will be scheduled for students who are at-risk or if it is requested by a student, parent, or staff.
- Facilitate student clubs: after school sports, yearbook, and student council.
- Student awards and recognitions: honor role, peacemaker awards, core value awards. Utilizing the weekly school announcements slide deck to profile the winners.
-

Measure:

- Twice each school year students will take the Panorama school survey. There are four scaled prompts embedded in this survey intended to gauge students' sense of belonging at school:

Prompt	Spring 2021 % favorable n=265	Fall 2021 % favorable n=200
I feel close to people at this school.	50%	60%
I am happy to be at this school.	80%	76%
I feel like I am part of this school.	75%	66%
The teachers at this school treat students fairly.	92%	81%

People and Programs GOAL 2: Increase students' sense of feeling safe at school.

Strategies/Action Steps:

- Community organizations (Alum Rock Counseling Center and Fresh Lifelines for Youth) will facilitate a series of life skills workshops through advisory classes.
- Renaissance staff will engage in community building and restorative justice focused activities.
- Through the cohort and advisory structure, we will work to establish a strong community in which all community members are respectful of one another.
- We will implement a restorative approach to misbehavior, conflict, and discipline related incidents.

Measure:

- Twice each school year students will take the Panorama school survey. There are five scaled prompts embedded in this survey intended to gauge students' sense of feeling safe at school:

Prompt	Spring 2021 % favorable n=265	Fall 2021 % favorable n=200
How safe do you feel when you are at school?	85%	74%
Been pushed, shoved, slapped, hit or kicked by someone who wasn't just kidding around?	83%	80%
Had mean rumors or lies spread about you.	76%	80%
Had sexual jokes, comments, or gestures made to you?	85%	79%
Been made fun of because of your looks or the way you talk?	75%	70%

- (% posted represent favorable responses)

Chapter

4 Policies and Procedures

Mandated Policies and Procedures

The School Safety Planning Committee has reviewed the site safety plan and made necessary updates and revision. The safety plan must include the following components: (Ed Code 35294.2)

- ☐ Child abuse reporting consistent with Penal Code 11164.
- ☐ Policies pursuant to Educational Code 48915 and other school-designated serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations.
- ☐ Procedures to notify teachers and counselors (amended Welfare and Institutions Code 827) of dangerous students pursuant to Education Code 49079.
- ☐ A sexual harassment policy pursuant to Education Code 212.6
- ☐ Procedures for safe entrance and exit of students, parents/guardians and employees to and from the school
- ☐ The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5 (5411-discipline) in order to create a safe and orderly environment conducive to learning at school.
- ☐ If the school has adopted a dress code prohibiting students from wearing "Gang related apparel," the provisions of that dress code.
- ☐ Routine and Emergency Disaster Procedures that include:
  - Emergency and Disaster Preparedness Plan
  - Fire Drills
  - Bomb Threats
  - Earthquake Emergency Procedure System
  - Transportation Safety and Emergencies

As the team reviews the following mandated components, critical questions to review include:

- What is the policy or procedure?
- How are staff, students and/or parents notified that this policy exists?
- How are staff, students and/or parents notified relative to a specific incident?
- What staff/student training(s) have been completed?
- What additional trainings are needed?

Child Abuse Reporting

A. Definition of Child Abuse

Child abuse means a physical injury that is inflicted by other than accidental on a child by another person. Child Abuse also means the sexual abuse of a child or any act or omission pertaining to child abuse reporting laws (willful cruelty, unjustifiable punishment of a child, unlawful corporal punishment or injury). Child abuse also means the physical or emotional neglect of a child or abuse in out-of-home care.

1. Child Abuse
    a. Injury inflicted by another person.
    b. Sexual Abuse.
    c. Neglect of child's physical, health, and emotional needs.
    d. Unusual and willful cruelty; unjustifiable punishment.
    e. Unlawful corporal punishment.
2. Not Considered Child Abuse
    a. Mutual affray between minors
    b. Injury caused by reasonable and necessary force used by a peace officer:
        - To quell a disturbance threatening physical injury to a person or damage property
        - To prevent physical injury to another person or damage to property
        - For the purposes of self-defense
        - To obtain possession of weapons or other dangerous objects within the control of a child
        - To apprehend an escapee

B. Mandated Child Abuse Reporting

a. Mandated child abuse reporting is governed by the Child Abuse and Neglect Reporting Act, P.C. 11164.

b. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency by telephone and written report:

   The telephone call must be made immediately or as soon as practicably possible by telephone.

   AND

   A written report must be sent within 36 hours of the telephone call to the child protective agency.

c. Any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects mental suffering has been inflicted on a child or his or her emotional well-being is endangered in any other way, may report such known or suspected instance of child abuse to a child protective agency.

d. When two or more persons who are required to report are present and jointly knowledge of a known or suspected instance of child abuse, and when there is agreement among them, the telephone report may be made by a member of the team selected by mutual agreement and a single report may be made and signed by the selected member of the reporting team. Any member who has knowledge that the member designated to make the report failed to do so, shall thereafter make such a report.

e. The intent and purpose of the law is to protect children from abuse. The definition of a child is any person under 18 years of age.

f. This entire section on Child Abuse was been taken from *California Laws Relating To Minors* manual.

C. Sexual Activity

Child abuse laws change from time to time. Should you suspect that a student is engaged in unlawful sexual activity, please consult with the school social worker and campus officer to determine if particular provisions under this section are current and in effect.

a. Involuntary sexual activity is always reportable.

b. ncest, even if voluntary is always reportable. Incest is a marriage or act of intercourse between parents and children; ancestors and descendants of every degree; brothers and sisters of half and whole blood and uncles and nieces or aunts and nephews. (Family Code § 2200).

c. Voluntary Sexual Activity may or may not be reportable. Even if the behavior is voluntary, there are circumstances where the behavior is abusive, either by Penal Code definition or

because of an exploitative relationship, then this behavior must be reported. If there is reasonable suspicion of sexual abuse prior to the consensual activity, the abuse must be reported.

Reportable Sexual Activity if a Child is 14 Years of Age and:

a. Partner is younger than 14 years old, but there is a disparity in chronological or maturational age or indications of intimidation, coercion or bribery or other indications of an exploitative relationship.

b. Partner is 14 years or older lewd & lascivious acts committed by a partner of any age partner is alleged spouse and over 14 years of age.

Reportable Sexual Activity if the Child is 14 or 15 years and:

a. There is unlawful sexual intercourse with a partner older than 14 but less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship there is unlawful sexual intercourse with a partner older than 21 years

b. There is lewd and lascivious acts committed by a partner more than 10 years older than the child

c. The partner is the alleged spouse and over 21 years of age

Reportable Sexual Activity if the Child is 16 or 17 years and:

a. The partner is less than 14 years of age

b. There is unlawful sexual intercourse with a partner older than 14 and there is evidence of an exploitative relationship

c. The partner is the alleged spouse and there is evidence of an exploitative relationship

Reportable Sexual Activity if the Child is under 18 years:

a. Sodomy, oral copulation, penetration of a genital or anal opening by a foreign object, even if consensual, with a partner of any age.

Not Reportable Sexual Activity:

a. Child is 14 years or younger and partner is younger than 14 years and of similar age or maturational age. Sexual behavior is voluntary and consensual. There are no indications of intimidation, coercion, bribery, or other indications of an exploitative relationship.

b. Unlawful sexual intercourse of a child 14 to 15-years old with a partner older than 14 and less than 21 years of age and there is no indication of abuse or evidence of an exploitative relationship.

c. Unlawful sexual intercourse with a child 16 or 17 years with a partner older than 14 and there is no indication of an exploitative relationship.

Mandated reports of sexual activity must be reported to either the Department of Family & Children's Services (DFCS) or to the appropriate police jurisdiction. This information will then be cross-reported to the other legal agency.

D. Failure to Report Known or Suspected Child Abuse

Failure to report known or reasonable suspicion of child abuse, including sexual abuse, is a misdemeanor. Mandated reporters are provided with immunity from civil or criminal liability as a result of making a mandated report of child abuse.

This information has been taken directly from the Santa Clara County Child Abuse Council Informational Handout.

E. Child Abuse Reporting Number: (408) 299-2071

F. Staff Training

A presentation will be given by the school counselor in August prior to the students returning to school. In addition, teachers have access to this information in the Safety Folder in their ARUSD Google Drive account.

Suspension and Expulsion Policies

Grounds for suspension which fall under Education Code 48900

a. Caused, attempted to cause, or threatened to cause physical injury to another person

b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance.

d. Unlawfully offered, arranged, or negotiated to sell any controlled substance.

e. Committed or attempted to commit robbery or extortion.

f. Caused or attempted to cause damage to school property or private property.

g. Stolen or attempted to steal school or private property.

h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

i. Committed an obscene act or engaged in habitual profanity or vulgarity.

j. Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drug paraphernalia.

k. Disrupted school activities or otherwise willfully defied the valid authority supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

l. Knowingly received stolen school property or private property.

m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm as to substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

n. Committed or attempted to commit sexual assault.

o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

A pupil may not be suspended or expelled for any of the acts listed above unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following:

a. While on school grounds.

b. While going to or coming from school.

c. During the lunch period, whether on or off the campus.

d. During, or in route to and from, a school sponsored activity.

Expulsion Policies under Education Code 48915:

The principal shall recommend the expulsion of a pupil for any of the following committed at school or school activity off school grounds, unless the principal or superintendent finds an expulsion is inappropriate, due to the particular circumstance:

a. Causing serious physical injury to another person, except in self-defense.

b. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.

c. Unlawful possession of any controlled substance, as defined under Ed. Code.

d. Robbery or extortion.

e. Assault or battery on any school employee, as defined in Sections 240 and 242 of the Penal Code.

Mandatory Recommendation for Expulsion

The principal, or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

a. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.

b. Brandishing a knife at another person.

c. Unlawfully selling a controlled substance as defined by Education Code.

d. Committing or attempting to commit a sexual assault as defined in the Education Code.

F. Staff Training (on expulsions/suspensions)

The Renaissance staff will be provided with training on what student offenses violate Education Code and provide grounds for suspension or expulsion in August of each school year. In addition, teachers have access to this information in the Safety Folder in their ARUSD Google Drive account.

Staff Notification of Dangerous Students

A. District Policy

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: August 2, 2021

TO: Principals
Assistant Principals

FROM: Norma Flores, Director of Student Services

RE: **DISCLOSURE OF STUDENT DISCIPLINARY HISTORY**

Educational Code 49079 requires school districts to notify the teaching staff of "each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts enumerated under the Suspension/Expulsion authorization sections."

At each school:

1. An administrator needs to be named the "Suspension List Keeper."
2. Suspension lists, along with the "Juvenile Court Advisories of Possibly Violent Students," shall be maintained by the Suspension List Keeper in a centrally located area in the school office, with limited access to protect the confidentiality of the student and family. The "Juvenile Court Advisories of Possibly Violent Students" needs to be kept in a separate binder from the List of Suspensions.
3. It is necessary to inform your teachers every year that the list of suspended students is available for them to review and the information is provided solely for the benefit of the affected teaching staff member with further dissemination being prohibited. You may wish to inform your teachers through your staff bulletin or during a staff meeting early in the school year that this information will be available throughout the year for their review.
4. At the time a student is suspended, a notice should be placed in his/her teacher's mail box, or an email may be sent to inform the teacher(s). The notice should state the date(s) of the suspension and the name of the administrator to contact for further information.

Keeping teachers fully informed is a legal requirement. However, any information reviewed by a teacher is to be kept confidential and is for the limited purpose for which it is provided.

If you have questions or concerns, please call Norma Flores at ext. 6947

cc: Hilaria Bauer, Ph. D., Superintendent
Rene Sanchez, Assistant Superintendent, Instructional Services
Tereasa Smith, Director, Human Resources

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Conna Herrera-Loera, President · Andrés Quintero, Vice-President
Ernesto Bejarano, Clerk · Linda Chavez, Member · Minh Pham, Member

B. Staff Training

The Renaissance staff is provided with updated information regarding students' disciplinary history on an ongoing basis. The Renaissance administration speaks to teachers 1:1 prior to receiving students of this magnitude. Teachers are reassured that the administration is taking the necessary steps to ensure school-wide safety.

CA Codes (edc:48900-48926) EDUCATION CODE
SECTION 48900-48926

48900. A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions (a) to (o), inclusive:

(a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or (2) Willfully used force or violence upon the person of another, except in self-defense.
(b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other Dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
(d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
(e) Committed or attempted to commit robbery or extortion.
(f) Caused or attempted to cause damage to school property or private property.
(g) Stolen or attempted to steal school property or private property.
(h) Possessed or used tobacco, or any products as defined in Section 48900(h) of the Education code.
(i) Committed an obscene act or engaged in habitual profanity or vulgarity.
(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a Firearm.
(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  (1) While on school grounds.
  (2) While going to or coming from school.
  (3) During the lunch period whether on or off the campus.
  (4) During, or while going to or coming from, a school sponsored activity.

(q) It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

48900.2. In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 through 3, inclusive.

48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 8, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is Enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.

48900.4. In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 8, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both. (b) For the purposes of this section, "terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or

property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Sexual Harassment Policy

A. Definition

"Sexual Harassment includes 'unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature,' when ***any of four conditions*** are met:

1. Submission to the conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining education;

2. Submission or rejection of the conduct or communication is used as a factor in decisions affecting that person's education;

3. The conduct or communication has either the purpose or effect of 'substantially interfering' with a person's education;

4. The conduct or communication creates an 'intimidating, hostile, or offensive' educational environment."

B. Policy Pertaining to Sexual Harassment

Student Sexual Harassment

The Board of Trustees prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the district. The Board expects students or staff to immediately report incidents of sexual harassment to the principal or designee or to another district administrator. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed with the district's Title IX Coordinator for students. The district prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.

2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct had the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school. Educ Code 212.5

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or an overly personal conversation.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Touching an individual's body or clothes in a sexual way.
8. Purposefully limiting a student's access to educational tools and/or instruction.
9. Cornering or blocking of normal movements.
10. Displaying sexually suggestive objects in the educational environment.
11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Enforcement

The Principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include:

1. Removing vulgar or offending graffiti.
2. Providing staff training and student instruction or counseling.
3. Taking appropriate disciplinary action as needed.

Legal Reference

Civil Code 1714.1, Education Code 200-240, 212.5, 212.6, 230, 48904, 48980, United States Code, Title 42, 2000d & 2000e et seq. Title IX, 1972 Education Act Amendments, Franklin vs. Gwinnet County Schools (1992) 112 S. Ct. 1028, Board Policy 5145.7

Notifications

A copy of the district's sexual harassment policy shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year. Educ Code 48980
2. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct. Educ Code 212.5

C. Staff Training

Sexual harassment staff training is offered as a virtual and asynchronous training is to be completed by February 15 of each school year. Staff are provided with extended duty pay or staff meeting time to complete this training. In addition, teachers have access to this information in the Safety Folder in their ARUSD Google Drive account.

Procedures for Safe Ingress and Egress

Beyond planning for daily ingress/egress routes and emergency evacuation routes, schools must plan for assisting students, staff and visitors with disabilities. Under the Americans with Disabilities Act of 1990, individuals who are deaf/hard of hearing, blind/partially sighted, mobility impaired and/or cognitively/emotionally impaired must be assisted.

A. Schools must include information in their plan for:

- Renaissance has identified the population of people with disabilities on campus. The Fischer/Renaissance site houses a Santa Clara County Severely Disabled program.
- All Renaissance staff and students with special needs have the appropriate equipment for school.
- The staff has been made aware of how to assist staff and students with disabilities.
- The SJPD school liaison officer assists Renaissance in coordinating with emergency response personnel when needed.

B. Planning

It is recommended that schools identify the location of potential evacuation sites based on the potential circumstances that may cause movement/relocation of the school population in the event of an emergency.

On-Campus Evacuation/Assembly Location

Review your school site layout and determine where the safest outdoor location is on campus to assemble your students and staff.

Off-Campus Evacuation/Assembly Location

Determine if there is a facility close to your school that can potentially house your staff and student body.

Prior to an event:

a. Identify off-campus evacuation site(s).

b. Establish a memorandum of agreement with the evacuation site(s).

Provide the addresses of at least two off-campus locations that have agreed to provide an assembly area for your school population.

Primary Off-Site Evacuation/Assembly Location

Organization	William C. Overfelt High School
Address	1835 Cunningham Avenue San Jose,Ca 95122
Contact	Vito Chiala, Principal
Phone Number	(408) 347-5900
Date of Agreement	December 2008; Reaffirmed November 2019

Secondary Off-Site Evacuation/Assembly Location

Organization	Hillview Park
Address	Adrian & Ocala 1694 Adrian Way San Jose, CA 95122
Contact	Ed Solis
Phone Number	408-794-1061/421-0791
Date of Agreement	December 2008; Reaffirmed November 2019

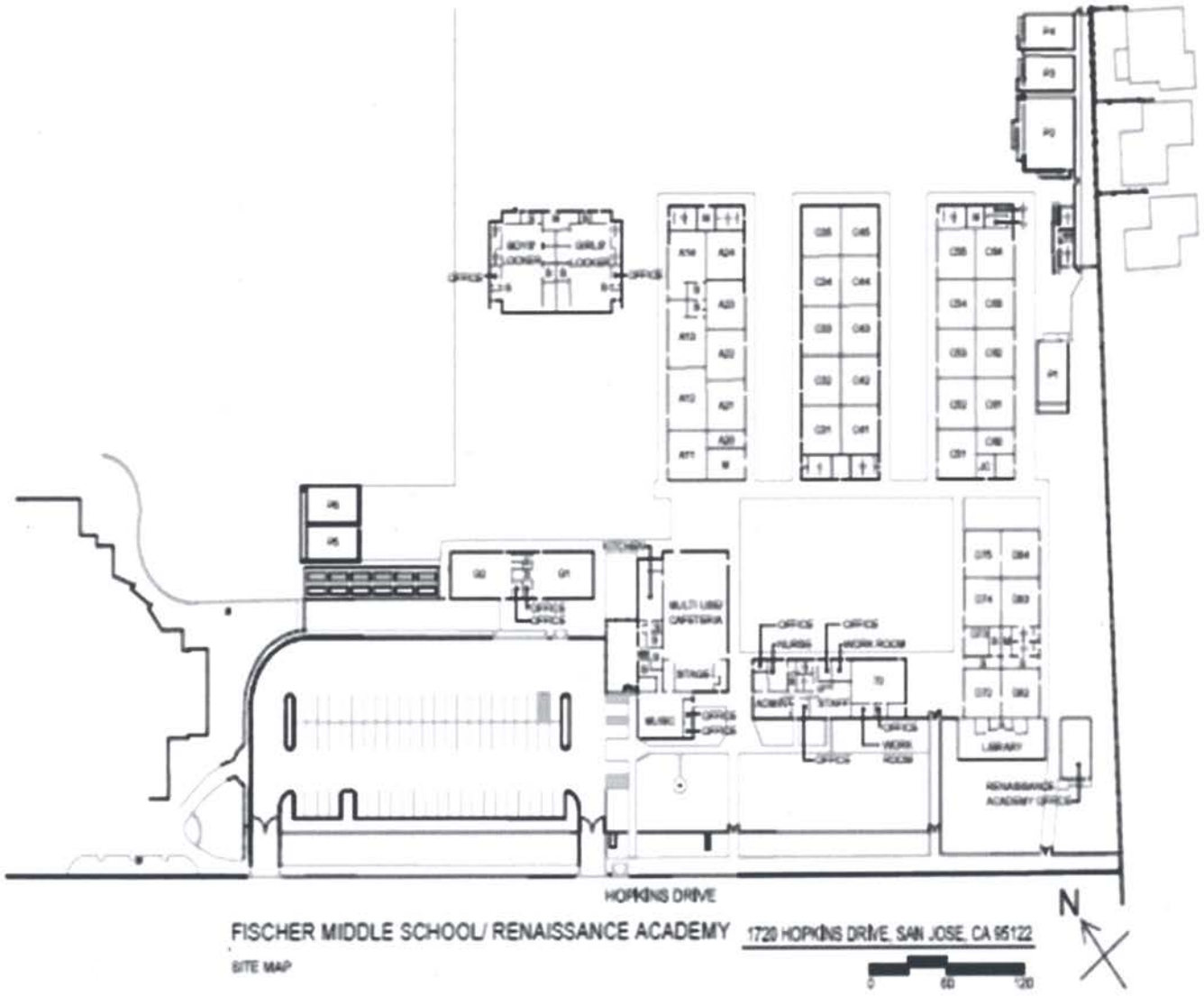
In the event of an airborne chemical or biological release, it is safest for students and staff to remain indoors at the school site.

Follow the "Shelter-in-Place" procedures.

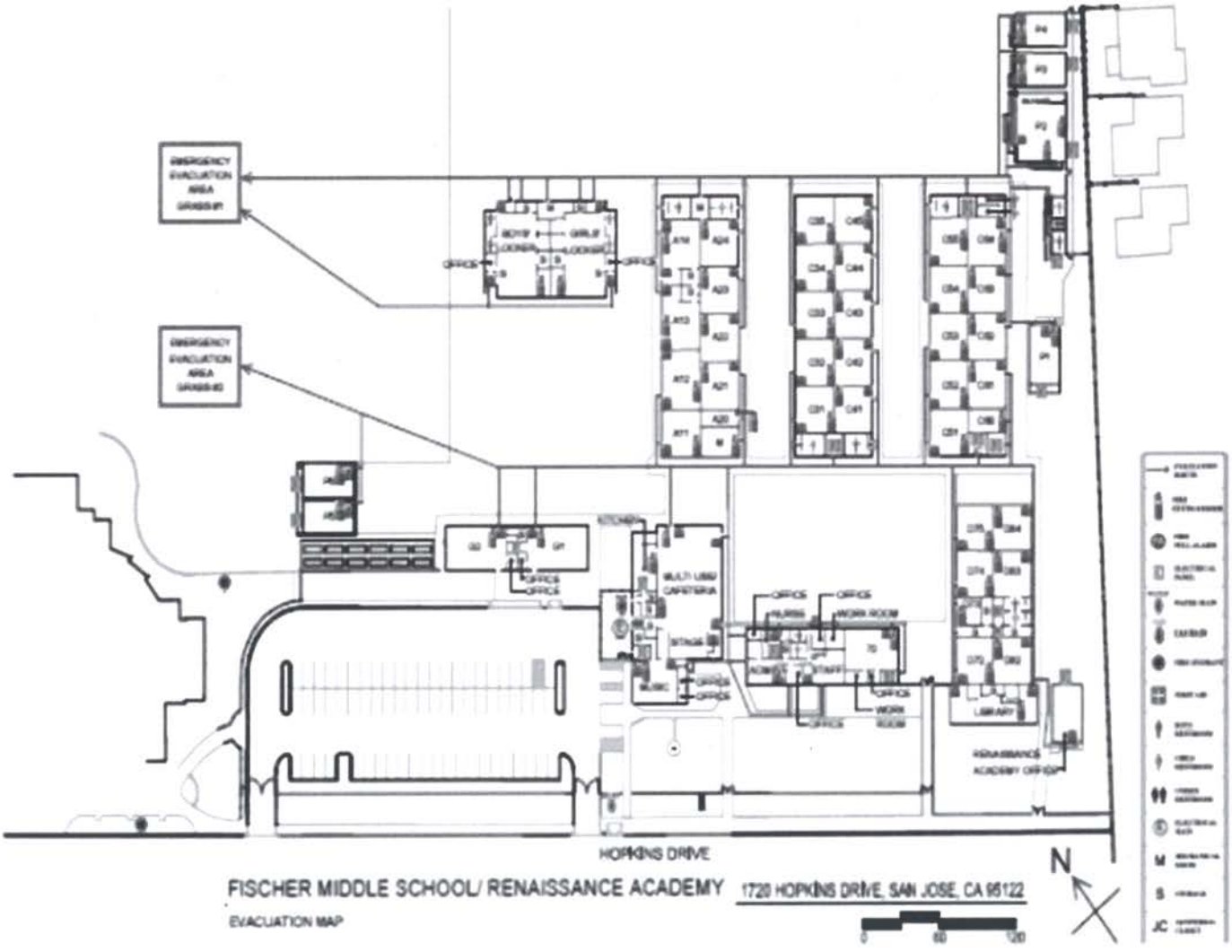
C. Staff Training

Ingress/egress staff training will be held in August of each school year and will be facilitated by the Renaissance administrator. In addition, teachers have access to this information in the Safety Folder in their ARUSD Google Drive account.

Daily Ingress/Egress Routes



Emergency Evacuation Routes



School Discipline

A. Statement of Rules and Procedures on School Discipline

Education Code 44807:

"Every teacher in the public schools shall hold Pupils to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. A teacher, vice principal, principal, or any other certificated employee of a school district, shall not be subject to criminal prosecution or criminal penalties for the exercise, during the performance of his duties, of the same degree of physical control over a pupil that a parent would be legally privileged to exercise but which in no event shall exceed the amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning."

B. Notification to Students and Parents

Education Code 35291:

a. Parents and students shall be notified of the District and school site rules pertaining to student discipline at the beginning of the first semester, and at the time of enrollment for students who enroll thereafter.

b. The discipline policy shall be reviewed annually with input from the Discipline Team, site administrators, campus security, staff, students, and parents.

C. Discipline Policy

Discipline Policy

Attention Signal:
1. Raised hand

Because these actions endanger the safety of our community, there will be:
1. Respect for all adults. Defiance, talking back, or ignoring adult instructions will not be tolerated.

2. Respect for all federal, state, and district laws and policies.
   a. Possession or use of controlled substances, paraphernalia, or weapons will result in an automatic suspension and possible expulsion.
   b. Theft, vandalism, and misuse or abuse of school resources (including online resources) may result in suspension or expulsion.

3. Respect for the safety of all community members. Regardless of intent, fighting, bullying (in-person, online, etc), intimidating, threatening, hazing, signifying gang affiliation, or engaging in activities that will harm others may result in suspension or expulsion.

Because these actions disrupt the educational process, there will be:

1. NO gum on campus without staff permission.
2. NO food or drink other than water in the classroom without staff permission.
3. NO music players, cell phones, digital cameras, electronic games, etc. used on campus without staff permission. **Restricted items brought on campus will be confiscated.**
4. NO deviation from the standard uniform.
   a. No red, no blue – including shoes, laces, belts, backpacks, hair accessories, etc.
5. NO inappropriate language.

You will conduct yourself in a manner befitting a Renaissance student.

1. You will engage only in conversation that uplifts the community.
2. You will carry yourself in a composed manner befitting someone pursuing excellence.
3. You will think about how your actions will affect others in the community.
4. You will act with integrity.

Cheating

1. Students will not give unauthorized aid on exams.
2. Students will not solicit or accept unauthorized aid on exams.
3. Students will not hand copy or photocopy other students' assignments or notebook pages.
4. Cheating will result in loss of points for the assignment or exam and detention or suspension.

Classroom

1. The teacher is the final authority in the classroom.
2. The principal is the final authority regarding office referrals and consequences.
3. All school rules apply anytime and anywhere on the Renaissance campus.
4. Classroom rules will be established by specific instructors.

Counselor Visit

Teachers must send an explanation for why the student is being sent.

Office Visit (Students should expect to be suspended)

Teachers must send an explanation for why the student is being sent.

State and Board Policy

- Unlawfully possessing, offering, arranging or negotiating to sell any drug paraphernalia or possessing, using, being under the influence of, selling, offering, arranging, or negotiating to sell any controlled substance, alcoholic beverage, tobacco, or intoxicant of any kind, or imitative product, at or near the school or a school function, and then selling, delivering, or otherwise furnishing to any person another liquid, substance or material in lieu of the controlled substance, alcoholic beverage, or intoxicant is strictly prohibited. Violators shall be subject to arrest, and suspension and/or expulsion from school. (Board Policy #408)

- Borrowing or exchanging money, selling gum, candy or other objects at school is not allowed BY STATE LAW. Items for sale will be confiscated and parents notified. Gambling or gaming of any kind is illegal and will not be permitted at school. Students are reminded to bring a minimum amount of money to school. The school is not responsible for lost money.

Due Process Rights (Education Code 48900)

- All Renaissance Academy staff members will treat all students in a fair, equitable, and consistent manner.
- All students are assured due process.
- Each teacher will inform all students of classroom rules.
- All students will be allowed to present his/her version of the facts to the principal or designee, unless the situation is an emergency.
- All students and parents may have a conference with school staff.

Social Probation

Students with excessive tardies, cuts, behavior problems, or book fines will be placed on social probation, and may not be allowed to participate in school functions such as dances and extra-curricular activities until they are removed from the social probation list.

Intra-District Transfer

Because Renaissance is a school of choice all students who are enrolled at Renaissance have sought and been approved admission through the completion of the Alum Rock Union School District Intra-District Transfer form. In accordance with the details outlined in this document students are expected to demonstrate satisfactory conduct. Students who repeatedly demonstrate unsatisfactory conduct are at risk of their intra-district transfer agreement being terminated and having to return to their home-boundary school.

D. Staff Training

The Renaissance Academy school discipline policy will be discussed in the staff meeting on in August of each school year. In addition, teachers have access to this information in the Safety Folder in their ARUSD Google Drive account.

Dress Code

2021-2022 Renaissance Student Dress Code

In compliance with Education Code 35183 and 35294.1, Renaissance Academy has established a positive dress code, which, by law, is not a protected form of speech.

Renaissance Academy is a uniformed school.

- Clothing must be white, gray, green, black, or khaki.
- Clothing/accessories may not display logos, offensive, or gang-related content.
- Clothing/accessories may not display brand names or written content.
- No red (this includes shades of red: maroon, crimson, etc.)
- No blue (this includes shades of blue: teal, cerulean, etc.)

- Tops:
  - Renaissance logo shirts and sweatshirts are acceptable in the colors offered.
  - Shirts and sweatshirts may not display non-Renaissance logos or designs.
  - Shirt tails may not fall past the student's finger tips.
  - Shirt tails may not be above the student's waist (midriffs must be covered).
  - Top must cover the student's shoulders.
  - Top may not be low cut.

- Bottoms:
  - Sweatpants are not allowed.
  - Bottoms should cover all skin above the student's fingertips.
  - No sagging; belt ends must be tucked into belt loops.

- Accessories: shoes, laces, belts, head/hair wear, backpacks
  - No red or blue accessories.
  - Caps/beanies must be worn facing forward and must be removed indoors.
  - Sunglasses may only be worn outside.

- Footwear:
  - Significant red/blue fabric, laces, or designs are not allowed.
  - Shoes that present a safety hazard are not permitted (i.e. heelies).
  - Closed-toe shoes must be worn at all times.

- Professional Dress:
  - Permitted any day of the school year. Professional dress is what one would expect to see in a business environment (i.e. bank, law firm, or newsroom).
  - Includes wearing nice pants/slacks (no jeans), a button-up collar shirt (tucked in), a tie, a sweater, a blazer, a modest blouse, a knee length skirt or dress.

- Physical Education Clothing:
  - Shorts or sweatpants, t-shirt or sweatshirt (no logos), athletic shoes and socks.
  - PE clothes cannot be worn outside of PE class.

- Free Dress:
    - On occasion, students will have the opportunity to earn and wear "free dress." Non-uniform or "Free Dress Days":
        - Students must be wearing a "free dress pass" that is visible at all times.
        - Tops permitted with free dress
            - Additional colors
            - Logos and designs
        - Bottoms permitted with free dress
            - Additional colors
            - Logos and designs
            - Jeans and sweatpants
        - All other dress code regulations still apply to free dress

Consequences: Students who fail to comply with the dress code will be subject to the following.

- Phone call to parent, requiring the parent bring the proper uniform attire.
- Inappropriate clothing or accessories will be confiscated; parent required to pick the item up.
- Lunch detention
- Student privileges (i.e. field trips, field days, etc.) can be revoked.

B. Staff Training

Renaissance staff will review the dress code in August of each school year. In addition, teachers have access to this information in the Safety Folder in their ARUSD Google Drive account.

Alum Rock Union ESD
Board Policy Overview
Board Policy
Bullying

BP 5131.2
Students

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, Board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The district may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.
Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. Complaints of bullying shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with district policies and regulations.

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
adopted: July 2, 2013 San Jose, California

Alum Rock Union ESD
Board Policy Overview
Board Policy
Nondiscrimination/Harassment

BP 5145.3
Students

The Board of Trustees desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Superintendent or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.

The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.

Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.

Grievance Procedures

The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:

Site Administrator
2930 Gay Avenue
San Jose, CA 95127
408-928-6824

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, the principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.

In addition, the employee shall immediately intervene when safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Within 30 days of receiving the district's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.

The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

Policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
adopted: July 2, 2013 San Jose, California

Alum Rock Union ESD
Board Overview Policy
Board Policy
Hate-Motivated Behavior

BP 5145.9
Students

In order to create a safe learning environment for all students, the Board of Trustees desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Grievance Procedures

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Coordinator for Nondiscrimination/Principal. Upon receiving such a complaint, the Coordinator/Principal shall immediately investigate the complaint in accordance with school-level complaint process/grievance procedures as described in AR 5145.7 - Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy, and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Coordinator/Principal, Superintendent or designee, and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

policy ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
adopted: July 2, 2013 San Jose, California

Chapter

5

Routine and Emergency Disaster Procedures: Drills

Earthquake Drills

The earthquake emergency procedure system shall, but not be limited to, all of the following:

A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.

A drop procedure. As used in this article, "drop procedure" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

Protective measures to be taken before, during, and following an earthquake.
A program to ensure that the students and that both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system.
(Code of Regulations, Section 35297)

Whenever an earthquake alarm is sounded, all students, teachers and other employees shall immediately begin Duck, Cover and Hold procedures:

- DUCK, or DROP down on the floor.
- Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- HOLD onto the furniture and be prepared to move with it.
- Stay in this position for at least one minute or, in a real situation, until shaking stops.

Evacuation. An Evacuation should NEVER be automatic. There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.

Pre-determined evacuation areas should be in open areas, without overhead hazards and removed from potential danger spots (covered walkways, large gas mains, chain linked fences [electric shock potential]).

Make it clear that a post-earthquake route differs from a fire evacuation route, and that appropriate non hazardous alternate routes may be needed.

Practice evacuation using alternate routes to the assembly areas.

Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/first responders.

The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with Student Services in January and June of each year.

Standards for a Successful Earthquake Drill:

The Earthquake Alarm can be heard by all staff and students.

Immediately after the earthquake alarm sounds, all students, teachers and other employees shall:

- DUCK, or DROP down on the floor.
- Take COVER under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- HOLD onto the furniture and be prepared to move with it.

Evacuations shall occur when directed over the loud speaker by the Principal/designee. When evacuations are included as part of the drill, appropriate non hazardous alternate routes, avoiding building overhangs, electrical wires, large trees, covered walkways, etc, shall be utilized by staff and students in order to reach the designated evacuation areas.

Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee.

Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

Fire Drills

Principals shall hold fire drills at least once a month in all elementary schools and four (4) times per year in all middle schools.

(Code of Regulations, Title 5, Section 550)

1. Whenever the fire alarm is given, all students, teachers and other employees shall quickly leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.

2. Designated evacuation routes shall be posted in each room. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked.

3. Evacuation areas will be established away from fire lanes.

4. Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/or fire marshals/designees.

5. The principal or designee shall keep a copy of each drill conducted on the Emergency Drill Report form and file a copy with Student Services in January and June of each year.

Standards for a Successful Fire Drill:

1. The Fire Alarm can be heard by all staff and students.

2. Orderly evacuation begins immediately and is completed within **5** minutes of the initial alarm, with minimal congestion at exit gates.

3. Teachers and students are staged in an orderly fashion away from fire lanes.

4. Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee.

5. Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

Lockdown Drills

For sites that have had Lockdown Training™, conducting a Lockdown Drill initially involves more pre-planning and organization than conducting other drills. Middle schools should conduct an annual drill, which should take no longer than 40 minutes and impact class time by 20 minutes. Elementary schools should conduct drills every other year (or annually, if the local police department has the resources to support the drills). Drills need to be scheduled with your School Resource or Liaison Officers and Student Services.

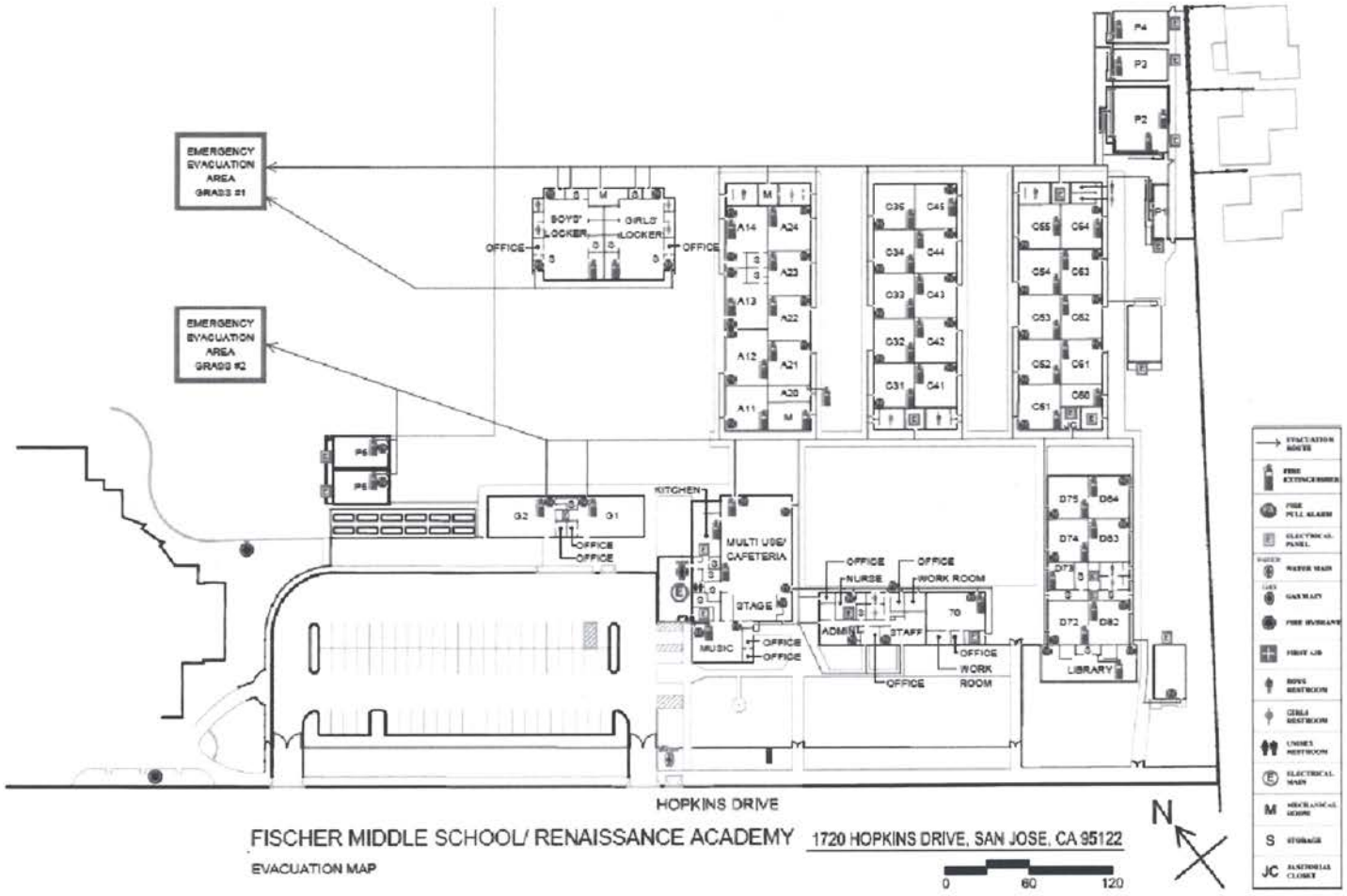
There are a number of steps that are recommended in the Lockdown Training in order to successfully conduct your drill. They involve:

1. Conduct a staff meeting. Plan on a 40 minute timeframe to review expectations and standards in terms of:
    a. Locking doors
    b. Covering windows
    c. Turning off lights
    d. Building barricades
    e. Reviewing classroom and all clear procedures
    f. Reviewing off site evacuation locations.
2. Send a follow-up reminder memo to your staff
3. Organize your assessment team. This also provides an excellent opportunity for your Critical Response Team to work together with police participants in the drill.
4. Conduct the assessment.
5. Complete follow-up tasks.

Remember, you are setting the tone for the importance of safety for students and staff on your campus.

Staff Training: Renaissance staff will be trained by March 15 of each school year. In addition, teachers have access to this information in the Safety Folder in their ARUSD Google Drive account.

Renaissance Academy Fischer CODE RED MAP



Lockdown Drill Assessment Sheet

Team Member _____ **Building** _____

Room	Door Barricade	Windows Covered	Lights	Interior Barricade	Teacher/Students behind Barricade	PE at Gates	All Clear Code	Evacuation Yes / No

Chapter

6

Routine and Emergency Disaster Procedures: Overview

The Basic Plan

The Basic Plan addresses the responsibilities in emergencies associated with natural disasters, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination and with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all sites during a period of emergency by assigning responsibilities to specific personnel. The Basic Plan:

- Conforms to the Federally mandated National Incident Management System (NIMS), State mandated Standardized Emergency Management System (SEMS) and effectively restructures emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for unified training and response exercises to ensure compliance.

Requirements

The Plan meets the requirements of Santa Clara County's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS) Operational Area Response, and

defines the primary and support roles of the District and individual schools in after-incident damage assessment and reporting requirements.

Objectives

- Protect the safety and welfare of students, employees and staff.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between sites and the District Emergency Operations Center (EOC).
- Provide for interface and coordination between sites and the County or city EOC in which they reside.
- Provide for the orderly conversion of pre-designated District sites to American Red Cross shelters, when necessary.

Schools are required by both federal statute and state regulation to be available for shelters following a disaster. The American Red Cross (ARC) has access to schools in damaged areas to set up their mass care facilities, and local governments have a right to use schools for the same purpose. This requires close cooperation between school officials and ARC or local government representatives, and should be planned and arranged in advance.

Authorities and References

State of California

California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code).

The Act provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code, Section 3100, Title 1, Division 4, Chapter 4.

States that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two ramifications for School District employees:

1. It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.
2. When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government (OES), but their overtime pay is paid by the school district. These circumstances apply only when a local or state emergency is declared.

States that (the Governor's Office of Emergency Services has stated) inadequately trained school staff render school officials potentially liable for acts committed or omitted by school staff acting within the scope of their training during or after a disaster. (Sub Sections 835-840.6).

It requires that school districts be prepared to respond to emergencies using SEMS. (Section 8607, the Petris Bill).

California Civil Code, Chapter 9, Section 1799.102

It provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The

scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

California Education Code, Sections 35295-35297 (The Katz Act), Section 40041, 40042.

Requires that a school site disaster plan outline roles, responsibilities, and procedures for students and staff. It also requires that the school site emergency management organizational structure comply with SEMS, Title 19 Section 2400, and be ready for implementation at all times.

California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

Definitions: Incidents, Emergencies, Disasters

Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of

short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions

Emergency

The term *emergency* is used in several ways. It is a condition of disaster or of extreme peril to the safety of persons and property. In this context, an emergency and an incident could mean the same thing, although an emergency could have more than one incident associated with it.

Emergency is also used in Standardized Emergency Management System (SEMS) terminology to describe agencies or facilities, e.g., Emergency Response Agency, Emergency Operations Center, etc.

Emergency also defines a conditional state such as a proclamation of "Local Emergency". The California Emergency Services Act, of which SEMS is a part, describes three states of emergency:

- State of War Emergency
- State of Emergency
- State of Local Emergency

Disaster

A *disaster* is defined as a sudden calamitous emergency event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning, e.g., an earthquake or a flash flood, or they may develop from one or more incidents, e.g., a major wildfire or hazardous materials discharge.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOCs.

Earthquake Overview

Major Earthquake Threat Summary

Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity, damaging earthquakes are expectable, if not predictable, events. Every occupant and developer in Santa Clara County assumes seismic risk because the County is within an area of high seismicity. More than ten severe earthquakes have impacted San Francisco Bay Region during historic times.

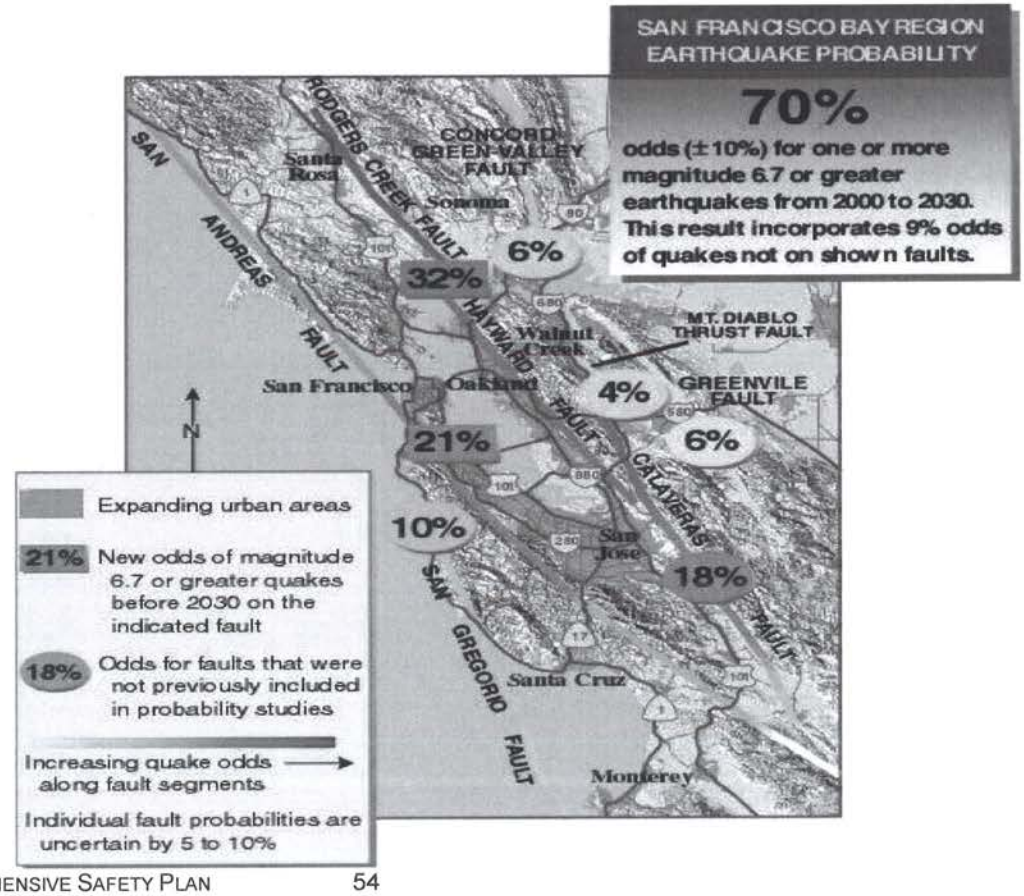
The major effects of earthquakes are ground shaking and ground failure. Severe earthquakes are characteristically accompanied by surface faulting. Flooding may be triggered by dam or levee failure resulting from an earthquake, or by seismically induced settlement or subsidence. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

A fault is a fracture in the earth's crust along which rocks on opposite sides have moved relative to each other. Active faults have high probability of future movement. Fault displacement involves forces so great that the only means of limiting damage to man-made structures is to avoid the traces of active

faults. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines.

The overall energy release of an earthquake is its most important characteristic. Other important attributes include an earthquake's duration, its related number of significant stress cycles, and its accelerations.

Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause damage.
Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.



Levels of Response

This information has been checked with the San Jose Police Department for 2008-2009. Response Levels are used to describe the type of event:

The area(s) affected, the extent of coordination or assistance needed, and the degree of participation expected from the School District. Response Levels are closely tied to Emergency Proclamations issued by the head of local government.

Response Level 0 - Readiness & Routine Phase

On-going routine response by the School District to daily emergencies or incidents. Stand-by and alert procedures issued in advance of an anticipated or planned event.

Response Level 3 - Local Emergency

A minor to moderate incident in which local resources are adequate and available. This level of emergency response occurs when an emergency incident, e.g., gas leak, sewer back-up, assaults, bomb threat, toxic spill, medical emergency, shooting, etc., occurs. A Level 3 response requires School/Site Coordinators to implement guidelines in the Emergency Standard Operating Procedures and interact with public agencies.

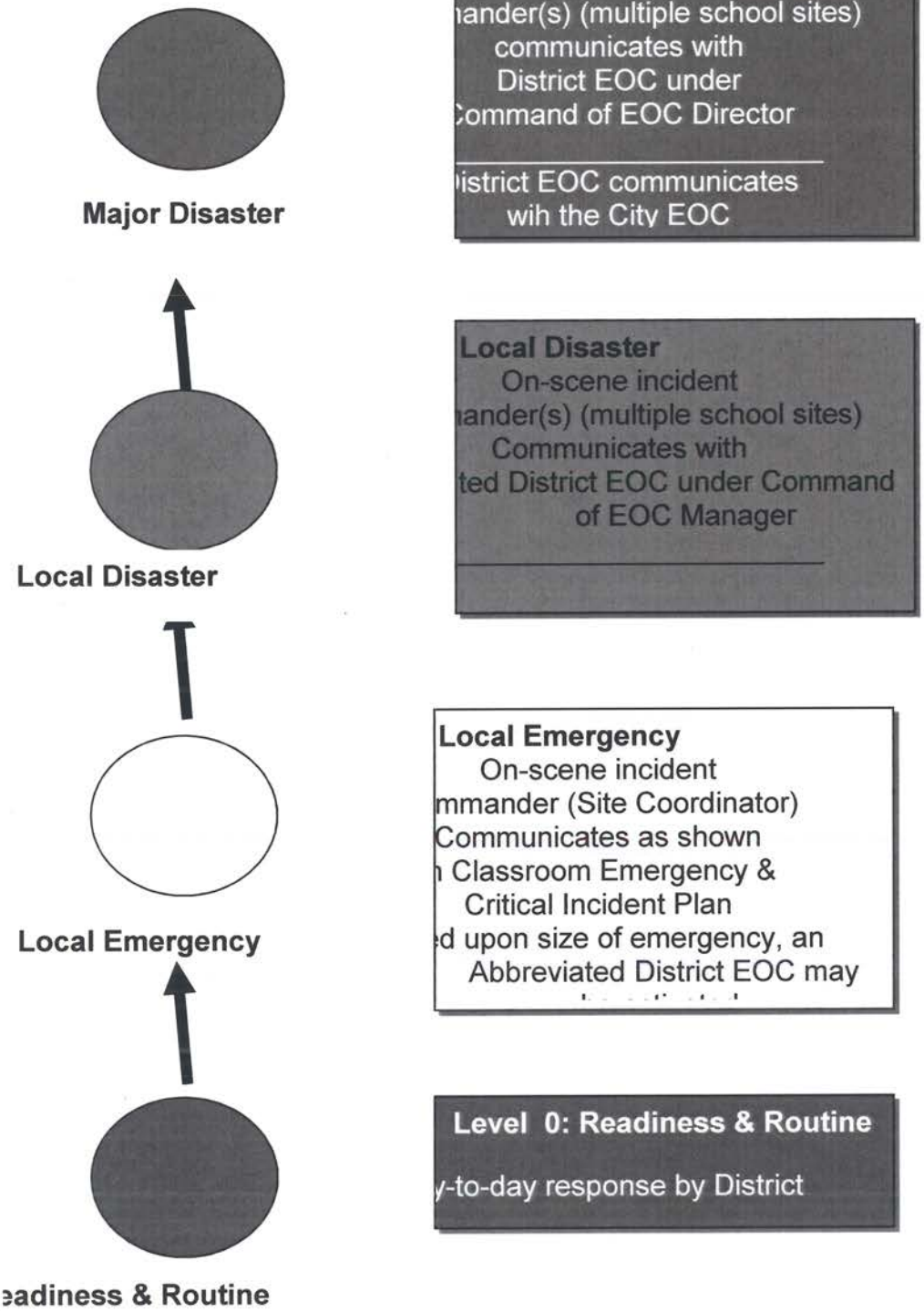
Response Level 2 - Local Disaster

A moderate to severe emergency in which resources are not adequate and mutual aid may be required on a regional, even statewide basis with coordination with local police and fire departments of the affected are working in concert with Alum Rock Union Elementary School District to respond. The affected Cities and the County of Santa Clara will proclaim a local emergency. Then, the State of California may declare a state of emergency.

Response Level 1 - Major Disaster

Resources in or near the impacted areas are overwhelmed and extensive State and Federal resources are required. The cities and the County of Santa Clara will proclaim a local emergency. Then, the State of California will declare a State of Emergency. A Presidential Declaration of an Emergency or Major Disaster is requested by the State. Examples of major disasters are the Loma Prieta Earthquake of 1989 or the Oakland Hills Firestorm of 1991. When local jurisdictions declare a State of Emergency, the district board can declare the same.

Response Level Diagram



Emergency Phases

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Prevention/Mitigation Phase

Prevention/Mitigation is perhaps the most important phase of emergency management. However, it is often the least used and generally the most cost effective. Mitigation is often thought of as taking actions to strengthen facilities, abatement of nearby hazards, and reducing the potential damage either to structures or their contents, while prevention is taking steps to avoid potential problems. Both of these elements require education of parents, students and teachers.

While it is not possible to totally eliminate either the destructive force of a potential disaster or its effects, doing what can be done to minimize the effects may create a safer environment that will result in lower response costs, and fewer casualties.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. Those identified in this plan as having either a primary or support mission relative to response and recovery review Standard Operating Procedures (SOPs) or checklists detailing personnel assignments, policies, notification procedures,

and resource lists. Personnel are acquainted with these SOPs and checklists and periodically are trained in activation and execution.

Response Phase

Pre-Impact: Recognition of the approach of a potential disaster where actions are taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOCs may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOCs may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Recovery Phase

Recovery is taking all actions necessary to restore the area to pre-event conditions or better, if possible. Therefore, mitigation for future hazards plays an important part in the recovery phase for many emergencies. There is no clear time separation between response and recovery. In fact, planning for recovery should be a part of the response phase.

First Things First

Preparing your school for emergencies starts with staff preparedness. The backbone of school planning is dependent on the staff's willingness to stay at school during a major community emergency. Personal preparedness makes this much easier.

Each staff member needs

To prepare their family and home for earthquakes and other emergencies

- ❑ A 72-hour supply kit for the home
- ❑ A Car Kit, including comfortable clothes/shoes and medications
- ❑ To develop a plan to reunite with their family
- ❑ A neighborhood preparedness program

Preparedness Brochures are available from the local chapter of the American Red Cross, Santa Clara County Office of Emergency Services, school district website, www.redcross.org, www.prepare.org or www.ready.gov.

If the disaster occurs during school time, Emergency Management recommends the child stay at school until the parent or a trusted friend (see Emergency Cards) picks up the child. We have no idea, especially in an earthquake, how impacted our neighborhoods may be.

This means the school staff will need to stay with the children. You can only do this if you are prepared at home! You must feel that your family can activate your **Family Plan** without you.

Disaster Service Worker Status: ***California Government Code*** Section 3100 declares that public employees are disaster services workers, subject to such disaster service activities as may be assigned to them by the superiors or by law. The term public employees include all persons employed by the state or any county, city, city & county, state agency or public district, excluding aliens legally employed. This law applies to public school employees in the following cases:

1. When a local emergency has been proclaimed,
2. When a state of emergency has been proclaimed, or
3. When a federal disaster declaration has been made.

District and Parent Responsibilities for Students

DISTRICT RESPONSIBILITY

If the superintendent declares a district emergency during the school day, the following procedures will be followed:

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AT AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF THE SCHOOL PRINCIPAL OR OTHER PERSONNEL ASSIGNED BY THE PRINCIPAL.

1. Until regular dismissal time and released only then if it is considered safe, OR

2. Until released to an adult authorized by the parent or legal guardian whose name appears on district records.

    a. If students are on their way to school, they will be brought to school if bussed, or they should proceed to school if walking.
    b. If students are on their way home from school, they are to continue home.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by district personnel to another site where consolidated care facilities can be provided. This information will be given to the media stations and posted at the site to keep parents informed.

PARENT RESPONSIBILITY

Parents and legal guardians of students will be provided with a Student Health/Emergency Form each year. In case of a Declared Emergency, students will be released ONLY to persons designated on this form. Parents are responsible for ensuring that information on the Student Health/Enrollment Form is current at all times.

Parents are asked to share with the schools the responsibility for informing students of what they should do in case of a severe earthquake or other major emergency. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.

School authorities will do everything possible to care for each student while he/she is under district supervision.

It is critical that students do not have directions from parents that are contrary to the district's stated policy on retention at school and authorized release in case of a severe emergency.

Chapter

7

Emergency Response Procedures

Basic Actions

Most emergency responses are covered by the following Basic Actions:

A. Action: STAND BY

Action: STAND BY consists of bringing students into the classroom or holding them in the classroom pending further instruction.

B. Action: LEAVE BUILDING

ACTION: LEAVE BUILDING consists of the orderly movement of students and staff from inside the school building to outside areas of safety or planned evacuation site.

Action: LEAVE BUILDING is appropriate for—but not limited to—the following emergencies:

a. Fire
b. Peacetime Bomb Threat
c. Chemical Accident
d. Explosion or Threat of an Explosion
e. Following an Earthquake
f. Other similar occurrences that might make the building uninhabitable

g. At the onset of a Code Red/Lockdown Alert, when teacher/supervisor has ascertained that leaving is the best option.

C. Action: TAKE COVER

Action: TAKE COVER consists of bringing/keeping students indoors if possible and sheltering in place as appropriate to the situation.

If outdoors, Action: TAKE COVER consists of hiding behind any solid object (large tree, engine block of car, cement wall), in the event a sniper attack, armed intruder, rabid animal, or moving immediately to a location which is upwind and uphill in the event of a chemical or biological threat
Action TAKE COVER is appropriate for, but not limited to, the following:

a. Severe Windstorm (short warning)
b. Biological or Chemical Threat
c. Sniper Attack
d. Rabid Animal on School Grounds

D. Action: DROP

WARNING: The warning for this type of emergency is the beginning of the disaster itself.

Action: DROP consists of:

a. Inside school buildings
   - Immediately **TAKE COVER** under desks or tables and turn away from all windows
   - Remain in a sheltered position for at least 60 seconds silent and listening to/or for instructions

b. Outside of School Buildings
   - Earthquake: move away from buildings
   - Take a protective position, if possible

c. Explosion/Nuclear Attack:
   - Take protective position, **OR,**
   - Get behind any solid object (ditch, curb, tree, etc.); lie prone with head away from light or blast; cover head, face, and as much of the skin surface as possible; close eyes, and cover ears with forearms.

E. ACTION: DIRECTED MAINTENANCE

No school personnel/students are allowed to enter a school facility until inspected by and authorized by appropriate school personnel: Maintenance and School Administrators, and if applicable, Police, Fire, or City Inspectors.

In the event that drinking water is unsafe, water valves will be turned off and the drinking fountains sealed.

Water, gas, and electrical shut-off valves will be shut-off for each applicable building under the join authorization of the administration and head custodian.

F. ACTION: DIRECTED TRANSPORTATION

WARNING: Under certain disaster conditions, authorized officials may attempt to move an entire community, or portion thereof, from an area of danger to another area of safety.

Action: **DIRECTED TRANSPORTATION** consists of loading students and staff into school buses, cars and other means of transportation, and taking them from a danger area to a designated safety area.

Action: **DIRECTED TRANSPORTATION** is considered appropriate only when directed by the Superintendent or designee, Site Administrator, Police, Fire, or OES. It may be appropriate for, but not limited to, movement away from:

a. Fire
b. Chemical & Biological Gas Alert
c. Flood
d. Fallout Area
e. Blast Area
f. Chemical & Biological Gas Alert
g. Specific Man-Made Emergency (shooting, fire, etc.)

G. ACTION: GO HOME

Action: **GO HOM**E consists of:

a. Dismissal of all classes
b. Return of students to their homes by the most safe and expeditious mean

Action: **GO HOME** is to be considered only if there is time for students to go safely to their homes and if buses or other transportation are available for students who live at a distance from the school. Notification of parents by radio broadcast, local television, ALERT website, phone distribution lists, or other means will be requested.

H. ACTION: CONVERT SCHOOL

Action: **CONVERT SCHOOL** to a Red Cross emergency facility will be initiated by City officials.

Earthquake
DROP, COVER, and HOLD

It is the responsibility of every school employee to ensure students are taught and trained in the following procedures.

Earthquake procedures in the classroom or office

At the first indication of ground movement, you should **DROP** to the ground. It will soon be impossible to stand upright during the earthquake. Getting to the ground will prevent being thrown to the ground.

You should seek protective **COVER** under or near desks, tables, or chairs in a kneeling or sitting position.

You should **HOLD** onto the table or chair legs. Holding onto the legs will prevent it from moving away from you during the quake. Protect your eyes from flying glass and debris with your arm covering your eyes.

You should remain in the DROP position until ground movement ends. Be prepared to DROP, COVER and HOLD during aftershocks.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures in other parts of the building

At the first indication of ground movement, you should DROP to the ground.

Take COVER under any available desk, table, or bench. If in a hallway, drop next to an inside wall in a kneeling position and cover the back of the neck with your hands.

After ground movement ends, check for injuries and safely evacuate the building. Move to a safe, open area, away from power lines and other overhead hazards.

Earthquake procedures while outside

At the first indication of ground movement, move away from overhead hazards such as power lines, trees, and buildings. DROP to the ground and COVER the back of the neck with your hands. Be aware of aftershocks. Do not enter buildings until it is determined safe to do so.

If walking to or from school, DO NOT RUN. Stay in the open. If the student is going to school, continue to the school. If going home, the student should continue to go home.

While in a vehicle or school bus, pull over to the side of the road and stop. If on a bridge, overpass, or under power lines, continue on until the vehicle is away from the overhead dangers. Wait until the ground movement stops and check for injuries. Be aware of aftershocks, downed wires, or roads blocked by debris. The Bus Driver is legally responsible for the welfare of student riders.

Fire

All classrooms and offices shall have an Emergency Exit sign and Evacuation Chart posted in a prominent location.

Fire Within A School Building:

In the event that a fire is detected within a school building, use the following procedures:

a. The Principal or Designee will:
   - Order an evacuation if the fire alarm doesn't work
   - Call 9-1-1
   - Notify the Superintendent and Student Services Department

b. Teachers will supervise the evacuation of the classrooms to the designated areas according to the Emergency Exit Plan posted in every classroom and office.

c. Teachers will close doors upon evacuating.

d. Teachers will take their roll books to the evacuation site and take roll. Teachers will report any missing student(s) to their Team Supervisor/ Administrator.

e. The Head Custodian or designees shall assist by shutting off gas valves, electricity, etc., or other if necessary for evacuating, putting out the fire, etc.

f. The Head Custodian or designee shall open necessary gates for fire truck and other emergency vehicle access when appropriate. The Head Custodian or designee will also keep access entrances open for emergency vehicles.

g. Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

Fire Near School

a. **The Principal or designee shall**:

- Determine the need to execute an evacuation if nearby fire poses an immediate threat to the students or the building.

- Notify the Fire Department by calling 911.

- Notify the Superintendent's office and Student Services Department.

- Notify students and staff when it is safe to return to the school site under the direction of the Fire Department and in consultation with the Superintendent or designee.

Power Outage / Rolling Blackouts

IT IS THE DISTRICT'S INTENT THAT SCHOOLS WILL REMAIN OPEN DURING A POWER OUTAGE.

There are several stages of alerts that are being broadcast over the radio:

- STAGE 1 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than the California Independent System Operator (CAISO) Minimum Operating Reserves criteria.
- STAGE 2 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than five (5) percent.
- STAGE 3 EMERGENCY indicates that the operating reserves in the real-time market are forecasted to be less than 1.5 percent.

If the district is notified of a STAGE 3 EMERGENCY, possible-affected sites will be contacted as soon as practicable. Once notified, turn off PCs, monitors, printers, copiers, and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer. Shut off lights in unoccupied rooms. In spite of everyone's best effort to communicate, it is possible that an outage will occur with no notice to the district. To keep abreast of the daily situation, listen to 740AM (KCBS) radio station as you are driving into work for the status of the day.

PREPARING FOR AN OUTAGE

- ❑ Update each student's emergency card.
- ❑ Determine availability of portable lighting at site, i.e. flashlights & batteries.
- ❑ Find out that when power is lost, do emergency lights go on and do the "Exit" signs remain lit?
- ❑ Clear away materials and boxes from hallways and pathways.
- ❑ Check school district's PG&E Block list to determine in which PG&E block your site is located. As a note, Block 50's power will not be interrupted.
- ❑ Ask your teachers to have alternative teaching methods and plans to be used at STAGE 3 only.
- ❑ Conduct a survey of your site for the classrooms and offices with no windows and prepare relocation plans.
- ❑ Plan alternative communication methods that suit your site, such as runners, cell phones, or radios.
- ❑ Develop a site plan such as a buddy system or chaperone, for restrooms or any other necessary leave during this period.

- ❑ Have flashlights & replacement batteries available for the restrooms and other locations with no windows.
- ❑ Ask your staff and students to have seasonal warm clothing available.
- ❑ Use surge protectors for all computer equipment, major appliances and electronic devices.
- ❑ If you have electric smoke detectors, use a battery-powered smoke detector as a backup.

DURING AN OUTAGE

- ❑ CONTACT MAINTENANCE & OPERTIONS IMMEDIATELY IF YOUR SITE IS EXPERIENCING A BLACKOUT.
- ❑ According to SBC (Telephone Company), phones connected directly to a phone jack will be operable. Phones that require power from an electrical outlet will not work.
- ❑ If an outage lasts more than 30 minutes, have pre-designated people walk through the campus and check on the status of individuals in each building.
- ❑ Use a buddy system when going to the restrooms.
- ❑ DO NOT USE barbeques, Coleman-type stoves, hibachis and other outdoor-cooking devices indoors.
- ❑ DO NOT USE candles or gas lanterns.
- ❑ Turn off PCs, monitors, printers, copiers, major appliances and lights when not in use or not needed. If you cannot turn off the whole computer, turn off the monitor and the printer.
- ❑ Shut off lights in unoccupied rooms.

The rolling outages should not last more than two hours and, with some preparation, business can be conducted as close to normal as possible.

If a power outage is prolonged, the principal should contact the Superintendent for directions (release students/staff, evacuation to another site, etc.).

Shelter-in-Place

Shelter in Place/Code Blue may be directed should there be a danger in the community that could present a danger to the school community or a situation at the school that could harm students or staff if they are outdoors. Incidents could include gas leaks, chemical spills, mountain lions or a predator in the neighborhood.

When instructed or when an alerting system triggers a Shelter in Place:

- ❑ **SHELTER.** Go inside the nearest building or classroom and remain there. Lock the door. You are looking for enclosed protection from the outside. Teachers should quickly check halls and get students into classrooms. Teachers will keep all students in the classroom until the emergency is resolved or directed to evacuate by the Principal and/or Public Safety Responders.
- ❑ **SHUT.** Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible.
- ❑ **LISTEN.** Remain quiet to hear critical instructions from school officials.
    - o If there is no direction, continue instructional/work activities until the situation resolves or you directed to do otherwise.

ADDITIONAL STEPS FOR TEACHERS AND STAFF IF APPROPRIATE:

- ❑ **Advise students to cover mouth and nose with a damp cloth or handkerchief to protect from any airborne hazards.**
- ❑ **A school official (or student if no official present) should close all vents and turn off ventilation systems**. *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*
- ❑ **Turn off all motors and fans.** *Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.*
- ❑ Advise students to remain sheltered until the "all-clear" signal is given by a school or local official.

Bomb Threat

THE PERSON RECEIVING THE BOMB THREAT WILL:

- ❑ Attempt to gain as much information as possible when the threat is received. Do not hang up on the caller.

- ❑ Use the **"bomb threat checklist"** form (attached) as a guide to collect the information needed. Don't be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible. If the threat is received by phone, attempt to gain more information.

  The most important information is:

- ❑ **When will the bomb explode and where is the bomb located?**

- ❑ Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator of the threat received. Complete the "bomb threat checklist" form (attached).

- ❑ Turn off cellular phones and/or walkie-talkie radios (transmits radio waves--could trigger a bomb).

BUILDING ADMINISTRATOR WILL (IF NECESSARY):

- ❑ Call 9-1-1. Give the following information:

  - ✔ Your name
  - ✔ Your call-back phone number
  - ✔ Exact street location with the nearest cross street
  - ✔ Nature of incident
  - ✔ Number and location of people involved and/or injured

- ❑ Notify Superintendent's Office and Student Services.

- ❑ Evacuate involved buildings using fire drill procedures. Principal must have Superintendent's permission to evacuate the entire site.

- ❑ Implement a systematic inspection of the facilities to determine if everyone is out.

- ❑ Fire Department or Police Officers shall organize a search team to check for suspicious objects; a bomb can be disguised to look like any common object. Site employees should be ready to assist as needed.
- ❑ Maintain an open telephone line for communications.
- ❑ Secure all exits to prevent re-entry to buildings during the search period.
- ❑ Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.
- ❑ Re-occupy buildings only when proper authorities give clearance

BOMB THREAT REPORT FORM
ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

School:	**Time Call Received:**	**Call Taken By:**
Date:	**Time Caller Hung Up:**	**Title:**
	Caller ID Info (*69)	

Questions to Ask:	**Exact Wording of Threat: "**								**"**
1. When will the bomb explode?	**Caller's Voice:** (circle all that apply)				**Caller's Language:** (circle all that apply)			**Background Sounds:** (circle all that apply)	
2. Where is the bomb right now?	Calm	Nasal	Deep Breathing	Cracking Voice	Well Spoken	Educated		Street Noises	Crockery
3. What does it look like?	Angry	Stutter	Disguised	Accent	Foul	Message Taped?		Voices	PA System
4. What kind of bomb is it?	Excited	Lisp	Serious	Used Slang	Message Read?	Young (child)		Music	House Noises
5. What will cause it to explode?	Slow	Raspy	Incoherent	Joking	Young (adult)	Middle Aged		Motor	Office
6. Did you place the bomb?	Rapid	Deep	Slurred	Distinct	Old			Factory	Machinery
7. Why?	Soft	Ragged	Clearing Throat	Normal	**Caller Demographics** (Circle One)			Animal Noises	Clear
8. How did the bomb get in the school?	Loud	Laughter	Crying	Frightened	Male	Female	Unknown	Static	Local
9. Where are you calling from?	If voice is familiar, who did it sound like?				Approximate Age:			Long Distance	Cell Phone
10. What is your name, address, phone?	**Other Observations:**								
	Have this information ready <u>before</u> calling 911.								

Intruder on Campus

The campus intruder is defined as a non-student or a student on suspension who loiters or creates disturbances on school property. Intruders are committing the crime of Criminal Trespass. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.

Low Level:

- ❑ Have the person(s) under suspicion kept under constant covert surveillance.
- ❑ Approach and greet the intruder in a polite and non-threatening manner.
- ❑ Identify yourself as a school official.
- ❑ Ask the intruder for identification.
- ❑ Ask them what their purpose is for being on campus.
- ❑ Advise intruder of the trespass laws.
- ❑ Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.
- ❑ If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
- ❑ If the intruder gives no indication of voluntarily leaving the premises, notify Police and Administration.

If Intruder(s) are on playground or grounds at brunch or lunch time:

- ❑ Outdoor Supervisors should notify the office by radio and move all students into cafeteria/gym/classrooms unless otherwise directed.
- ❑ Lock exit doors to cafeteria/gym.
- ❑ Spread SHELTER IN PLACE or LOCKDOWN alarm throughout rest of school as appropriate.

Hostage Situation

Staff and students should sit quietly if the situation is in their presence. TRY to remain calm. Staff should set the example if the armed intruder is in their presence by doing anything possible for the staff member and students to survive. If gun fire starts, staff and students should seek cover or begin rapid movement procedures.

- ❑ .**Do not engage in a conversation or try to persuade the intruder to leave your classroom or school.** Remember, you are in an illogical situation so any logical argument may go unheard. The intruder is probably aware of the potential danger that he/she would be facing if he/she left the classroom. The intruder may perceive himself/ herself as being sane.
- ❑ If the intruder speaks to you or to your students, then answer him or her**. Do not provoke him or her.** Don't try to take matters into your own hands. Students should be told not to whisper to one-another, laugh, or to make fun of the intruder. Remember, the intruder is disturbed and probably mentally ill, and more than likely paranoid. Any whispering or laughter may be perceived by the intruder as directed at him or her.
- ❑ .Students should be taught to respond on their own when threatened. Incidents can occur which leave no time for signals. If students are outside unable to find access a room, they should, depending on the situation, initiate Action "**TAKE COVER**" position or run in a zig-zag fashion to the staging areas and **STAY CALM**.
- ❑ If and when possible, call Administration and/or 9-1-1.

Lockdown

A Lockdown Alert is sounded if **there is a sniper, armed intruder or active shooter on campus**. Staff members have a very limited amount of time in which to commit to a course of action. Immediately assess both the situation and the surrounding environment and responds to the situation based upon the LockdownTraining™ and drills. This is also true for your students who may need to become resources for substitutes or who are alone when an event occurs.

Remember, the Lockdown response is a partnership with local law enforcement.

Immediate actions should include:

- ❑ Students and staff go into classrooms/buildings or run to off-site evacuation areas.
- ❑ LOCKDOWN includes building door barricades, internal barricades, covering windows and turning off/dimming lights.
- ❑ Notify administration
- ❑ Call 9-1-1 if you know the location of the shooter, the description or identity of the shooter or if you need medical direction for a victim.
- ❑ Administration notifies the Superintendent

Intermediate activities:

- ❑ Place a red card under the door/in a window if you have a serious injury in the classroom.
- ❑ Take roll
- ❑ Conduct anxiety-reducing activities

Evacuation:

- ❑ Prepare students and yourself for a quick evacuation
- ❑ Follow directions of law enforcement when they arrive

Poisoning, Chemical Spills, Hazardous Materials

POISONING:

If a student ingests a poisonous substance:

- ❑ Call Poison Control Center Link Line 1-800-222-1222. Take appropriate first aid measures.
- ❑ Call parents.
- ❑ Notify the Health Services Office.

Following any emergency, notify the District Superintendents' Office

CHEMICAL SPILL ON SITE:

The following are guidelines for Chemical Spills:

- ❑ Evacuate the immediate area of personnel
- ❑ Determine whether to initiate Shelter In Place Protocol
- ❑ Secure the area (block points of entry)
- ❑ Identify the chemical and follow the procedures for that particular chemical.
- ❑ Notify the District Office.

CHEMICAL SPILL OFF SITE INVOLVING DISTRICT EQUIPMENT/PROPERTY

- ❑ Notify the District Office **(408) 928-6945** with the following information:
  - ✔ Date, time, and exact location of the release or threatened release
  - ✔ Name and telephone number of person reporting
  - ✔ Type of chemical involved and the estimated quantity
  - ✔ Description of potential hazards presented by the spill

- ✔ Document time and date notification made
- ✔ Other emergency personnel responding (Highway Patrol, CALTRANS, etc.)

❑ Locate a fire extinguisher and have present, should the need arise

❑ Place reflective triangles or traffic cones if in street or highway. DO NOT LIGHT FLARES!

❑ If spill response equipment is available use it to take the necessary measures to prevent the spill from spreading.

Reporting Chemical Spills

Once an emergency spill response has been completed, the person reporting the initial spill must complete a SPILL RESPONSE EVALUATION. The incident must be reported to the Superintendent WITHIN 24 HOURS OF THE SPILL.

Spill Clean Up

Chemical Spills may not be cleaned up by school personnel. Call the District Office at **(408) 928-6945.** The cleanup will be coordinated through a designated contractor.

HAZARDOUS SUBSTANCES

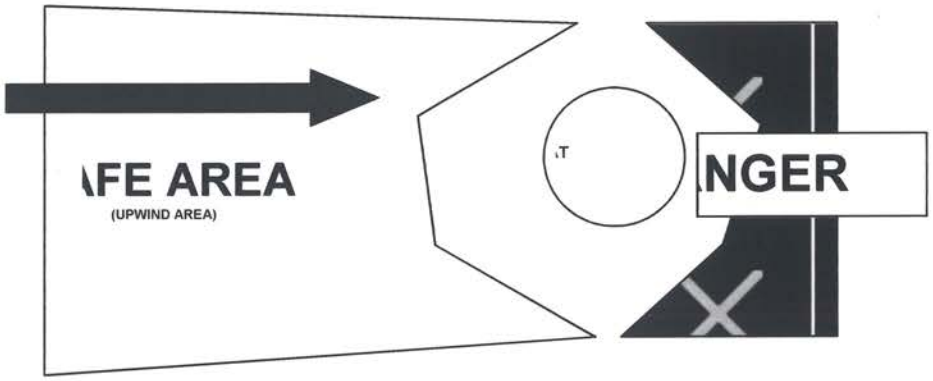
Hazardous Substances include the following, but is not limited to the following:

Gasoline	Lacquer Thinner
Solvents	Paint
Motor Oil	Agricultural Spray
Diesel Fuel	Paint Thinner
Kerosene	Stain
Anti-Freeze	Break Fluid
Airborne Gases/Fumes	

Always call for assistance and:

- ❑ Extinguish all ignition sources
- ❑ Shut off main emergency switch to fuel pump, if appropriate
- ❑ Move appropriate fire extinguishing equipment to area
- ❑ If possible, contain the spill to prevent further contamination
- ❑ Move people/personnel away or evacuate from contamination area

If the spill is too great to handle, contact the **Superintendent's Office (408- 928-6822) and Student Services ((408) 928-6945).**



Staff and students will evacuate the area immediately, if appropriate. **Move uphill, upwind, upstream if possible.**

VEHICLE FUEL SPILL

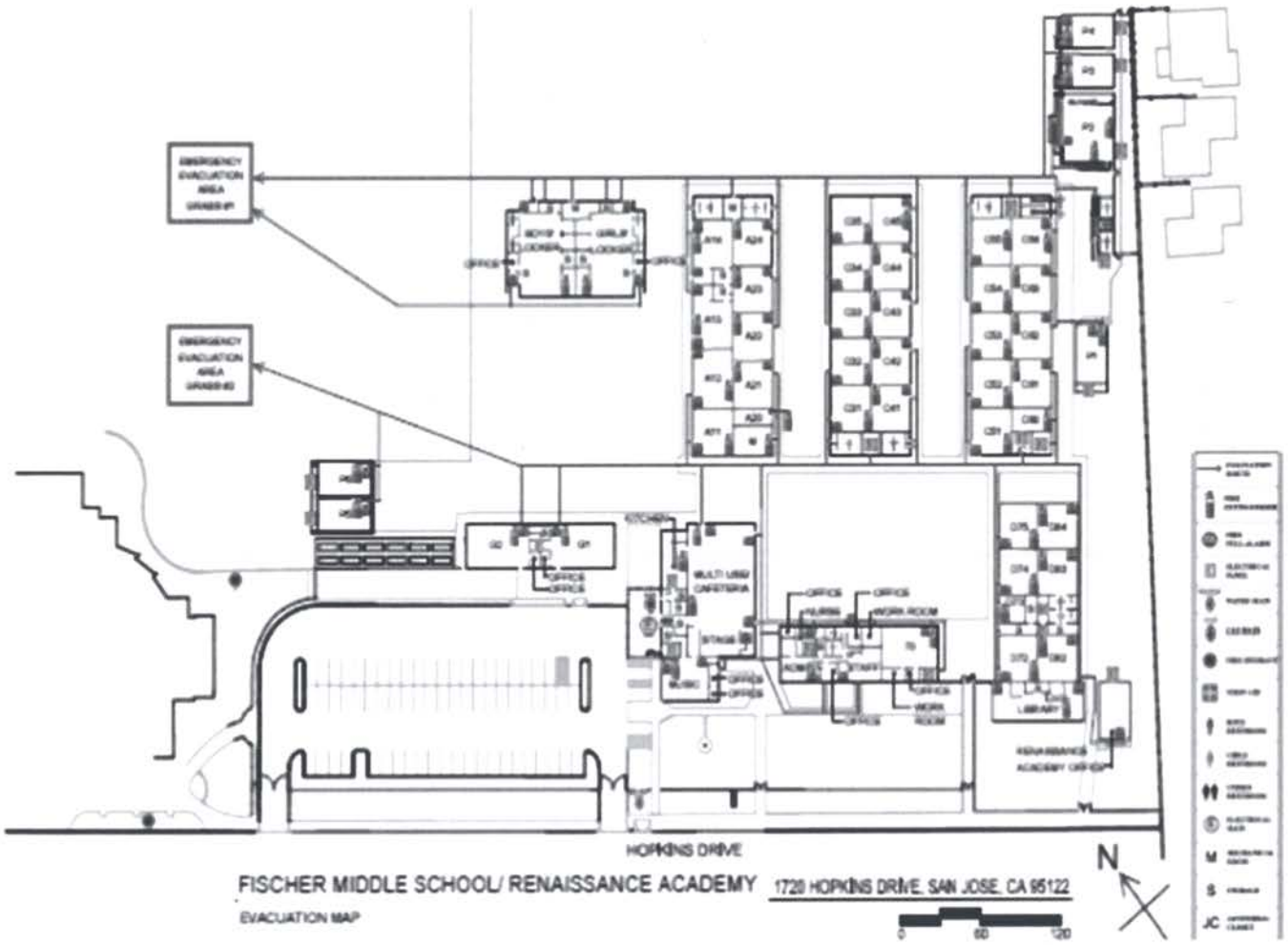
When a spill has occurred, the first thing to do is to keep the situation from worsening. Follow these steps:

- ❑ Shut off emergency switch
- ❑ Avoid skin contact
- ❑ Isolate the spill from people and vehicles by blocking all points of entry
- ❑ Stop and evaluate any hazards
- ❑ Prevent discharge into storm drains. Divert the flow by sealing off areas with absorbents. Prevent runoff. Use absorbent "socks" or "booms" to contain the spill
- ❑ Identify the source, estimated quantity spilled and stop further release(s) - IF IT CAN BE DONE SAFELY
- ❑ Take care of any injured
- ❑ Notify the District Office.
- ❑ If the spill is unmanageable, contact the Fire Department by calling 9-1-1

If, after attempted containment, the release still poses either a present or a potential threat, notify the California Office of Emergency Services and local emergency assistance organizations (fire, police, etc.). Give the following information:

- ❑ Date, time, and exact location of the release
- ❑ Name and telephone number of persons reporting the release
- ❑ The type of fuel spilled and the estimated quantity
- ❑ Description of potential hazards presented by the fuel spill
- ❑ Document the time and date notification was made and the information provided

Emergency Evacuation Routes and Procedures


EMERGENCY EVACUATION AREA
EMERGENCY EVACUATION AREA
HOPKINS DRIVE
FISCHER MIDDLE SCHOOL/ RENAISSANCE ACADEMY
1728 HOPKINS DRIVE, SAN JOSE, CA 95122
EVACUATION MAP
N
0
60
120

In an Emergency Building Evacuation all employees will:

- ❑ Upon emergency alert, secure work area and depart/report to assigned area.
- ❑ Perform duties as pre-assigned by the Principal in cooperation with emergency services personnel.
- ❑ DO NOT re-enter the building without permission or request of emergency service authorities.
- ❑ Remain in the general assembly areas and calm students if not assigned another duty.
- ❑ When signaled to re-enter safe areas of the school, quickly do so.
- ❑ Upon safe re-entry, report anything amiss to the Operations Chief.

In an Emergency Building Evacuation teachers will also:

- ❑ Upon alert, assemble students for evacuation using designated routes and account for all students.
- ❑ Secure room.
- ❑ If possible, leave a note on the door advising where the class evacuated to if other than the standard assembly area.
- ❑ Upon arrival at the assembly area, account for all students.
- ❑ Secure medical treatment for injured students.
- ❑ Report any students missing or left behind because of serious injuries.
- ❑ Stay with and calm students.
- ❑ If signaled to re-enter school, assure students do so quickly and calmly. Account for all students.
- ❑ Check room and report anything amiss to the Team Leader and/or Operations Chief.
- ❑ Debrief students to calm fears about the evacuation.

Emergency Campus Evacuation

If it is necessary to evacuate the entire campus to another school or relief center, the Principal will:

- ❑ Notify the Superintendent of the Campus Evacuation.
- ❑ Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
- ❑ Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

Medical Emergencies

Calmly and carefully, assess the medical emergency you are faced with. Take only those measures you are qualified to perform.

You should always wear latex or rubber gloves to prevent contact with bodily fluids.

- ❑ Gently tilt the head back and lift the chin to open the airway.
- ❑ Pinch the nose closed.
- ❑ Give two slow breaths into the mouth.
- ❑ Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
- ❑ If you are doing the procedure correctly, you should see the chest rise and fall.

- ❑ Apply direct pressure to the wound.
- ❑ Maintain the pressure until the bleeding stops.
- ❑ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.
- ❑ If limb appears to be broken, minimize any movement, but take what measures are necessary to stop the bleeding.

- ❑ Do whatever is necessary to keep the person's body temperature as close to normal as possible.
- ❑ Attempt to rule out a broken neck or back.
- ❑ If no back or neck injury is present, slightly elevate the person's legs.

- ❑ Stand behind the person.
- ❑ Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
- ❑ Grasp your fist with your other hand, give an abdominal thrust.
- ❑ Repeat until the object comes out.
- ❑ If required, begin rescue breathing.

Triage Guidelines

Triage is defined as ***the sorting of patients into categories of priority for care based on injuries and medical emergencies***. This process is used at the scene of multiple-victim disasters and emergencies when there are more victims than there are rescuers trained in emergency care.

Incidents that involve large numbers of casualties, and have a delay in the response time of emergency medical services, require a special form of triage. The modified triage system that is in most common use is the S.T.A.R.T. (**S**imple **T**riage **A**nd **R**apid **T**reatment) Plan. In this plan, patients are triaged into very broad categories that are based on the need for treatment and the chances of survival under the circumstances of the disaster. These categories are listed below:

TRIAGE Priorities
Highest Priority - RED TAG
1. Airway and breathing difficulties
2. Cardiac arrest
3. Uncontrolled or suspected severe bleeding
4. Severe head injuries
5. Severe medical problems
6. Open chest or abdominal wounds
7. Severe shock
Second Priority - YELLOW TAG
1. Burns
2. Major multiple fractures
3. Back injuries with or without spinal cord damage
Third Priority - GREEN TAG
1. Fractures or other injuries of a minor nature
Lowest Priority – BLACK
2. Obviously mortal wounds where death appears reasonably certain
3. Obviously deceased

S.T.A.R.T. Plan Triage Checklist

This method allows rapid identification of those patients who are at greatest risk for early death and the provision for basic life-saving stabilization techniques.

Initial Contact

- ❑ Identify self, and direct all patients who can walk to gather and remain in a safe place. Tag these people **GREEN**
- ❑ Begin evaluating the non-ambulatory patients where they are lying.

Assess respiration (normal, rapid, absent)

- ❑ If absent, open airway to see if breathing begins
- ❑ If not breathing, tag **BLACK** (dead) DO NOT PERFORM C P R
- ❑ If patient needs assistance to maintain open airway, or respiratory rate is greater than 30 per minute, tag **RED** (attempt to use a bystander to hold airway open)
- ❑ If respiration is normal, go to next step

Assess perfusion (pulse, bleeding)

- ❑ Use the capillary refill test to check radial (wrist) pulse
- ❑ If capillary refill test is greater than 2 seconds, or radial pulse is absent, tag **RED**
- ❑ If capillary refill is less than 2 seconds, or radial pulse is present, go to next step.
- ❑ Any life threatening bleeding should be controlled at this time, and if possible, raise patient's legs to treat for shock (attempt to use a bystander to hold pressure/bleeding control)

Assess Mental Status (commands, movement)

- ❑ Use simple commands/tasks to assess
- ❑ If patient cannot follow simple commands, tag **RED**
- ❑ If patient can follow simple commands, they will be tagged **YELLOW** or **GREEN**
- ❑ This will depend on other conditions, where their injuries will determine the priority of **YELLOW** versus **GREEN** (i.e. multiple fractures would require a higher level of treatment than superficial lacerations)

Suicide

The publications of many organizations and governmental agencies contain advice for people who are faced with suicidal people. That advice is summarized below.

Do's

Listen — to what the person is saying and take her/his suicidal threat seriously. Many times a person may be looking for just that assurance.

Observe — the person's nonverbal behavior. In children and adolescents, facial expressions, body language, and other concrete signs often are more telling than what the person says.

Ask — whether the person is really thinking about suicide. If the answer is "YES," ask how she/he plans to do it and what steps have already been taken. This will convince the person of your attention and let you know how serious the threat is.

GET HELP — by contacting an appropriate Crisis Response Team member. Never attempt to handle a potential suicide by yourself.

STAY — with the person. Take the person to a CRT member and stay with that person for a while. The person has placed trust in you, so you must help transfer that trust to the other person.

Don'ts

Don't — leave the person alone for even a minute.

Don't — act shocked or be sworn to secrecy.

Don't — underestimate or brush aside a suicide threat ("You won't really do it; you're not the type"), or to shock or challenge the person ("Go ahead. Do it"). The person may already feel rejected and unnoticed, and you should not add to the burden.

Don't — let the person convince you that the crisis is over. The moat dangerous time is precisely when the person seems to be feeling better. Sometimes, after a suicide method has been selected, the person may appear happy and relaxed. You should, therefore, stay involved until you get help.

Don't — take too much upon yourself. Your responsibility to the person in a crisis is limited to listening, being supportive, and getting her/him to a trained professional. Under no circumstances should you attempt to counsel the person.

Mass Casualty

In the event of a Mass Casualty Incident (MCI):

- ❑ Determine what the problem is and **call 9-1-1** for local emergency services. **Note:** A casualty is a victim of an accident or disaster.
- ❑ Identify the problem and give the school address.
- ❑ Site administrators decide whether or not to activate the School Site Disaster First Aid Team protocols (See School Site Disaster Plan).
- ❑ Determine if problem will continue or if it is over.
- ❑ Notify Superintendent's Office.
- ❑ School representative will meet Incident Command Officer (Fire Department or Police Official) who will determine exact nature of incident.
- ❑ Site administrators/First Responders will implement Mass Casualty Tracking Protocols as appropriate to the situation.
- ❑ Keep calm, reassure students.
- ❑ Fire Department will notify appropriate agencies for additional help.
- ❑ Crisis Team will convene.
- ❑ Contact Superintendent to determine need to send students home.

Mass Casualty **PATIENT TRACKING SHEET** **Page_____**

HOSPITALS:

LGH – LOS GATOS
ECH – EL CAMINO
GSH – GOOD SAMARITAN
KSC – KAISER SANTA CLARA
STH – SANTA TERESA
OCH – O'CONNOR
SJH - SAN JOSE
SLH – STE. LOUISE
SUH - STANFORD
VMC – VALLEY MED
Other

PARAMEDIC TAG #	VICTIM NAME	STUDENT ID #	TIME OF DEPARTURE	Hospital

Signed _____ **Date**_____

Bio Terrorism

Some characteristics of suspicious letters or packages include the following:

- ✔ Excessive postage
- ✔ Handwritten or poorly typed addresses
- ✔ Incorrect titles
- ✔ Title, but no name
- ✔ Misspellings of common words
- ✔ Oily stains, discolorations or odors
- ✔ No return address
- ✔ Excessive weight
- ✔ Lopsided or uneven envelop
- ✔ Protruding wires or aluminum foil
- ✔ Excessive security material such as masking tape, string, etc.
- ✔ Visual distractions
- ✔ Ticking sound
- ✔ Marked with restrictive endorsements, such as "Personal" or "Confidential."
- ✔ Shows a city or state in the postmark that does not match the return address.

- ❑ Do not shake or empty the contents of any suspicious envelop or package.
- ❑ Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
- ❑ If you do not have any container, then cover the envelope or package with anything (e.g., clothing, paper, trash can, etc.) and do not remove this cover.
- ❑ Then leave the room and close the door, or section off the area to prevent others from entering.
- ❑ Wash your hands with soap and water to prevent spreading any powder to your face.

- ❑ If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.

- ❑ List all people who were in the room or area when this suspicious letter or package was recognized. Give the list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

- ❑ Do not try to clean up the powder. Cover the spilled contents immediately with anything and do not remove this cover.

- ❑ Leave the room and close the door or section off the area to prevent others from entering.

- ❑ Wash your hands with soap and water to prevent spreading any powder to your face.

- ❑ If you are at home, CALL 9-1-1 to report the incident. If you are at work, CALL 9-1-1 and your site administrator to report the incident.

- ❑ Remove heavily contaminated clothing as soon as possible and place in a plastic bag, or some other container that can be sealed. The clothing bag should be given to the emergency responders for proper disposal.

- ❑ Shower with soap and water as soon as possible. Do not use bleach or other disinfectant on your skin.

- ❑ If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

(Examples: small devices triggered warning that air handling systems is contaminated, or warning that a biological agent is released in a public space.)

- ❑ Turn off local fans or ventilation units in the area.

- ❑ Leave the area immediately.
- ❑ Close the door or section off the area to prevent others from entering.
- ❑ Move upwind, uphill, upstream.
- ❑ If you are at home, report the incident to the local police. If you are at work, report the incident to the local police and your site administrator.
- ❑ Shut down air handling systems in the building if possible.
- ❑ If possible, list all people who were in the room or area, especially those who had actual contact with the powder. Give the list to both the local police and public health authorities so that proper instructions can be given for medical follow-up and further investigation.

DO NOT PANIC

Anthrax organisms can cause infection in the skin, gastrointestinal system, or the lungs. In order for this to happen, the organism must be rubbed into abraded skin, swallowed, or inhaled as a fine, aerosolized mist. Disease can be prevented after exposure to the anthrax spores by early treatment with the appropriate antibiotics. Anthrax is not spread from one person to another person.

For anthrax to be effective as a covert agent, it must be aerosolized into very small particles. This is difficult to do, and requires a great deal of technical skill and special equipment. If these small particles are inhaled, life-threatening lung infection can occur, but prompt recognition and treatment are effective.

Botulism infection is extremely rare, with fewer than 200 cases report in the U.S. each year. There are two forms of botulism which are associated with a terrorist act:

Foodbourne Botulism

The bacterium is ingested with the contaminated food source.

Symptoms begin within 6 hours to 2 weeks, but most commonly between 12 to 36 hours after eating contaminated foods.

Double or blurred vision, drooping eyelids, slurred speck, difficulty swallowing, dry mouth, and a descending muscle weakness that effects the shoulders first, then upper arms, lower arms, thighs, calves, etc.

These symptoms may be preceded by gastrointestinal disorder such as abdominal cramps, nausea, vomiting, and diarrhea. Paralysis of the respiratory muscles will cause death unless the person is assisted by mechanical ventilation. Botulism toxin can occur naturally in undercooked food, but the frequency of this is extremely rare.

Inhalational Botulism

Inhalation botulism results from the inhalation of the aerosolized toxin. A small amount of aerosolized toxin released into the wind can have a devastating effect on the surrounding population. Notwithstanding, inhalational botulism could be inflicted upon a more limited number of victims by introducing a contaminated object into an enclosed area such as inside of a building. The symptoms are indistinguishable form those of foodbourne botulism, except that the gastrointestinal signs sometimes associated with foodbourne botulism may not occur.

Botulism cannot be transmitted from one person to another. There is no vaccine for botulism treatment at this time. However, treatment consists of passive immunization with equine anti-toxins and supportive patient care.

Smallpox infection results from the variola virus. The disease was once worldwide in scope. Before people were vaccinated, almost everyone contracted the disease. The virus was effectively eradicated from the world in the late 1970's, and the World Health Organization recommended governments cease routine vaccinations in 1980.

Vaccination has proven effective in preventing the disease in exposed persons if administered within 4 days of exposure.

Smallpox is a highly contagious infectious disease that has a mortality rate of about 30%. Since the discontinuation of vaccination in the early 1980's, virtually no one is protected against the disease today. The U.S. government is currently working to address the need for vaccinations. There is no proven treatment should infection occur.

Chapter

8

Incident Command System

Responsibilities for a School Disaster

Everyone at a school will have some responsibilities in an emergency based on their job, and some people will have additional responsibilities. Below is a short discussion of how the Standard Emergency Management System (SEMS) and the Incident Command System (ICS) can be adapted to your school.

Major Concepts and Components

Every emergency, no matter how large or small, requires that certain tasks be performed. In ICS, these tasks are called *Management, Planning, Operations, Logistics,* and *Finance/Administration.*

Under SEMS, the ICS team can be expanded or reduced, depending on the situation and the immediate needs. One person can serve more than one function.

Every incident needs a person in charge. In SEMS and ICS, this person is called the *Incident Commander* or *School Commander.*

No one person should supervise more than seven people (the optimum number is five). This does not apply to the Student Supervision Team under *Operations*, however.

Common terminology:

All teachers and staff in the school should use the same words to refer to the same actions. The terminology should be known *before* a disaster. SEMS is a system that, when used properly, affords common terminology.

If the fire department or other responding agencies come on campus, they will coordinate better with the site's command structure if similar situations and actions are described with similar wording.

How ICS Functions

This system provides for an effective and coordinated response to multi-agency and multi-jurisdictional emergencies, to include multi-disciplines and

- Facilitates the flow of information within and between all levels of the system.
- Facilitates interaction and coordination among all responding agencies.
- Improves the processes of mobilization, deployment, tracking, and demobilization of needed mutual aid resources.
- Reduces the incidence of ineffective coordination and communications, and avoid duplication of resource ordering in multi-agency and multi-jurisdiction response actions.

Primary Incident Command System Functions:

Incident/School Commander (The "leader")

The Management Section is responsible for overall policy, direction, and coordination of the emergency response effort in the Emergency Operations Center (EOC) throughout the Alum Rock Union Elementary School District. The Management Section Staff is also responsible for interacting with each other and others within the EOC to ensure the effective function of the EOC organization.

Operations Section (The "doers")

The Operations Section is responsible for coordinating all operations in support of the emergency response and for implementing action plans. This section includes response teams that work toward reduction of the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.

Planning/Intelligence Section (The 'thinkers")

The Planning and Intelligence Section is responsible for collecting, evaluating, and disseminating information; maintaining documentation; and evaluating incoming information to

determine the potential situation in the not-too-distant future. This section also develops District EOC/Field action plans for implementation by the Operations Section.

Logistics Section (The "getters")

The Logistics Section is responsible for providing all types of support for the emergency response operation. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, transportation, and materials.

Finance and Administration Section (The "collectors")

The Finance and Administration Section is responsible for accounting and financial activities such establishing contracts with vendors, keeping pay records, and accounting for expenditures. This section is also responsible for all other administrative requirements and acts as the clearinghouse for documentation during the recovery phase.

Routine use of ICS facilitates seamless integration of ICS into larger emergencies operations as they evolve. The key to ICS is remembering to focus on the functions and where possible, delegate authority to staff essential functions to distribute the workload.

Unified Command Structure

Unified Command is a procedure used at incidents which allows all agencies with geographical, legal or functional responsibility to establish a common set of incident objectives and strategies, and a single Incident Action Plan. The use of Unified Command is a valuable tool to help ensure a coordinated multi-agency response. Unified Command procedures assure agencies that they do not lose their individual responsibility, authority, or accountability.

Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need.

Advantages of using Unified Command

- One set of objectives is developed for the entire incident
- All agencies with responsibility for the incident have an understanding and are fully aware of joint priorities and restrictions.
- Duplicative efforts are reduced or eliminated, thus reducing cost and chances for frustration and conflict.

Pre-Designated Incident Facilities

- Staging Areas

- Command Posts
- Mass Care Centers
- Evacuation Centers

Renaissance & Fischer Middle School/Renaissance Academy ICS TEAM

Emergency Evacuation Responsibilities

Job	Personnel
Public Information Officers/Planning Chief- evaluates the situation, communicates and relays pertinent information with the whole schools and community *(stationed at Incident Command Center).*	• Sarah Kretovics • Admin. Designee (If site principals are not on campus or available)
Incident Command Center – Record Keeper keeps all record/documentation of all aspects of the emergency, overseas charting of incoming info and events, status of students' rescue, health, + food needs, etc.; w/walkie talkie, Listens to radio-report news updates *(stationed at Command Center).*	• Doug Kleinhenz • Tamara Bermudes • Adena Landen (City Year)
Security Station- Lock all pedestrian gates + hang "student pick-up" signs on fences/gates • Check all gas and electric shut offs • Ongoing security monitoring around fences. • Guiding parents/guardians to student check out station: Karl Street Entrance	• Matt Barbieri • Kellee Breaux • Jannet Galicia
First Aid/Medical Triage Center– the health clerk sets up medical station; administer first aid as needed; maintains the central triage center. Stays in contact with the Incident Command Center. Brings the following out to the center: w/ wheelchair, student medications, "Urgent Medical Folder", stretcher, 1st aid kit/supplies	• Clara Hinajosa • Para Professionals • Selena Garcia
Student Release Center - the only place where parents/guardians can sign out students. Walkie-talkie, A-Z roster, emergency card binders - Spanish, English, Vietnamese speakers are to be at this center. • Near classes with walkie talkie, communicating to student pick up and sending students to be reunited with parents.	• Eduarda Brasil • Sylvia Rivas
Search and Rescue - Search rooms/hallways tagged w/injury signs: searches for any identified or unidentified trapped people (staff/students). Use crowbars to try to extract people & bring to medical center. Communicates with Incident Command Center.	• Nathan Lefcowitz • Jeffrey Katz • Andrea Morton • Sarah Kretovics • Custodial staff
Food Distribution & Emergency Bin • Bring out rolling cart of food, emergency supply container of equipment and water.	• Christine Garcia-Coliandro & Cafeteria Staff • Custodial staff
Teachers/Staff Monitoring Students in Secured Area (On blacktop near Fischer Saint Sign/fence) - Student supervision, supports students with daily needs, leads activities to keep students occupied, does not allow students to roam, send students to the Student Release Center when called.	• All staff not assigned to a specific duty

[redacted]

All personnel assigned to a duty should report to the incident command center.

*Report to Incident Command Center when class is "safe and under control." Revised on 01/04/22

Staging Areas

Command Center

Primary: On the East Side of Locker Rooms
Secondary: South End of the Track

Student Staging Area

Primary: Basketball/Volleyball Courts
Secondary: Track and Field

Mass Care Centers

Primary: Recreation Area **(First Aid/Medical Triage Center)**
Secondary: Fitness Room

Student Release Center

Primary: Pick-up on Karl Street
Secondary: Parking Lot

Evacuation Centers

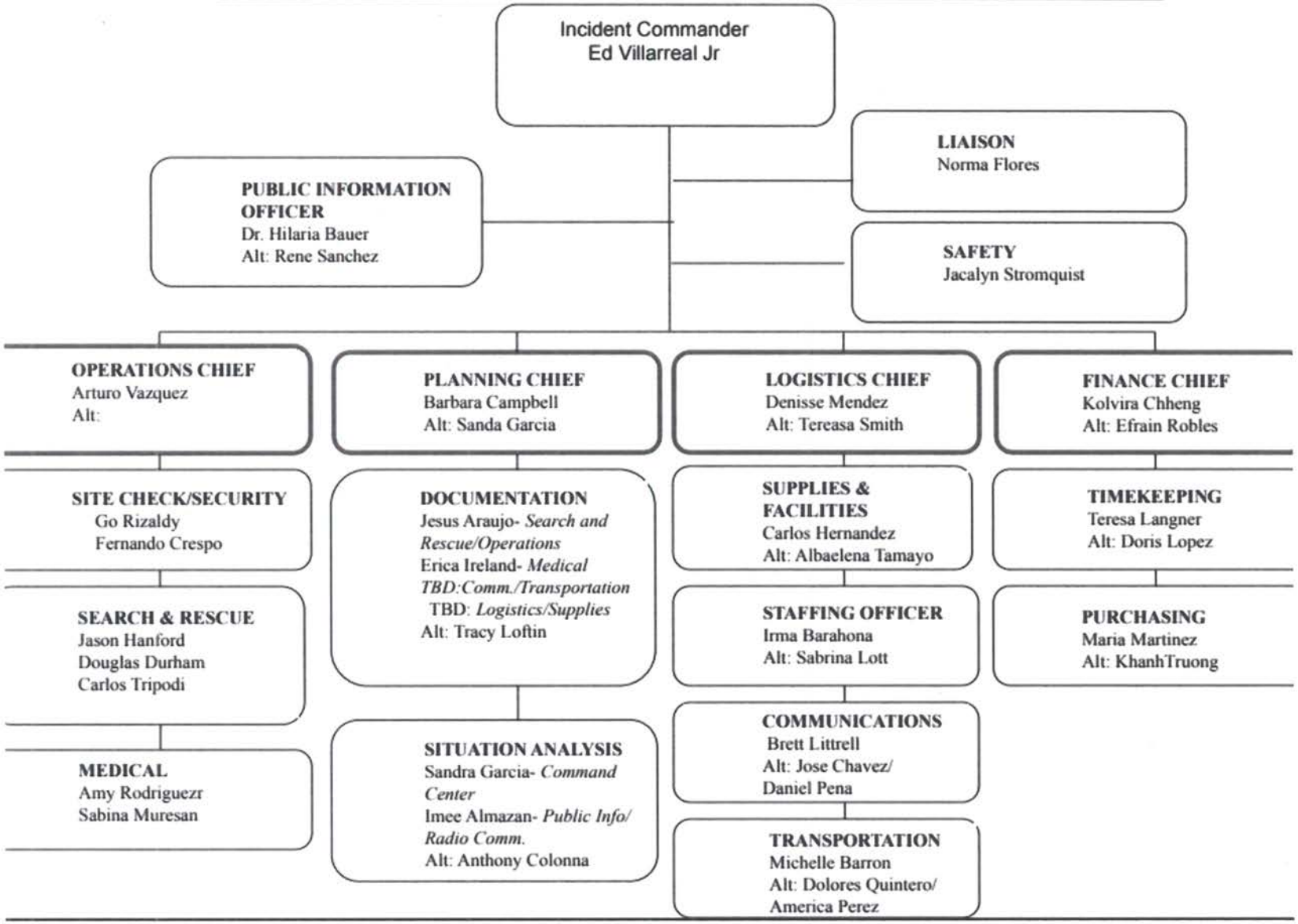
Primary: WC Overfelt High School
Secondary: Hillview Park

District Emergency Directory

The principals of this school have the Confidential Emergency Call list handed out at the October 2021 management meeting.

Rev. Sept 2021

SITE COMPREHENSIVE SAFETY PLAN
Alum Rock Union Elementary School District Offices – 2930 Gay Avenue San Jose, CA 95127



Emergency Communications

When emergencies occur, communication is key to ensuring appropriate parties are notified regarding the extent of the incident and what needs to be done. Below is a checklist as to how emergency communications may be conducted at your school.

Internal communications will be via:

- ❑ Public address systems.
- ❑ Emails.
- ❑ Message runner.
- ❑ District telephone/emergency radio to administration offices.

External communications will be via:

- ❑ The main communications network.
- ❑ News bulletins, as needed, by appointed personnel only.

In-district communications will be via:

- ❑ Telephone, if operable.
- ❑ District internal communications.
- ❑ Superintendent or designated Public Information Officer and/or Principal will release information to news media and prepare necessary bulletins.

A Crisis Communications Center will need to be established to collect and release information if the emergency is of a continuing nature.

Briefings/bulletins will be necessary in a continuing emergency, especially when school remains open.

- ❑ Use established communication channels to keep employees, students, parents, essential communicators and community informed.
- ❑ Keep secretaries briefed on situation changes and what to tell people who phone the School District.
- ❑ Hold briefings with employees, labor association leaders, Board President, student leaders and other key communicators.
- ❑ Enact telephone tree in order to communicate updates.
- ❑ Prepare bulletins to distribute to employees, students, parents and essential communicators, as needed.
- ❑ Supply Superintendent's office and Student Services with a copy of each bulletin.

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process.

News media personnel are not to be on school grounds, except in designated areas.

Staffs are to report any news media personnel that appear elsewhere on campus.

Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process.

News media personnel are not to be on school grounds, except in designated areas. Staff is to report any news media personnel that appear elsewhere on campus.

Media Protocol

WHAT TO DO WHEN YOU RECEIVE A CALL OR REQUEST FROM THE PRESS!

Step 1: Contact The Superintendent's Office...

Ask a few preliminary questions to identify what information the reporter is requesting so you can better provide answers and information.

Step 2: Superintendent's Staff May Ask Clarifying Questions As Follows...

- *What is this about?*
- *Are you looking for specific data/information?*
- *What specific questions do you have regarding the topic?*
- *Do you have prepared questions you would like to email me?*
- *Have you already contacted the Superintendent about the topic?*
- *The Superintendent's office number is (408) 928-6822*
- *What is your deadline?*

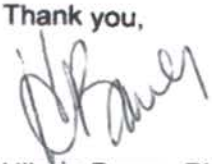
Step 3: Notify The Superintendent...

Call the Superintendent at (408) 928-6822 to inform them that you have received a media inquiry and be ready to transmit any and all information you were able to get from the reporter.

Step 4: Final...

The Superintendent will coordinate with the individuals who need to be involved and will get back to you as to how to proceed. They will provide you with any necessary information or follow-up plans. DO NOT contact the reporter until you have spoken with the Superintendent's Office and they have directed you to do so. More often than not, media inquiries will be completed/finalized by the Superintendent's office.

Thank you,



Hilaria Bauer, Ph.D.
Superintendent

Site Comprehensive Safety Plan.

Alum Rock Union Elementary School District

EOC Message Form

Date	Priority (Circle one) **EMERGENCY** (Life Threatened) **URGENT** (Property Threatened) **ROUTINE** (All Others)
Time	

	Name	FROM	Name
	Title		Title
	Location		Location

Check One □Take Action □For Information □Other

Category	Number	Description
A.	#_____	**Fatalities**
B.	#_____Minor	**Injuries** **Minor:** In need of First Aid attention only
C.	# of Injured	**Injuries (Ambulance)**
	#_____Major	**Major:** Unable to treat on site, i.e. airway & breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.
	#___Moderate	**Moderate:** Burns, major multiple fractures, Back injuries with or without spinal cord damage
D.	**Circle one**	**Property Damages**
	Major	**Major damage:** building collapse, building leaning, major ground movement causing large cracks in ground.
	Moderate	**Moderate damage:** Falling hazards present, hazard present (toxic/chemical spill, broken gas line, fallen power lines).
	Minor	**Minor damage:** Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows.
E.	**__Ambulance** **__PG&E** **__Other**	**Resources Needed** **___ Other: (describe)**

□

Transmit only the data within the box above in 30-45 seconds. After transmission, wait for EOC's request to elaborate.

Additional Information:

Disposition:

Action Requested By: (Name)

Time Action provided:

Media Contact Information

Media Contact Information			
Television Stations	**Telephone**	**Fax Numbers**	**Email**
KPIX Channel 5	415-765-8610	415-765-8916	
KRON Channel 4	415-441-4444		4listens@kron4.com
KGO-TV/NBC-Channel 7	415-954-7777		ureport@kgo.tv.com
KQED TV Channel 9	415-864-2000	415-553-2456	
KNTV Channel 11	408-432-6221		newstips@nbcbayarea.com
KDTV Channel 14	415-538-8000		noticias14@univision.net
KTVU Fox 2	510-874-0400		newstips@foxtv.com
KSTS Channel 48	408-944-4848		noticierot48@telemundo.com / kstsnewsdesk@nbcuni.com
Radio Stations	**Telephone**	**Fax Numbers**	**Email**
KBAY FM/KEZR FM	408-287-5775	408-293-3341	
KGO AM	415-216-1300		producers@kgoradio.com
KLIVE AM	408-293-8030	408-995-0823	
KCBS	415-765-4112		kcbsnewsdesk@cbs.com
Newspapers	**Telephone**	**Fax Numbers**	**Email**
San Jose Mercury News	408-920-5446		crime@mercurynews.com
Milpitas Post	408-262-2454		postletters@bayareanewsgroup.com
Bay City News	510-251-8100		newsroom@baycitynews.com
La Alizanza	408-272-9394		rossana@alianzanews.com
LaOferta Review	408-436-7850	408-436-7861	frank@laoferta.com
El Observador	408-938-1700		angelica@el-observador.com

Recovery

It is critical to provide a mental health response for students, staff and parents after a crisis that has impacted a school. Often, this can be provided by district or local community resources.

Victims of a crisis experience a real need to return to normal, but normal as they once knew it is forever gone and changed. Counselors and crisis survivors find the concept of a "new normal" to be very reassuring and accurate.

One of the most important actions is simply to listen and allow victims to express his/her own needs and feelings. Encouragement and support, while avoiding judgmental remarks, is the goal.

When the needs of the victims exceed the immediate resources available to the school, Santa Clara County Mental Health and the agencies working under its umbrella is available to support schools.

Numerous agencies under the Santa Clara County Mental Health Department umbrella currently provide on-going mental health services to students and families both at schools and within the neighborhood communities. These services are provided by licensed therapists, social workers or supervised interns. The services typically involve a one-on-one or family-oriented approach requiring a different skill set than an emergency mental health response to a community or school crisis.

JOINT PROTOCOLS:

To best prepare for and manage the mental health recovery phase, faith-based, private and public school districts within San Jose, Santa Clara, Sunnyvale, Mountain View, Los Altos and Los Altos Hills and the Santa Clara County Department of Mental Health have agreed that:

(1) Schools and/or school districts require, as part of their Memorandums of Understanding with agencies and/or universities, all interns, therapists and mental health workers complete a crisis response training with the Santa Clara County Mental Health Department before reporting to their assigned campuses.

(2) In the event of a major crisis at a school site, or multiple school sites, the school district will determine if additional mental health support is required or anticipated. The District or School Logistics Officer or designee can notify the Ethnic Population Services Specialist at the Santa Clara County Mental Health Department. A licensed mental health representative will immediately be sent to the incident location to conduct an initial assessment and make recommendations to the school/district and Mental Health Department and its partnering agencies as to the requirements for a responding mental health team(s).

(3) The lead supervisor will work in concert with the school/district representative to help identify appropriate teams/agencies that can best address the needs of students, staff and families.

(4) The lead supervisor will work in concert with the school/district representative to ensure that teams have the correct credentials, provide appropriate triage services that do not compromise police/fire investigations and are rotated to avoid fatigue.

(5) In police, fire or district debriefings with school staff, parents and impacted students, a representative from the Santa Clara County Mental Health Department or one of the partnering agencies will be in attendance in order to make referrals for support services as required by the attendees.

Chapter

8

Appendices

Annual Emergency Awareness/ Preparedness Checklists & Forms

The following checklists highlight areas of school operations, maintenance, security, and personnel that may pose opportunities for risk reduction. Use this checklist as a proactive tool to generate awareness over the potential for terrorist acts, at a time when it is needed most.

The recommendations contained in this checklist are not intended to represent or to replace a comprehensive school security program. Such a program would include much more. Many of the procedures included in the checklist are routine in districts with full-time security operations. Whether your school district has full-time security coverage, or has minimal security resources, these recommendations may be used as a focal point around which to build an appropriately renewed sense of awareness.

The following forms are designed to use on an annual basis to meet emergency preparedness requirements. Districts may already have their own forms and can substitute those if desired.

Renaissance Academy

Annual Site Awareness Checklist
2022 – 2024

Recommendation	Steps	Participants	Completed
Review employment screening policy & procedure	☐ Does your screening process include volunteers, cafeteria workers, mechanics, bus drivers, and security, in addition to educational staff? ☐ Does your procedure allow for actual searches of courthouse records, rather than database searches, which are typically not accurate? ☐ Do you searchers do Social Security Number traces to identify any out-of-state venues that should be checked? ☐ Do your outside contracts use due-diligence screening procedures to check the backgrounds of their workers who regularly visit your school?	Security Human Resources	
Review the physical security of bus yards and garages; review transportation security in general	☐ Are vehicle garages alarmed, and are the alarms in working order? ☐ Are fenced-in areas gated, locked, and adequately illuminated at night? ☐ Do drivers do "pilot inspections" of their vehicles before placing them into service each day? Is this done again after each time the vehicle has been left unattended? ☐ Are bus drivers equipped with two-way radios or cell phones? ☐ Are drivers trained to be aware of and to report suspicious vehicles that appear to be following their busses during their routes? ☐ Do drivers keep a student roster for each bus route, to include student name, address, primary and secondary emergency contact numbers, and medical authorization information?	Security Contract Bus Operators Health Staff	
Review the adequacy of physical security in and around campus buildings	☐ Are alarm systems working and have they been tested? This should include main campus buildings as well as maintenance and storage facilities. ☐ Are keys to campus and administration buildings adequately controlled? ☐ Are alarm pass codes changed when an employee leaves the school district? Make sure codes are not shared. ☐ Is exterior lighting working and is illumination adequate? ☐ Is interior lighting (night lighting) working and is illumination adequate?	Security Maintenance Operations	
Review access control procedures and		Everyone	

Recommendation	Steps	Participants	Completed
heighten employee awareness	☐ Are doors that should remain locked from the outside during the day kept locked, and are these doors checked periodically to make sure they are secure? Train all employees to check these doors but consider assigning someone to check them as well. ☐ Are staff members trained to approach and to "assist" strangers of any age who are observed in and on school property? Report those who have difficulty explaining their presence. ☐ Has a visitor log and ID badge system been implemented?		
Train everyone to recognize and report suspicious activities on campuses.	☐ Are persons taking pictures or filming campus activities questioned about their authorization to do so? ☐ Be alert for suspicious vehicles that seem to have no apparent purpose for being on campus, or, that come, go, and then reappear again. ☐ Are specific individuals assigned to inspect the outside of campus buildings throughout the day, and to report unattended packages or vehicles near building perimeters? ☐ Have you developed a plan to handle reports of suspicious activity? ☐ Is everyone trained to report unattended or otherwise suspicious packages found inside campus buildings? Is this specific issue placed on routine checklists for maintenance and custodial personnel? ☐ Do personnel know what to do if a suspicious package is found? ☐ Have you considered a policy that requires staff and students to visibly identify backpacks, book bags, briefcases and gym bags with luggage style ID tabs? ☐ Are food services personnel trained to be aware of suspicious people in their food preparation area? ☐ When large attendance events occur on campus, are security measures in place and awareness levels heightened to assist in detecting suspicious acts?	Everyone	
Implement a "tip-line" program that allows	☐ Do you have a zero tolerance for verbal threats of any kind?	Student Services	

students, teachers, parents, staff, and other members of the school community to report issues anonymously, if they choose.	☐ Do all members of the school community know that any threat, or information about a potential threat, must be reported? And, do they understand that there is no such thing as a threat intended as a joke? ☐ Do students and staff know that they are responsible for informing the principal/site administrator about any information or knowledge of a possible or actual terrorist threat or act? ☐ Have you communicated a hard stand on hoaxes intended to mimic terrorist acts? Do students know that these hoaxes are crimes in themselves?	Security Human Resources	
Work closely with local law enforcement and health officials.	☐ Have you made local law enforcement a partner in your district plans? ☐ Are parking regulations, particularly fire zone regulations, strictly enforced? ☐ Does local law enforcement have copies of building blueprints, to include ventilation system, and electrical plans? ☐ Has local law enforcement been given the opportunity to conduct exercises on school property and on busses? ☐ Have you determined contact protocol with local health officials if bio-terrorism is suspected?	Security Clinical Staff Crisis Management Team	
Train staff on identifying and handling suspicious packages and letters.	☐ Have you download and posted the FBI advisory (poster) regarding suspicious packages from www.fbi.gov? ☐ Or, the US Postal Inspection Service poster on identifying suspicious packages from www.usps.gov? ☐ Have you considered publicizing the availability of this information to others in the school community for personal use?	Mail room Secretarial Security	

Renaissance Academy
Safety Plan Annual Emergency Plan Checklist
2022 – 2024

Site: **Site Checklist**
Due By: **December 2021**
Submit To: **Student Services, Norma Flores**

This is a checklist to help Principals organize and meet the site requirements mandated by the Emergency Preparedness Plan. It is recommended that each Principal appoint a Site Disaster Committee comprised of staff, PTA, and students (optional), to help carry out the tasks of this checklist.

Check		Requirement
	1.	Read the District Disaster Plan, and know the responsibilities of the site manager
		Designate a second-in-command and a backup
	3.	Orient staff to District Disaster Plan, review site procedures (staff meeting)
	4.	Update site plan, assign staff responsibilities (complete staff roster sheet)
	5.	Schedule necessary training (First Aid, CPR, Search & Rescue)
	6.	Schedule drills: Fire, Earthquake, Code Red, Communications
	7.	Complete site map, post as required, and forward a copy to Student Services
	8.	Complete Site Hazard Survey
	9.	Complete Classroom Hazard Survey Summary
	10.	Submit Classroom Hazard Survey Summary to Student Services
	11	Participate in test of District Radios
	12	Check battery-operated radios
	13	Check location and condition of 2 meter radio antennae and the base for installing the antennae if appropriate.
	14	Complete supplies and equipment inventory to include classroom emergency kits
	15	Order supplies and equipment as necessary
	16	Evacuation areas/alternative identified for all classes
	17	Communications to parents and students about disaster procedures
		District Student Release Policy Emergency Information Cards
	18	Complete Emergency I.D. Tags collected and put into Classroom Emergency Kits if appropriate.
	19	Assess food supplies as applicable.
	20	Meet with child care provider and coordinate disaster preparedness plans

Principle Signature Date

Renaissance Academy

Annual Site Hazard Survey
2022 – 2024

Site Hazard Survey I

Principals are required to conduct an annual Site Hazard Survey. The survey should be completed early each fall, signed, and submitted to the Student Services by November 20, 2012. (Please put N/A by any items that are not applicable.)

The purpose of the Site Hazard Survey is to check for safety hazards outside of the classroom. The survey shall include evaluation of interior and exterior portions of buildings as well as school grounds.

The Site Hazard Survey shall include assessment of the following areas.

- ❒ 1. Proximity of toxic, flammable, corrosive, chemically, or reactive materials
- ❒ 2. Proximity of high voltage power lines has been considered in establishing the site evacuation plan
- ❒ 3. Likelihood and possible effects of flooding or landslides
- ❒ 4. Probably safety of evacuation areas after an earthquake; proximity of gas, water, and sewer lines, or sprinklers
- ❒ 5. Water heaters are strapped
- ❒ 6. Objects that restrict people from moving to a safe place (tables an desks in hallways) etc.
- ❒ 7. Janitorial areas: storage of tools and cleaning chemicals (keep a 3 foot clearance in front of all electrical panels)
- ❒ 8. Storerooms: heavy items stored on high shelves, shelving secured (keep 3 foot clearance in front of all electrical panels)
- ❒ 9. All computers and peripherals should be situated so as not to create a tipping hazard
- ❒ 10. Machine shop and woodshop: equipment should be bolted down
- ❒ 11. Large and heavy office machines: restrained and located where they will not slide, fall off computers, or block exits
- ❒ 12. Sound system speakers and spotlights: secure
- ❒ 13. Compressed gas cylinders: secured top and bottom with a safety chain
- ❒ 14. Weight room/motor development room equipment: racks anchored and weights properly stored
- ❒ 15. Laboratory chemicals on shelves: restrained

Renaissance Academy
Annual Site Hazard Survey II

2022-2024

GENERAL GUIDELINES	OK	Needs Attention	Comments
CAMPUS			
Signs Posted, Controlled Access			
Traffic review, parking, fire lanes			
Adequate surfacing, lighting			
Safety Plan			
Required Postings			
ASSEMBLY ROOMS			
Exits clear, exit & emergency lights			
Floors, seating maintained			
Stage: clean, clear exits, wiring			
Kitchen: clean, safe food storage			
ATHLETIC FACILITIES			
Bleachers, fences, backstops			
Stairs, ramps, walkways, gates			
Surfacing in common areas			
Equipment			
INDUSTRIAL ARTS			
All guards, shields, covers in place			
Aisles clear, material storage			
First aid kits; eye wash operable			
Dust collection/housekeeping			
Compressed gas cylinders secure			
Protective equipment, safety training			
Safety signs posted, enforced			
SCIENCE ROOMS			
Hazardous material storage			
Adequate ventilation, fume hoods			
Eyewash, gas shut-off			
Safety training			
Safety signs posted, enforced			
EMERGENCY PREPAREDNESS			
Fire extinguishers checked monthly			
Fire and Earthquake drills conducted			
First Aid Equipment in place			
Evacuation routes posted			
Staff Training on Emergency Procedures			

Renaissance Academy
Annual Classroom Hazard Survey
2022-2024

Nonstructural hazards are caused by the furnishings and nonstructural elements of a building. Anything that does not actually hold the building up is nonstructural, including floors, ceilings, windows, and all furnishings. In California schools, nonstructural hazards represent the greatest threat to the safety of students and staff. Eliminating these hazards can reduce injuries significantly.

Each Fall, every teacher shall assess his/her classroom for hazards and correct any he/she can; items he/she cannot correct will be submitted to the principal on this form by November 20th. The principal shall submit a completed copy of the school needs with the principal's checklist by November 20th to Student Services.

ROOM NUMBER	
Deficiencies to be corrected by maintenance staff:	
Free standing shelves over 4 feet tall secured to floor or wall	
File cabinets bolted to wall	
File cabinet drawers have latches	
Paints and chemicals restrained on shelves	
Wall-mounted objects are secured	
Sound system speakers are secured to building	
TV securely fastened to platform or cart	
Deficiencies to be corrected by school personnel:	
Heavy objects removed from high shelves	
Aquariums located on low counter or restrained	
Computers fastened to work station	
Desks and tables cannot block exits	
Cabinets or equipment on wheels cannot block doorway	

Renaissance Academy
Safety Plan Annual Drill Report
2022-2024

Date	Time		Please place a ✔below for which drill has been completed.					Principal's Signature
	Start	End	**Radio Communications**	**Fire**	**Earthquake**	**Code Red**	**Other Drills**	

2022-2024 Renaissance Academy
ANNUAL DISASTER SERVICE WORKER SURVEY

General Information		
1. Name	Renaissance Academy	
2. Position	Public School	
3. Location	1720 Hopkins Drive San Jose, CA 95122	
4. Work Phone/Ext.	408-928-1950	
5. Home Phone		
Specialized Skills		
1. Bilingual?	Yes: 4	If yes, Language(s):
2. CPR Certified?	None	If yes, Expiration Date:
		If no, are you willing to be trained? Yes: No:
3. First Aid Certified?	None	If yes, Expiration Date:
		If no, are you willing to be trained? Yes: No:
4. CERT (Trained?	None	If yes, Expiration Date:
		If no, are you willing to be trained? Yes: No:
5. Simple Triage/Rapid Assessment Trained?	None	If yes, Expiration Date:
		If no, are you willing to be trained? Yes: No:
Personal Responsibilities		
1. Children?	Yes: 9	If yes, ages:
2. Special needs?	None	If yes, please describe:
2. Elderly parents?	Yes: 2	Comments:
3. Pets?	Yes: 4	Comments:
4. Other caregivers available?		Comments:
5. Other		
In an Emergency – Confidential		
1. Anything you want us to know? Special Needs? Medications?		
2. Other:		

2022 - 2024
AMERICAN RED CROSS

RECOMMENDED EMERGENCY SUPPLIES FOR SCHOOLS

Drawn from lists created by the California Senate Select Committee on the Northridge Earthquake, Task Force on Education, August 1994

Introduction

What to Store
Begin with an analysis of the hazards of the area. Is your school threatened by tornadoes? Earthquakes? Is emergency assistance close at hand or would you have to wait for help if the entire community has been impacted? Do you think you will need tools for clearing debris? Remember that any school in the country could be locked down due to an intruder or gunfire in the area, so all schools should be prepared to have their students stuck inside the building for many hours. Similarly, all schools face the potential of a hazardous materials spill nearby, requiring the school to shelter-in-place with doors and windows closed and heating systems off. Adjust the supplies for extreme heat or cold temperatures. If your plan includes Search & Rescue teams for light search and rescue following an earthquake, tornado or other damaging event, stock supplies for the number of teams assigned.

Budget
Adjust the list, prioritizing for limited budget and storage space, if necessary. Develop a plan to phase in the supplies. Contact local service clubs and vendors for assistance.

How Much to Store
Make some planning assumptions. Do most of your students' families live nearby or do some of them commute long distances? Some schools could be cut off for days if a bridge or the main highway is blocked. If you determine that most of your students could be picked up in most emergencies within a day, then begin by stocking supplies for one day. Some schools plan that half their student body will be picked up by parents within one day, half the remainder within a day, and the remainder within another day; these schools stock supplies for 100% for day one, 50% for day two, plus 25% for day three. Other schools stock supplies for 3 days, the recommendation of many emergency management agencies. Remember to factor in the number of staff and other adults who may be on campus.

Storage
Determine where to store emergency supplies. Every classroom should have some supplies and there should be a cache of supplies for the whole school. Many schools in California and other states threatened by earthquakes use outdoor storage, anticipating the possibility of having to care for students outside the buildings. They use an existing building or a cargo container, also called a land-sea container, purchased used and installed near the emergency assembly area. Schools with limited budgets and/or temperature extremes may opt to store their supplies in various caches throughout the school facility, primarily in locked closets or classrooms. Many schools stock supplies in (new) trash barrels on wheels. Do not store water in the barrels because it may leak and destroy everything else. Make sure that there are keys to ensure access to the supplies during an emergency, including access by programs such as day care and after-school events. Plan an annual inventory, replacing water and other items with limited shelf life as necessary.

Recommended Supplies
The following lists address classroom kits, supplies for the whole school and Search & Rescue gear.

Classroom Kit

- Leather Work gloves
- Latex gloves: 6 pairs
- Safety goggles: 1 pair
- Small First Aid kit
- Pressure dressings: 3
- Crow bar
- Space blankets: 3
- Tarp or ground cover
- Student accounting forms (blank)
- Student emergency cards
- Buddy classroom list
- Pens, paper
- Whistle
- Student activities
- Duct Tape: 2 rolls (for sealing doors and windows)
- Scissors
- Suitable container for supplies (5-gallon bucket or backpack)
- Drinking water and cups (stored separately)
- Toilet supplies (large bucket, used as container for supplies and toilet when needed, with 100 plastic bags, toilet paper, and hand washing supplies)
- Portable radio, batteries or other communication system
- Flashlight, batteries
- Push broom (if classroom includes wheel chairs)

Supplies for the Whole School: Water, First Aid, Sanitation, Tools, Food

Water

- ½ gallon per person per day times three days, with small paper cups

First Aid

- Compress, 4 x 4": 1000 per 500 students
- Compress, 8 x 10": 150 per 500 students
- Elastic bandage: 2-inch: 12 per campus; 4-inch: 12 per campus
- Triangular bandage: 24 per campus
- Cardboard splints: 24 each, small, medium, large
- Butterfly bandages: 50 per campus
- Water in small sealed containers: 100 (for flushing wounds, etc.)
- Hydrogen peroxide: 10 pints per campus
- Bleach, 1 small bottle
- Plastic basket or wire basket stretchers or backboards: 1.5/100 students
- Scissors (paramedic): 4 per campus
- Tweezers: 3 assorted per campus
- Triage tags: 50 per 500 students

- Latex gloves: 100 per 500 students
- Oval eye patch: 50 per campus
- Tapes: 1" cloth: 50 rolls per campus; 2" cloth: 24 per campus
- Dust masks: 25 per 100 students
- Disposable blanket: 10 per 100 students
- First Aid books: 2 standard and 2 advanced per campus
- Space blankets: 1 per student and staff
- Heavy duty rubber gloves: 4 pairs

Sanitation Supplies (if not supplied in the classroom kits)

- 1 toilet kit per 100 students/staff, to include:
- 1 portable toilet, privacy shelter, 20 rolls toilet paper, 300 wet wipes, 300 plastic bags with ties, 10 large plastic trash bags
- Soap and water, in addition to the wet wipes, is strongly advised.

Tools per Campus

- Barrier tape, 3" x 1000": 3 rolls
- Pry bar
- Pick ax
- Sledge hammer
- Shovel
- Pliers
- Bolt cutters
- Hammer
- Screwdrivers
- Utility knife
- Broom
- Utility shut off wrench: 1 per utility

Other Supplies

- Folding tables, 3' x 6': 3-4
- Chairs: 12-16
- Identification vests for staff, preferably color-coded per school plan
- Clipboards with emergency job descriptions
- Office supplies: pens, paper, etc.
- Signs for student request and release
- Alphabetical dividers for request gate
- Copies of all necessary forms
- Cable to connect car battery for emergency power

Food

- The bulk of stored food should be easy to serve, non-perishable and not need refrigeration or heating after opening. Food is generally considered a low priority item, except for those with diabetes and certain other specific medical conditions. One method used by schools is to purchase food at the beginning of the school year and donate it to charity at the end of the year. A supply of granola bars, power bars, or similar food which is easy to distribute, may be helpful. Some schools store hard candy, primarily for its comfort value.

Search & Rescue Equipment

Training on how to do light Search & Rescue is required—contact your local fire department for information on whether such training is offered in your community.

Protective Gear per S&R Team Member

- Hard hat, OSHA approved
- Identification vest
- Leather work gloves
- Safety Goggles
- Dust mask
- Flash light, extra batteries
- Duffel or tote bag to carry equipment

Gear per S&R Team

- Backpack with First Aid supplies
- Master Keys

Homeland Security Advisory System



Homeland Security Advisory System
(Adapted for Santa Clara County)

The Homeland Security Advisory System provides a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities and to the American people. This system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each Threat Condition, Federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.

The following protective measures are general guidelines for schools. **In the event that the threat level increases to RED, school districts may or may not need to take specific protective action. The nature of the emergency will dictate the response.**

Threat Conditions and Recommended Protective Measures

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested protective measures. Each school district is responsible for developing and implementing appropriate specific emergency plans.

GREEN: LOW RISK OF TERRORIST ATTACK

This condition is declared when there is a low risk of terrorist attacks. The following general measures should be considered in addition to any specific plans that are developed and implemented:

- Assign the responsibility for action to the School Emergency Manager to ensure all checklist items are completed.
- Refine and exercise as appropriate, school and district emergency plans.
- Train teachers and staff on the Homeland Security Advisory System and specific emergency plans.
- Assess school sites for proximity and vulnerability to potential terrorist targets (i.e. Commercial occupancies with potential hazards, utility companies, etc) updating plans as needed.
- Develop and implement security procedures, (Assign a member of the school staff to ensure that this checklist item is completed).
- Conduct routine inventories of emergency supplies and medical kits.
- Include a weekly check of the generator when applicable.
- Know how to turn off water, power, and gas to your facilities.
- Budget for security measures.
- Advise all personnel to report the presence of unknown suspicious persons, vehicles, mail, and other suspicious activities.
- Develop visitor identification and sign in procedures.
- Arrange for staff members to take a First Aid/CPR course.
- All school keys should include the provision for "Do Not Duplicate"
- Review and update the Emergency Call-in List.

BLUE: GENERAL RISK OF TERRORIST ATTACK

This condition is declared when there is a general risk of terrorist attacks. All general measures listed in green alert conditions should be taken, and the following general measures should be considered, in addition to any specific plans that are developed and implemented:

- Communicate the change in threat level to all staff members.
- Check and test emergency communications, coordinate with all school sites and staff.
- Review and update emergency response procedures.
- Provide parents or guardians with any information that would strengthen a school's ability to respond to a terrorist threat.
- Mark keys with "Do Not Duplicate". (See Condition Green)
- Conduct routine perimeter checks of site, checking integrity of fencing, locks, and ensuring appropriate security signage is in place.
- Review and update emergency call-in list.
- Review current emergency communication plan to notify parents in times of emergency; disseminate information to families of students, staff, and faculty.
- Test your generator once per week.

YELLOW: SIGNIFICANT RISK OF TERRORIST ATTACK

An Elevated Condition is declared when there is a significant risk of terrorist attacks. All general measures listed in green and blue alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

- Communicate the change in threat level to all staff members.
- Review whether the precise characteristics of the threat require the further refinement of any current emergency plans.
- Implement, as appropriate, contingency emergency response plans.
- Identify and monitor government sources for warnings.
- Review mail handling, and delivery of packages procedure with staff.
- Consider escorts for building visitors.
- Check site for potential hazards such as unattended packages, unauthorized vehicles, or perimeter violations.
- Increase perimeter checks of site, check buildings for unattended packages, and report any suspicious activity or circumstances to law enforcement immediately.
- Test your generator once per week.

ORANGE: HIGH RISK OF TERRORIST ATTACK

A High Condition is declared when there is a high risk of terrorist attacks. All general measures listed in green, blue, and yellow alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

- Communicate the change in threat level to all staff members.
- Identify the need for any additional security and coordinating efforts, if necessary, with your local Emergency Manager.
- Be alert to parent, staff, student concerns to determine when/how to communicate.
  a. Communication should focus on reassurance that school is a safe place
     i. Reminder – schools have existing safety plans
     ii. Reminder – schools practice their safety procedures
     iii. Reminder – schools have an outstanding ongoing working relationship with law enforcement and excellent communication networks.
- Evaluate school events and take additional precautions, if necessary.
- Consider assigning mental health counselors for students, staff and faculty, if needed.
- Discuss student's fears concerning possible terrorist attacks and offer available resources.
- Consider reducing site ingress and egress points to an absolute minimum.
- Refuse access to people who do not have identification or a legitimate need to enter the site.
- Inspect all deliveries; restrict parking near buildings, and report suspicious vehicles to local law enforcement.
- Consider parking controls or special restrictions at all sites
- Test your generator once per week.



A Severe Condition reflects a severe risk of terrorist attacks. **Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. The Santa Clara County Emergency Operations Center, located at 4985 Broader Blvd. Dublin, will be occupied initially during the first 24 hours** of a RED threat level. (Continued operation will be determined on an as-need basis.)

The Santa Clara County Office of Education will provide staff at the **Santa Clara County Office of Emergency Operations Center** to serve as a communication link and information clearinghouse to all districts in the county. Information will be disseminated as warranted through mass e-mail, telephone, or via amateur radio to the identified School Emergency Managers in each district.

All general measures listed in green, blue, yellow, and orange alert conditions should be taken, and the following measures should be considered, in addition to any specific plans that are developed and implemented:

- Make contact with your day-to-day local Emergency Manager or assigned contact to ensure a reliable line of communication during the red level.
- Test communication lines - including e-mail link to ACOE, telephone lines, or amateur radio.
- Make sure cellular phone is charged and ready along with adequate batteries for AM/FM radios, pagers, etc.
- Communicate the change in threat level to all staff members.
- Monitor e-mails and telephone calls from the ALCO EOC for updates during crisis.
- Gather and provide related information to students, staff and parents.
    A. review communication guidelines under Orange Threat Level
    B. reminder – In the event of a RED threat level, school districts have a direct communication link via amateur radio to the Santa Clara County Emergency Operations Center. They receive timely, accurate information, from which to make decisions affecting the safety and welfare of students.
- Assess the threat condition on a regular basis and evaluate whether any further protective measures are needed.
- Consider canceling special events.
- Consider closing campuses, if necessary.
- Maintain close contact with your local Emergency Manager.
- Monitor all deliveries and mail to your buildings.
- Provide security for parking lots; deploy personnel to observe and report to Law Enforcement to protect facility.
- Be prepared to Evacuate, Lockdown, or Shelter in Place if ordered.
- Ensure mental health counselors are available for students, staff and faculty.

Listed below are websites that provide additional information.

http://www.ready.gov	Disaster Preparedness Information
http://:www.whitehouse.gov	White House
http://:www.dhs.gov	Federal Department of Homeland Security
http://:www.nasponline.org	National Association of School Psychologists
http://www.fema.gov/	Federal Emergency Management Agency
http://www.oes.ca.gov/	California Office of Emergency Services
http://www.bt.cdc.gov/	Centers for Disease Control and Prevention
http://www.fbi.gov/	Federal Bureau of Investigation
http://www.sccoe.org/	Santa Clara County Office of Education

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

10.01

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: February 25, 2022

Subject: **Second Interim Financial Report**

Staff Analysis: The Second Interim Report is one measure designed to help the County and ultimately the State to monitor each school district's fiscal health. According to the State requirements, in order to have a Positive Certification, ARUSD must project at least 3% in unrestricted reserves in each of the current and following two years. Districts that may not meet this requirement receive a qualified budget certification and Districts that do not demonstrate that they will meet this requirement receive a negative budget certification. If any problems are anticipated, the County will offer immediate fiscal management advisory services.

School districts in California are required to maintain their financial affairs in accordance with prudent financial management principles. Those principles were strengthened and codified in 1991 with the passage of AB 1200. The increased oversight provided by AB 1200 was in response to a number of school district near-bankruptcies, requests for state loans, and defaults on school district financial obligations.

The statute requires school districts to self-certify budgets, interim reports, unaudited actuals, and disclosure statements related to collective bargaining. The law also requires county offices of education (COE) to review the various certifications and determine whether the financial position of the district is in conformance with state-recommended standards and criteria. The COE is empowered to initiate action if problems are disclosed or discovered. That action may take the form of additional questions or warnings, a lowering of the self-rating from "positive" to either "qualified" or "negative," appointment of a fiscal advisor, or more stringent measures if the situation warrants.

The Alum Rock Union Elementary School District is presenting a Positive Certification of its financial condition. This means that the District will meet its financial obligations for the current fiscal year or two subsequent fiscal years.

Recommendation: Staff recommends approval of the Second Interim Financial Report.

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

To the Board of Trustees: Meeting: March 10, 2022
Regular Board Meeting

Recommend Approval

10.01
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

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

10.02

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: March 1, 2022

Subject: **Update on RFP for Bond Counsel**

****INFORMATION ONLY****

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

To the Board of Trustees: Meeting: March 10, 2022
Regular Board Meeting

Information Only

10.02
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

11.01

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

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Approval and Ratification of Tentative Agreement between the Alum Rock Union Elementary School District and Teamsters Local 150, for the period of July 1, 2020 - June 30, 2023.**

Staff Analysis:

The District and Teamsters Local 150 have reached the attached Tentative Agreement on collective bargaining issues for the period of July 1, 2020 - June 30, 2023.

Recommendation:

District administration is recommending that the Board of Trustees approve and ratify the Tentative Agreement, pending ratification by Teamsters Local 150 members.

Submitted by: Tereasa Smith Title: Director, Human Resources

To the Board of Trustees: **Recommend Approval**

11.01

Agenda Placement

Meeting: March 10, 2022
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

AND

TEAMSTERS LOCAL #150

March 1, 2022

District Proposal

Article 5 Duration

5.1 Length of Agreement. This Agreement, upon ratification by both parties, is effective from July 1, 2020 through June 30, 2023. For year three of this Agreement, the parties shall negotiate Article 22 "Pay and Allowance" and Article 17.1 "Bargaining Unit Member and Dependent Insurance Coverage" plus two (2) articles each on the 3rd year of the contract.

Article 7 Seniority
Status quo

Article 8 Transfer and/or Promotion
Status quo

Article 9 Notice of Layoff
Status quo

Article 14 Vacation and Holiday
Add Juneteenth Holiday
Status quo

Article 17 Bargaining Unit Member and Dependent Insurance Coverage
Status quo

Article 19 Job Descriptions
Status quo

Article 22 Pay and Allowance

Article 22.1.1 Effective July 1, 2021, the District shall increase the salary schedule for all bargaining unit members by 3.25%.

In addition, all bargaining unit members shall receive a one-time, off the salary schedule payment of 3% for the 2021-2022 school year based on the Teamsters salary schedule/earnings for the 2021-22 school year. Bargaining members with less than a 0.75 FTE (Full-Time Equivalent), or members who worked a portion of the year, shall be paid the off schedule payment on a pro-rated basis. This one-time payment applies to any bargaining unit members in paid status during the 2021-2022 school year.

22.9 Longevity Increments
Effective July 1, 2021, Step 21 shall be increased by 1% for all ranges.

New Article
Article 11.1

Catastrophic Leave Bank
During the 2021-2022 school year, District and Teamsters shall establish a work group to determine language for a catastrophic leave bank.

Teamsters Local #150

Date: 3/01/2022

Alum Rock Elementary School District

Date: 3-1-22

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
12 MTH SALARY SCHEDULE
TEAMSTERS
2021-22 (3.25%)

Board Approved: Pending
Effective: July 1, 2021

QSS	Book		01	02	03	04	05	06	09	12	15	18	21
1	1.0	ANN	$ 33,296.41	$ 34,407.22	$ 35,573.56	$ 36,823.22	$ 38,156.19	$ 39,655.78	$ 41,794.08	$ 44,043.46	$ 46,265.07	$ 48,458.91	$ 51,215.38
		MO	$ 2,774.70	$ 2,867.27	$ 2,964.46	$ 3,068.60	$ 3,179.68	$ 3,304.65	$ 3,482.84	$ 3,670.29	$ 3,855.42	$ 4,038.24	$ 4,267.95
		DAY	$ 128.06	$ 132.34	$ 136.82	$ 141.63	$ 146.75	$ 152.52	$ 160.75	$ 169.40	$ 177.94	$ 186.38	$ 196.98
		HRS	$ 16.01	$ 16.54	$ 17.10	$ 17.70	$ 18.34	$ 19.07	$ 20.09	$ 21.17	$ 22.24	$ 23.30	$ 24.62
2	1.5	ANN	$ 33,962.89	$ 35,045.93	$ 36,323.36	$ 37,378.62	$ 38,767.13	$ 40,211.18	$ 42,377.25	$ 44,654.40	$ 46,876.01	$ 49,125.40	$ 51,860.48
		MO	$ 2,830.24	$ 2,920.49	$ 3,026.95	$ 3,114.89	$ 3,230.59	$ 3,350.93	$ 3,531.44	$ 3,721.20	$ 3,906.33	$ 4,093.78	$ 4,321.71
		DAY	$ 130.63	$ 134.79	$ 139.71	$ 143.76	$ 149.10	$ 154.66	$ 162.99	$ 171.75	$ 180.29	$ 188.94	$ 199.46
		HRS	$ 16.33	$ 16.85	$ 17.46	$ 17.97	$ 18.64	$ 19.33	$ 20.37	$ 21.47	$ 22.54	$ 23.62	$ 24.93
3	2.0	ANN	$ 34,407.22	$ 35,573.56	$ 36,823.22	$ 38,156.19	$ 39,655.78	$ 40,905.43	$ 43,154.81	$ 45,348.66	$ 47,570.27	$ 49,875.19	$ 52,617.77
		MO	$ 2,867.27	$ 2,964.46	$ 3,068.60	$ 3,179.68	$ 3,304.65	$ 3,408.79	$ 3,596.23	$ 3,779.05	$ 3,964.19	$ 4,156.27	$ 4,384.81
		DAY	$ 132.34	$ 136.82	$ 141.63	$ 146.75	$ 152.52	$ 157.33	$ 165.98	$ 174.42	$ 182.96	$ 191.83	$ 202.38
		HRS	$ 16.54	$ 17.10	$ 17.70	$ 18.34	$ 19.07	$ 19.67	$ 20.75	$ 21.80	$ 22.87	$ 23.98	$ 25.30
4	2.5	ANN	$ 35,045.93	$ 36,323.36	$ 37,378.62	$ 38,767.13	$ 40,211.18	$ 41,766.31	$ 42,738.26	$ 46,181.76	$ 48,458.91	$ 50,680.53	$ 53,403.11
		MO	$ 2,920.49	$ 3,026.95	$ 3,114.89	$ 3,230.59	$ 3,350.93	$ 3,480.53	$ 3,561.52	$ 3,848.48	$ 4,038.24	$ 4,223.38	$ 4,450.26
		DAY	$ 134.79	$ 139.71	$ 143.76	$ 149.10	$ 154.66	$ 160.64	$ 164.38	$ 177.62	$ 186.38	$ 194.93	$ 205.40
		HRS	$ 16.85	$ 17.46	$ 17.97	$ 18.64	$ 19.33	$ 20.08	$ 20.55	$ 22.20	$ 23.30	$ 24.37	$ 25.67
5	3.0	ANN	$ 35,573.56	$ 36,823.22	$ 38,156.19	$ 39,655.78	$ 40,905.43	$ 42,377.25	$ 44,654.40	$ 46,876.01	$ 49,125.40	$ 51,402.55	$ 54,244.55
		MO	$ 2,964.46	$ 3,068.60	$ 3,179.68	$ 3,304.65	$ 3,408.79	$ 3,531.44	$ 3,721.20	$ 3,906.33	$ 4,093.78	$ 4,283.55	$ 4,520.38
		DAY	$ 136.82	$ 141.63	$ 146.75	$ 152.52	$ 157.33	$ 162.99	$ 171.75	$ 180.29	$ 188.94	$ 197.70	$ 208.63
		HRS	$ 17.10	$ 17.70	$ 18.34	$ 19.07	$ 19.67	$ 20.37	$ 21.47	$ 22.54	$ 23.62	$ 24.71	$ 26.08
6	3.5	ANN	$ 36,323.36	$ 37,378.62	$ 38,767.13	$ 40,211.18	$ 41,766.31	$ 43,182.58	$ 45,543.05	$ 47,709.12	$ 50,014.04	$ 52,235.65	$ 54,973.79
		MO	$ 3,026.95	$ 3,114.89	$ 3,230.59	$ 3,350.93	$ 3,480.53	$ 3,598.55	$ 3,795.25	$ 3,975.76	$ 4,167.84	$ 4,352.97	$ 4,581.15
		DAY	$ 139.71	$ 143.76	$ 149.10	$ 154.66	$ 160.64	$ 166.09	$ 175.17	$ 183.50	$ 192.36	$ 200.91	$ 211.44
		HRS	$ 17.46	$ 17.97	$ 18.64	$ 19.33	$ 20.08	$ 20.76	$ 21.90	$ 22.94	$ 24.05	$ 25.11	$ 26.43
7	4.0	ANN	$ 36,823.22	$ 38,156.19	$ 39,655.78	$ 40,905.43	$ 42,377.25	$ 44,043.46	$ 46,265.07	$ 48,458.91	$ 50,708.30	$ 52,957.68	$ 55,815.23
		MO	$ 3,068.60	$ 3,179.68	$ 3,304.65	$ 3,408.79	$ 3,531.44	$ 3,670.29	$ 3,855.42	$ 4,038.24	$ 4,225.69	$ 4,413.14	$ 4,651.27
		DAY	$ 141.63	$ 146.75	$ 152.52	$ 157.33	$ 162.99	$ 169.40	$ 177.94	$ 186.38	$ 195.03	$ 203.68	$ 214.67
		HRS	$ 17.70	$ 18.34	$ 19.07	$ 19.67	$ 20.37	$ 21.17	$ 22.24	$ 23.30	$ 24.38	$ 25.46	$ 26.83
8	4.5	ANN	$ 37,378.62	$ 38,767.13	$ 40,211.18	$ 41,766.31	$ 43,182.58	$ 44,709.94	$ 46,987.10	$ 49,264.25	$ 51,485.86	$ 53,790.78	$ 56,628.61
		MO	$ 3,114.89	$ 3,230.59	$ 3,350.93	$ 3,480.53	$ 3,598.55	$ 3,725.83	$ 3,915.59	$ 4,105.35	$ 4,290.49	$ 4,482.57	$ 4,719.05
		DAY	$ 143.76	$ 149.10	$ 154.66	$ 160.64	$ 166.09	$ 171.96	$ 180.72	$ 189.48	$ 198.02	$ 206.89	$ 217.80
		HRS	$ 17.97	$ 18.64	$ 19.33	$ 20.08	$ 20.76	$ 21.50	$ 22.59	$ 23.68	$ 24.75	$ 25.86	$ 27.23
9	5.0	ANN	$ 38,156.19	$ 39,655.78	$ 40,905.43	$ 42,377.25	$ 44,043.46	$ 45,709.67	$ 47,959.05	$ 50,152.89	$ 52,318.96	$ 54,623.89	$ 57,526.15
		MO	$ 3,179.68	$ 3,304.65	$ 3,408.79	$ 3,531.44	$ 3,670.29	$ 3,809.14	$ 3,996.59	$ 4,179.41	$ 4,359.91	$ 4,551.99	$ 4,793.85
		DAY	$ 146.75	$ 152.52	$ 157.33	$ 162.99	$ 169.40	$ 175.81	$ 184.46	$ 192.90	$ 201.23	$ 210.09	$ 221.25
		HRS	$ 18.34	$ 19.07	$ 19.67	$ 20.37	$ 21.17	$ 21.98	$ 23.06	$ 24.11	$ 25.15	$ 26.26	$ 27.66
10	5.5	ANN	$ 38,767.13	$ 40,211.18	$ 41,766.31	$ 43,182.58	$ 44,709.94	$ 46,459.46	$ 48,708.84	$ 50,958.23	$ 53,207.61	$ 55,401.45	$ 58,171.25
		MO	$ 3,230.59	$ 3,350.93	$ 3,480.53	$ 3,598.55	$ 3,725.83	$ 3,871.62	$ 4,059.07	$ 4,246.52	$ 4,433.97	$ 4,616.79	$ 4,847.60
		DAY	$ 149.10	$ 154.66	$ 160.64	$ 166.09	$ 171.96	$ 178.69	$ 187.34	$ 195.99	$ 204.64	$ 213.08	$ 223.74
		HRS	$ 18.64	$ 19.33	$ 20.08	$ 20.76	$ 21.50	$ 22.34	$ 23.42	$ 24.50	$ 25.58	$ 26.64	$ 27.97

QSS	Book		01	02	03	04	05	06	09	12	15	18	21
11	6.0	ANN	$ 39,655.78	$ 40,905.43	$ 42,377.25	$ 44,043.46	$ 45,709.67	$ 47,486.96	$ 49,764.11	$ 51,957.95	$ 54,124.02	$ 56,373.41	$ 59,209.02
		MO	$ 3,304.65	$ 3,408.79	$ 3,531.44	$ 3,670.29	$ 3,809.14	$ 3,957.25	$ 4,147.01	$ 4,329.83	$ 4,510.34	$ 4,697.78	$ 4,934.08
		DAY	$ 152.52	$ 157.33	$ 162.99	$ 169.40	$ 175.81	$ 182.64	$ 191.40	$ 199.84	$ 208.17	$ 216.82	$ 227.73
		HRS	$ 19.07	$ 19.67	$ 20.37	$ 21.17	$ 21.98	$ 22.83	$ 23.93	$ 24.98	$ 26.02	$ 27.10	$ 28.47
12	6.5	ANN	$ 40,211.18	$ 41,766.31	$ 43,182.58	$ 44,709.94	$ 46,459.46	$ 48,181.21	$ 50,486.13	$ 52,652.21	$ 54,873.82	$ 57,123.20	$ 59,966.31
		MO	$ 3,350.93	$ 3,480.53	$ 3,598.55	$ 3,725.83	$ 3,871.62	$ 4,015.10	$ 4,207.18	$ 4,387.68	$ 4,572.82	$ 4,760.27	$ 4,997.19
		DAY	$ 154.66	$ 160.64	$ 166.09	$ 171.96	$ 178.69	$ 185.31	$ 194.18	$ 202.51	$ 211.05	$ 219.70	$ 230.64
		HRS	$ 19.33	$ 20.08	$ 20.76	$ 21.50	$ 22.34	$ 23.16	$ 24.27	$ 25.31	$ 26.38	$ 27.46	$ 28.83
13	7.0	ANN	$ 40,905.43	$ 42,377.25	$ 44,043.46	$ 45,709.67	$ 47,486.96	$ 49,236.48	$ 51,430.32	$ 53,707.47	$ 55,901.31	$ 58,122.93	$ 60,919.94
		MO	$ 3,408.79	$ 3,531.44	$ 3,670.29	$ 3,809.14	$ 3,957.25	$ 4,103.04	$ 4,285.86	$ 4,475.62	$ 4,658.44	$ 4,843.58	$ 5,076.66
		DAY	$ 157.33	$ 162.99	$ 169.40	$ 175.81	$ 182.64	$ 189.37	$ 197.81	$ 206.57	$ 215.01	$ 223.55	$ 234.31
		HRS	$ 19.67	$ 20.37	$ 21.17	$ 21.98	$ 22.83	$ 23.67	$ 24.73	$ 25.82	$ 26.88	$ 27.94	$ 29.29
14	7.5	ANN	$ 41,766.31	$ 43,182.58	$ 44,709.94	$ 46,459.46	$ 48,181.21	$ 50,152.89	$ 52,318.96	$ 54,623.89	$ 56,845.50	$ 59,067.11	$ 61,929.66
		MO	$ 3,480.53	$ 3,598.55	$ 3,725.83	$ 3,871.62	$ 4,015.10	$ 4,179.41	$ 4,359.91	$ 4,551.99	$ 4,737.12	$ 4,922.26	$ 5,160.80
		DAY	$ 160.64	$ 166.09	$ 171.96	$ 178.69	$ 185.31	$ 192.90	$ 201.23	$ 210.09	$ 218.64	$ 227.18	$ 238.19
		HRS	$ 20.08	$ 20.76	$ 21.50	$ 22.34	$ 23.16	$ 24.11	$ 25.15	$ 26.26	$ 27.33	$ 28.40	$ 29.77
15	8.0	ANN	$ 42,377.25	$ 44,043.46	$ 45,709.67	$ 47,486.96	$ 49,236.48	$ 51,263.70	$ 53,485.31	$ 55,706.92	$ 58,011.85	$ 60,177.92	$ 62,995.48
		MO	$ 3,531.44	$ 3,670.29	$ 3,809.14	$ 3,957.25	$ 4,103.04	$ 4,271.97	$ 4,457.11	$ 4,642.24	$ 4,834.32	$ 5,014.83	$ 5,249.62
		DAY	$ 162.99	$ 169.40	$ 175.81	$ 182.64	$ 189.37	$ 197.17	$ 205.71	$ 214.26	$ 223.12	$ 231.45	$ 242.29
		HRS	$ 20.37	$ 21.17	$ 21.98	$ 22.83	$ 23.67	$ 24.65	$ 25.71	$ 26.78	$ 27.89	$ 28.93	$ 30.29
16	8.5	ANN	$ 43,182.58	$ 44,709.94	$ 46,459.46	$ 48,181.21	$ 50,152.89	$ 52,041.26	$ 54,235.10	$ 56,484.49	$ 58,872.72	$ 61,038.79	$ 63,864.96
		MO	$ 3,598.55	$ 3,725.83	$ 3,871.62	$ 4,015.10	$ 4,179.41	$ 4,336.77	$ 4,519.59	$ 4,707.04	$ 4,906.06	$ 5,086.57	$ 5,322.08
		DAY	$ 166.09	$ 171.96	$ 178.69	$ 185.31	$ 192.90	$ 200.16	$ 208.60	$ 217.25	$ 226.43	$ 234.76	$ 245.63
		HRS	$ 20.76	$ 21.50	$ 22.34	$ 23.16	$ 24.11	$ 25.02	$ 26.07	$ 27.16	$ 28.30	$ 29.35	$ 30.70
17	9.0	ANN	$ 44,043.46	$ 45,709.67	$ 47,486.96	$ 49,236.48	$ 51,263.70	$ 53,207.61	$ 55,401.45	$ 57,595.29	$ 59,872.45	$ 62,149.60	$ 65,127.11
		MO	$ 3,670.29	$ 3,809.14	$ 3,957.25	$ 4,103.04	$ 4,271.97	$ 4,433.97	$ 4,616.79	$ 4,799.61	$ 4,989.37	$ 5,179.13	$ 5,427.26
		DAY	$ 169.40	$ 175.81	$ 182.64	$ 189.37	$ 197.17	$ 204.64	$ 213.08	$ 221.52	$ 230.28	$ 239.04	$ 250.49
		HRS	$ 21.17	$ 21.98	$ 22.83	$ 23.67	$ 24.65	$ 25.58	$ 26.64	$ 27.69	$ 28.78	$ 29.88	$ 31.31
18	9.5	ANN	$ 44,709.94	$ 46,459.46	$ 48,181.21	$ 50,152.89	$ 52,041.26	$ 54,124.02	$ 56,373.41	$ 58,622.79	$ 60,899.94	$ 63,121.55	$ 65,940.50
		MO	$ 3,725.83	$ 3,871.62	$ 4,015.10	$ 4,179.41	$ 4,336.77	$ 4,510.34	$ 4,697.78	$ 4,885.23	$ 5,075.00	$ 5,260.13	$ 5,495.04
		DAY	$ 171.96	$ 178.69	$ 185.31	$ 192.90	$ 200.16	$ 208.17	$ 216.82	$ 225.47	$ 234.23	$ 242.78	$ 253.62
		HRS	$ 21.50	$ 22.34	$ 23.16	$ 24.11	$ 25.02	$ 26.02	$ 27.10	$ 28.18	$ 29.28	$ 30.35	$ 31.70
19	10.0	ANN	$ 45,709.67	$ 47,486.96	$ 49,236.48	$ 51,263.70	$ 53,207.61	$ 55,345.91	$ 57,567.52	$ 59,789.13	$ 62,121.83	$ 64,279.57	$ 67,202.65
		MO	$ 3,809.14	$ 3,957.25	$ 4,103.04	$ 4,271.97	$ 4,433.97	$ 4,612.16	$ 4,797.29	$ 4,982.43	$ 5,176.82	$ 5,356.63	$ 5,600.22
		DAY	$ 175.81	$ 182.64	$ 189.37	$ 197.17	$ 204.64	$ 212.87	$ 221.41	$ 229.96	$ 238.93	$ 247.23	$ 258.47
		HRS	$ 21.98	$ 22.83	$ 23.67	$ 24.65	$ 25.58	$ 26.61	$ 27.68	$ 28.74	$ 29.87	$ 30.90	$ 32.31
20	10.5	ANN	$ 46,459.46	$ 48,181.21	$ 50,152.89	$ 52,041.26	$ 54,124.02	$ 56,345.64	$ 58,622.79	$ 60,872.17	$ 63,010.47	$ 65,232.08	$ 68,156.28
		MO	$ 3,871.62	$ 4,015.10	$ 4,179.41	$ 4,336.77	$ 4,510.34	$ 4,695.47	$ 4,885.23	$ 5,072.68	$ 5,250.87	$ 5,436.01	$ 5,679.69
		DAY	$ 178.69	$ 185.31	$ 192.90	$ 200.16	$ 208.17	$ 216.71	$ 225.47	$ 234.12	$ 242.35	$ 250.89	$ 262.14
		HRS	$ 22.34	$ 23.16	$ 24.11	$ 25.02	$ 26.02	$ 27.09	$ 28.18	$ 29.27	$ 30.29	$ 31.36	$ 32.77
21	11.0	ANN	$ 47,486.96	$ 49,236.48	$ 51,263.70	$ 53,207.61	$ 55,345.91	$ 57,567.52	$ 59,789.13	$ 62,121.83	$ 64,343.44	$ 66,509.51	$ 69,390.39
		MO	$ 3,957.25	$ 4,103.04	$ 4,271.97	$ 4,433.97	$ 4,612.16	$ 4,797.29	$ 4,982.43	$ 5,176.82	$ 5,361.95	$ 5,542.46	$ 5,782.53
		DAY	$ 182.64	$ 189.37	$ 197.17	$ 204.64	$ 212.87	$ 221.41	$ 229.96	$ 238.93	$ 247.47	$ 255.81	$ 266.89
		HRS	$ 22.83	$ 23.67	$ 24.65	$ 25.58	$ 26.61	$ 27.68	$ 28.74	$ 29.87	$ 30.93	$ 31.98	$ 33.36
22	11.5	ANN	$ 48,181.21	$ 50,152.89	$ 52,041.26	$ 54,124.02	$ 56,345.64	$ 58,622.79	$ 60,872.17	$ 63,010.47	$ 65,232.08	$ 67,481.47	$ 70,456.20
		MO	$ 4,015.10	$ 4,179.41	$ 4,336.77	$ 4,510.34	$ 4,695.47	$ 4,885.23	$ 5,072.68	$ 5,250.87	$ 5,436.01	$ 5,623.46	$ 5,871.35
		DAY	$ 185.31	$ 192.90	$ 200.16	$ 208.17	$ 216.71	$ 225.47	$ 234.12	$ 242.35	$ 250.89	$ 259.54	$ 270.99
		HRS	$ 23.16	$ 24.11	$ 25.02	$ 26.02	$ 27.09	$ 28.18	$ 29.27	$ 30.29	$ 31.36	$ 32.44	$ 33.87

QSS	Book		01	02	03	04	05	06	09	12	15	18	21
23	12.0	ANN	$ 49,236.48	$ 51,263.70	$ 53,207.61	$ 55,345.91	$ 57,567.52	$ 59,872.45	$ 62,149.60	$ 64,343.44	$ 66,537.28	$ 68,786.66	$ 71,746.41
		MO	$ 4,103.04	$ 4,271.97	$ 4,433.97	$ 4,612.16	$ 4,797.29	$ 4,989.37	$ 5,179.13	$ 5,361.95	$ 5,544.77	$ 5,732.22	$ 5,978.87
		DAY	$ 189.37	$ 197.17	$ 204.64	$ 212.87	$ 221.41	$ 230.28	$ 239.04	$ 247.47	$ 255.91	$ 264.56	$ 275.95
		HRS	$ 23.67	$ 24.65	$ 25.58	$ 26.61	$ 27.68	$ 28.78	$ 29.88	$ 30.93	$ 31.99	$ 33.07	$ 34.49
24	12.5	ANN	$ 50,152.89	$ 52,041.26	$ 54,124.02	$ 56,345.64	$ 58,622.79	$ 61,038.79	$ 63,315.94	$ 65,537.56	$ 67,759.17	$ 69,925.24	$ 72,924.42
		MO	$ 4,179.41	$ 4,336.77	$ 4,510.34	$ 4,695.47	$ 4,885.23	$ 5,086.57	$ 5,276.33	$ 5,461.46	$ 5,646.60	$ 5,827.10	$ 6,077.03
		DAY	$ 192.90	$ 200.16	$ 208.17	$ 216.71	$ 225.47	$ 234.76	$ 243.52	$ 252.07	$ 260.61	$ 268.94	$ 280.48
		HRS	$ 24.11	$ 25.02	$ 26.02	$ 27.09	$ 28.18	$ 29.35	$ 30.44	$ 31.51	$ 32.58	$ 33.62	$ 35.06
25	13.0	ANN	$ 51,263.70	$ 53,207.61	$ 55,345.91	$ 57,567.52	$ 59,872.45	$ 62,371.76	$ 64,648.91	$ 66,842.75	$ 69,147.68	$ 71,285.98	$ 74,186.57
		MO	$ 4,271.97	$ 4,433.97	$ 4,612.16	$ 4,797.29	$ 4,989.37	$ 5,197.65	$ 5,387.41	$ 5,570.23	$ 5,762.31	$ 5,940.50	$ 6,182.21
		DAY	$ 197.17	$ 204.64	$ 212.87	$ 221.41	$ 230.28	$ 239.89	$ 248.65	$ 257.09	$ 265.95	$ 274.18	$ 285.33
		HRS	$ 24.65	$ 25.58	$ 26.61	$ 27.68	$ 28.78	$ 29.99	$ 31.08	$ 32.14	$ 33.24	$ 34.27	$ 35.67
26	13.5	ANN	$ 52,041.26	$ 54,124.02	$ 56,345.64	$ 58,622.79	$ 61,038.79	$ 63,565.88	$ 65,759.72	$ 68,009.10	$ 70,341.79	$ 72,507.86	$ 75,476.77
		MO	$ 4,336.77	$ 4,510.34	$ 4,695.47	$ 4,885.23	$ 5,086.57	$ 5,297.16	$ 5,479.98	$ 5,667.42	$ 5,861.82	$ 6,042.32	$ 6,289.73
		DAY	$ 200.16	$ 208.17	$ 216.71	$ 225.47	$ 234.76	$ 244.48	$ 252.92	$ 261.57	$ 270.55	$ 278.88	$ 290.30
		HRS	$ 25.02	$ 26.02	$ 27.09	$ 28.18	$ 29.35	$ 30.56	$ 31.62	$ 32.70	$ 33.82	$ 34.86	$ 36.29
27	14.0	ANN	$ 53,207.61	$ 55,345.91	$ 57,567.52	$ 59,872.45	$ 62,371.76	$ 64,954.38	$ 67,175.99	$ 69,314.30	$ 71,674.76	$ 73,840.83	$ 76,823.07
		MO	$ 4,433.97	$ 4,612.16	$ 4,797.29	$ 4,989.37	$ 5,197.65	$ 5,412.87	$ 5,598.00	$ 5,776.19	$ 5,972.90	$ 6,153.40	$ 6,401.92
		DAY	$ 204.64	$ 212.87	$ 221.41	$ 230.28	$ 239.89	$ 249.82	$ 258.37	$ 266.59	$ 275.67	$ 284.00	$ 295.47
		HRS	$ 25.58	$ 26.61	$ 27.68	$ 28.78	$ 29.99	$ 31.23	$ 32.30	$ 33.32	$ 34.46	$ 35.50	$ 36.93
28	14.5	ANN	$ 54,124.02	$ 56,345.64	$ 58,622.79	$ 61,038.79	$ 63,565.88	$ 66,065.19	$ 68,286.80	$ 70,563.95	$ 72,868.88	$ 75,118.26	$ 78,141.32
		MO	$ 4,510.34	$ 4,695.47	$ 4,885.23	$ 5,086.57	$ 5,297.16	$ 5,505.43	$ 5,690.57	$ 5,880.33	$ 6,072.41	$ 6,259.85	$ 6,511.78
		DAY	$ 208.17	$ 216.71	$ 225.47	$ 234.76	$ 244.48	$ 254.10	$ 262.64	$ 271.40	$ 280.26	$ 288.92	$ 300.54
		HRS	$ 26.02	$ 27.09	$ 28.18	$ 29.35	$ 30.56	$ 31.76	$ 32.83	$ 33.92	$ 35.03	$ 36.11	$ 37.57
29	15.0	ANN	$ 55,345.91	$ 57,567.52	$ 59,872.45	$ 62,371.76	$ 64,954.38	$ 67,537.01	$ 69,841.93	$ 72,230.16	$ 74,368.46	$ 76,645.62	$ 79,627.85
		MO	$ 4,612.16	$ 4,797.29	$ 4,989.37	$ 5,197.65	$ 5,412.87	$ 5,628.08	$ 5,820.16	$ 6,019.18	$ 6,197.37	$ 6,387.13	$ 6,635.65
		DAY	$ 212.87	$ 221.41	$ 230.28	$ 239.89	$ 249.82	$ 259.76	$ 268.62	$ 277.81	$ 286.03	$ 294.79	$ 306.26
		HRS	$ 26.61	$ 27.68	$ 28.78	$ 29.99	$ 31.23	$ 32.47	$ 33.58	$ 34.73	$ 35.75	$ 36.85	$ 38.28
30	15.5	ANN	$ 56,345.64	$ 58,622.79	$ 61,038.79	$ 63,565.88	$ 66,065.19	$ 68,897.74	$ 71,091.59	$ 73,340.97	$ 75,701.43	$ 77,923.04	$ 80,918.05
		MO	$ 4,695.47	$ 4,885.23	$ 5,086.57	$ 5,297.16	$ 5,505.43	$ 5,741.48	$ 5,924.30	$ 6,111.75	$ 6,308.45	$ 6,493.59	$ 6,743.17
		DAY	$ 216.71	$ 225.47	$ 234.76	$ 244.48	$ 254.10	$ 264.99	$ 273.43	$ 282.08	$ 291.16	$ 299.70	$ 311.22
		HRS	$ 27.09	$ 28.18	$ 29.35	$ 30.56	$ 31.76	$ 33.12	$ 34.18	$ 35.26	$ 36.39	$ 37.46	$ 38.90
31	16.0	ANN	$ 57,567.52	$ 59,872.45	$ 62,371.76	$ 64,954.38	$ 67,537.01	$ 70,397.33	$ 72,674.48	$ 74,896.10	$ 77,117.71	$ 79,339.32	$ 82,376.54
		MO	$ 4,797.29	$ 4,989.37	$ 5,197.65	$ 5,412.87	$ 5,628.08	$ 5,866.44	$ 6,056.21	$ 6,241.34	$ 6,426.48	$ 6,611.61	$ 6,864.71
		DAY	$ 221.41	$ 230.28	$ 239.89	$ 249.82	$ 259.76	$ 270.76	$ 279.52	$ 288.06	$ 296.61	$ 305.15	$ 316.83
		HRS	$ 27.68	$ 28.78	$ 29.99	$ 31.23	$ 32.47	$ 33.84	$ 34.94	$ 36.01	$ 37.08	$ 38.14	$ 39.60
32	16.5	ANN	$ 58,622.79	$ 61,038.79	$ 63,565.88	$ 66,065.19	$ 68,897.74	$ 71,758.07	$ 74,090.76	$ 76,367.91	$ 78,617.30	$ 80,811.14	$ 83,891.13
		MO	$ 4,885.23	$ 5,086.57	$ 5,297.16	$ 5,505.43	$ 5,741.48	$ 5,979.84	$ 6,174.23	$ 6,363.99	$ 6,551.44	$ 6,734.26	$ 6,990.93
		DAY	$ 225.47	$ 234.76	$ 244.48	$ 254.10	$ 264.99	$ 275.99	$ 284.96	$ 293.72	$ 302.37	$ 310.81	$ 322.66
		HRS	$ 28.18	$ 29.35	$ 30.56	$ 31.76	$ 33.12	$ 34.50	$ 35.62	$ 36.72	$ 37.80	$ 38.85	$ 40.33
33	17.0	ANN	$ 59,872.45	$ 62,371.76	$ 64,954.38	$ 67,537.01	$ 70,397.33	$ 73,340.97	$ 75,701.43	$ 77,923.04	$ 80,061.34	$ 82,449.58	$ 85,686.19
		MO	$ 4,989.37	$ 5,197.65	$ 5,412.87	$ 5,628.08	$ 5,866.44	$ 6,111.75	$ 6,308.45	$ 6,493.59	$ 6,671.78	$ 6,870.80	$ 7,140.52
		DAY	$ 230.28	$ 239.89	$ 249.82	$ 259.76	$ 270.76	$ 282.08	$ 291.16	$ 299.70	$ 307.93	$ 317.11	$ 329.56
		HRS	$ 28.78	$ 29.99	$ 31.23	$ 32.47	$ 33.84	$ 35.26	$ 36.39	$ 37.46	$ 38.49	$ 39.64	$ 41.20
34	17.5	ANN	$ 61,038.79	$ 63,565.88	$ 66,065.19	$ 68,897.74	$ 71,758.07	$ 74,840.56	$ 76,978.86	$ 79,283.78	$ 81,477.62	$ 83,727.00	$ 86,836.15
		MO	$ 5,086.57	$ 5,297.16	$ 5,505.43	$ 5,741.48	$ 5,979.84	$ 6,236.71	$ 6,414.90	$ 6,606.98	$ 6,789.80	$ 6,977.25	$ 7,236.35
		DAY	$ 234.76	$ 244.48	$ 254.10	$ 264.99	$ 275.99	$ 287.85	$ 296.07	$ 304.94	$ 313.38	$ 322.03	$ 333.99
		HRS	$ 29.35	$ 30.56	$ 31.76	$ 33.12	$ 34.50	$ 35.98	$ 37.01	$ 38.12	$ 39.17	$ 40.25	$ 41.75

QSS	Book		01	02	03	04	05	06	09	12	15	18	21
35	18.0	ANN	$ 62,371.76	$ 64,954.38	$ 67,537.01	$ 70,397.33	$ 73,340.97	$ 76,645.62	$ 78,839.46	$ 81,144.38	$ 83,365.99	$ 85,587.60	$ 88,687.31
		MO	$ 5,197.65	$ 5,412.87	$ 5,628.08	$ 5,866.44	$ 6,111.75	$ 6,387.13	$ 6,569.95	$ 6,762.03	$ 6,947.17	$ 7,132.30	$ 7,390.61
		DAY	$ 239.89	$ 249.82	$ 259.76	$ 270.76	$ 282.08	$ 294.79	$ 303.23	$ 312.09	$ 320.64	$ 329.18	$ 341.11
		HRS	$ 29.99	$ 31.23	$ 32.47	$ 33.84	$ 35.26	$ 36.85	$ 37.90	$ 39.01	$ 40.08	$ 41.15	$ 42.64
36	18.5	ANN	$ 63,565.88	$ 66,065.19	$ 68,897.74	$ 71,758.07	$ 74,840.56	$ 78,034.12	$ 80,227.97	$ 82,449.58	$ 84,615.65	$ 86,892.80	$ 89,949.46
		MO	$ 5,297.16	$ 5,505.43	$ 5,741.48	$ 5,979.84	$ 6,236.71	$ 6,502.84	$ 6,685.66	$ 6,870.80	$ 7,051.30	$ 7,241.07	$ 7,495.79
		DAY	$ 244.48	$ 254.10	$ 264.99	$ 275.99	$ 287.85	$ 300.13	$ 308.57	$ 317.11	$ 325.44	$ 334.20	$ 345.96
		HRS	$ 30.56	$ 31.76	$ 33.12	$ 34.50	$ 35.98	$ 37.52	$ 38.57	$ 39.64	$ 40.68	$ 41.78	$ 43.24
37	19.0	ANN	$ 64,954.38	$ 67,537.01	$ 70,397.33	$ 73,340.97	$ 76,645.62	$ 79,894.72	$ 82,088.57	$ 84,310.18	$ 86,559.56	$ 88,753.40	$ 91,884.76
		MO	$ 5,412.87	$ 5,628.08	$ 5,866.44	$ 6,111.75	$ 6,387.13	$ 6,657.89	$ 6,840.71	$ 7,025.85	$ 7,213.30	$ 7,396.12	$ 7,657.06
		DAY	$ 249.82	$ 259.76	$ 270.76	$ 282.08	$ 294.79	$ 307.29	$ 315.73	$ 324.27	$ 332.92	$ 341.36	$ 353.40
		HRS	$ 31.23	$ 32.47	$ 33.84	$ 35.26	$ 36.85	$ 38.41	$ 39.47	$ 40.53	$ 41.62	$ 42.67	$ 44.18
38	19.5	ANN	$ 66,065.19	$ 68,897.74	$ 71,758.07	$ 74,840.56	$ 78,034.12	$ 81,449.85	$ 83,671.46	$ 85,948.62	$ 88,142.46	$ 90,391.84	$ 93,455.44
		MO	$ 5,505.43	$ 5,741.48	$ 5,979.84	$ 6,236.71	$ 6,502.84	$ 6,787.49	$ 6,972.62	$ 7,162.38	$ 7,345.20	$ 7,532.65	$ 7,787.95
		DAY	$ 254.10	$ 264.99	$ 275.99	$ 287.85	$ 300.13	$ 313.27	$ 321.81	$ 330.57	$ 339.01	$ 347.66	$ 359.44
		HRS	$ 31.76	$ 33.12	$ 34.50	$ 35.98	$ 37.52	$ 39.16	$ 40.23	$ 41.32	$ 42.38	$ 43.46	$ 44.93
39	20.0	ANN	$ 67,537.01	$ 70,397.33	$ 73,340.97	$ 76,645.62	$ 79,922.49	$ 83,365.99	$ 85,587.60	$ 87,753.68	$ 89,947.52	$ 92,224.67	$ 95,474.89
		MO	$ 5,628.08	$ 5,866.44	$ 6,111.75	$ 6,387.13	$ 6,660.21	$ 6,947.17	$ 7,132.30	$ 7,312.81	$ 7,495.63	$ 7,685.39	$ 7,956.24
		DAY	$ 259.76	$ 270.76	$ 282.08	$ 294.79	$ 307.39	$ 320.64	$ 329.18	$ 337.51	$ 345.95	$ 354.71	$ 367.21
		HRS	$ 32.47	$ 33.84	$ 35.26	$ 36.85	$ 38.42	$ 40.08	$ 41.15	$ 42.19	$ 43.24	$ 44.34	$ 45.90
40	20.5	ANN	$ 68,897.74	$ 71,758.07	$ 74,840.56	$ 78,034.12	$ 81,449.85	$ 84,921.12	$ 87,114.96	$ 89,419.89	$ 91,613.73	$ 93,835.34	$ 96,961.43
		MO	$ 5,741.48	$ 5,979.84	$ 6,236.71	$ 6,502.84	$ 6,787.49	$ 7,076.76	$ 7,259.58	$ 7,451.66	$ 7,634.48	$ 7,819.61	$ 8,080.12
		DAY	$ 264.99	$ 275.99	$ 287.85	$ 300.13	$ 313.27	$ 326.62	$ 335.06	$ 343.92	$ 352.36	$ 360.91	$ 372.93
		HRS	$ 33.12	$ 34.50	$ 35.98	$ 37.52	$ 39.16	$ 40.83	$ 41.88	$ 42.99	$ 44.05	$ 45.11	$ 46.62
41	21.0	ANN	$ 70,341.79	$ 73,340.97	$ 76,645.62	$ 79,922.49	$ 83,365.99	$ 86,976.11	$ 89,225.49	$ 91,502.65	$ 93,640.95	$ 95,918.10	$ 99,121.11
		MO	$ 5,861.82	$ 6,111.75	$ 6,387.13	$ 6,660.21	$ 6,947.17	$ 7,248.01	$ 7,435.46	$ 7,625.22	$ 7,803.41	$ 7,993.18	$ 8,260.09
		DAY	$ 270.55	$ 282.08	$ 294.79	$ 307.39	$ 320.64	$ 334.52	$ 343.17	$ 351.93	$ 360.16	$ 368.92	$ 381.24
		HRS	$ 33.82	$ 35.26	$ 36.85	$ 38.42	$ 40.08	$ 41.82	$ 42.90	$ 43.99	$ 45.02	$ 46.11	$ 47.65
42	21.5	ANN	$ 71,758.07	$ 74,840.56	$ 78,034.12	$ 81,449.85	$ 84,921.12	$ 88,559.01	$ 90,863.93	$ 93,030.01	$ 95,279.39	$ 97,528.77	$ 100,775.93
		MO	$ 5,979.84	$ 6,236.71	$ 6,502.84	$ 6,787.49	$ 7,076.76	$ 7,379.92	$ 7,571.99	$ 7,752.50	$ 7,939.95	$ 8,127.40	$ 8,397.99
		DAY	$ 275.99	$ 287.85	$ 300.13	$ 313.27	$ 326.62	$ 340.61	$ 349.48	$ 357.81	$ 366.46	$ 375.11	$ 387.60
		HRS	$ 34.50	$ 35.98	$ 37.52	$ 39.16	$ 40.83	$ 42.58	$ 43.68	$ 44.73	$ 45.81	$ 46.89	$ 48.45
43	22.0	ANN	$ 73,340.97	$ 76,645.62	$ 79,922.49	$ 83,365.99	$ 86,976.11	$ 90,697.31	$ 92,974.46	$ 95,223.85	$ 97,473.23	$ 99,583.76	$ 102,795.38
		MO	$ 6,111.75	$ 6,387.13	$ 6,660.21	$ 6,947.17	$ 7,248.01	$ 7,558.11	$ 7,747.87	$ 7,935.32	$ 8,122.77	$ 8,298.65	$ 8,566.28
		DAY	$ 282.08	$ 294.79	$ 307.39	$ 320.64	$ 334.52	$ 348.84	$ 357.59	$ 366.25	$ 374.90	$ 383.01	$ 395.37
		HRS	$ 35.26	$ 36.85	$ 38.42	$ 40.08	$ 41.82	$ 43.60	$ 44.70	$ 45.78	$ 46.86	$ 47.88	$ 49.42

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

11.02

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Ratify Memorandum of Understanding Between The Alum Rock Union Elementary School District and the California Schools Employees Association (CSEA), Chapter 305**

Staff Analysis:

The District and CSEA reached the attached Memorandum of Understanding on recognition of the Juneteenth National Independence Day Act.

Recommendation:

Contingent upon CSEA ratification, the District Administration is recommending that the Board of Trustees approve and ratify the Memorandum of Understanding.

Submitted by: Tereasa Smith TS Title: Director, Human Resources

To the Board of Trustees: **Recommend Approval**

11.02

Agenda Placement

Meeting: March 10, 2022
Regular Board Meeting

Hilaria Bauer, Ph. D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

2021-2022
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE ALUM ROCK UNION SCHOOL DISTRICT (DISTRICT)
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND ITS ALUM ROCK CHAPTER #305

February 4, 2022

The Juneteenth Holiday

In recognition of President Biden's signing of the Juneteenth National Independence Day Act, and in accordance with Article 11 – Holidays, of the parties' collective bargaining agreement, and as provided for in Education Code Sections 45203, the parties agree to the following:

1. The Juneteenth Holiday (June 19th) shall be added to Alum Rock Union School District's calendars beginning with the 2021-2022 school year. It shall be a paid holiday for classified employees, and it shall be added to Article 11 of the CSEA/ARUSD collective bargaining agreement.

This agreement is subject to ratification by CSEA and the District's Board of Trustees and, once ratified is subject to the grievance and arbitrations sections outlined in Article 16 of the current CSEA/ARUSD collective bargaining agreement.

For the District:

For CSEA Chapter 305:

Robin James-Uttgaard

Sharon Fontaine

Carol Adamek

Melody Todd

Date: February 4, 2022

11.03

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

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Adopt the District's Initial Bargaining Proposal to Open Negotiations with CSEA Chapter 305; Re: 2021-2022 Reopeners.**

Staff Analysis:

Staff recommends that the Board of Trustees adopt the District's initial proposal for 2021-2022 Reopeners as presented and direct the Superintendent and/or her designee to begin negotiations with CSEA Chapter 305.

Submitted by: Tereasa Smith TBS Title: Director, Human Resources

To the Board of Trustees: **Recommend Approval**

Meeting: Regular 10, 2022 Special Board Meeting

11.03
Agenda Placement

HBauer
Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

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

March 10, 2022

Alum Rock Union School District's Initial Proposal to

California School Employees Association (CSEA) #305

Pursuant to the provisions of Government Code Section 3547 (the Rodda Act) all initial proposals of the exclusive representative employee groups and the District shall be presented at a public meeting of the District and shall thereafter be public records. This is commonly referred to as "Sunshining" the proposals. On June 14, 2021, the District and CSEA reached a three (3) year agreement (July 1, 2020 – June 30, 2023). For the second and third year (2021/2022 and 2022/2023) of this Agreement, the parties agree to reopen on wages and Article 10.1 "Coverage", and two (2) non-economic Articles by either party. The District hereby submits its bargaining proposal for the 2021-2022 Re-opener.

Article IV	Evaluation/Probation
Article XIV	Bargaining Unit Vacancies, Transfer, Promotion, and Reclassification

The District is committed to work collaboratively and in partnership with the California School Employees Association. With respect to the articles identified above, the District's interest is to establish a collective bargaining agreement that supports student achievement, and staff success.

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Andrés Quintero, President ·, Minh Pham Vice-President
Corina Herrera-Loera, Clerk · Ernesto Bejarano, Member · Linda Chavez, Member

11.04

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

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Recruitment Update 2022-2023 (Information Only).**

Staff Analysis:

District administration has scheduled the following dates for recruitment for the 2022-2023 School Year.

Submitted by: Tereasa Smith TBS Title: Director, Human Resources

To the Board of Trustees: **Information Only**

11.04

Agenda Placement

Meeting: March 10, 2022
Regular Board Meeting

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Recruitment Update

For the 2022-2023 School Year

Name of event	Date	Time	Format	
Notre Dame	March 1, 2022	5-7 pm	Virtual	
National University	March 5, 2022	9am - 12 pm	Virtual	
Cal Poly Pomona	March 5, 2022	3-5 pm	Virtual	
SJSU	March 15, 2022	3-6 pm	Virtual	
Statewide CA Fair	March 23, 2022	4-6 pm	Virtual	
Santa Clara County Office of Education	March 26, 2022	9am - 2pm	In Person	
CABE	TBD	TBD	Virtual	
Exchange Visitor Program Mexico and Spain	February 1 and 3, 2022		Informational Mtg.	

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

11.05

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Approve Agreements for Mexico and Spain Visiting Teachers/March 10, 2022.**

Staff Analysis:

This item includes agreements of collaboration between Alum Rock Union Elementary School District and the California Department of Education, The Ministry of Education & Vocational Training of Spain and Mexico, to place teachers in K-12 public school teaching positions for our mutual benefit.

Recommendation:

District administration is recommending that the Board of Trustees approve the agreements for the 2022-23 school year.

Submitted by: Tereasa Smith TBS Title: Director, Human Resources

To the Board of Trustees: **Recommend Approval**

11.05

Agenda Placement

Meeting: March 10, 2022
Regular Board Meeting

HBauer

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

AGREEMENT OF COLLABORATION BETWEEN THE CALIFORNIA DEPARTMENT OF EDUCATION, THE MINISTRY OF EDUCATION & VOCATIONAL TRAINING OF SPAIN, AND ALUM ROCK SCHOOL DISTRICT/CHARTERSCHOOL

CALIFORNIA/SPAIN VISITING TEACHERS PROGRAM 2022–23

Article 1

BACKGROUND AND PURPOSE

The California Department of Education is a designated sponsor by the United States Department of State of the Exchange Teacher Visitor Program. The Exchange Teacher Visitor Program regulations (see Attachment 1) implement the Mutual Educational and Cultural Exchange Act of 1961, as amended, Public Law 87-256, 22 U.S.C. 2451, et seq. (1988). The purpose of the Act is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges, which assist the Department of State in furthering the foreign policy objectives of the United States.

This Agreement of Collaboration is established pursuant to the Memorandum of Understanding entered February 17, 2000, and updated in 2005 and 2014, between the California Department of Education, and the Ministry of Education & Vocational Training of Spain (hereafter referred to as the Ministry of Education). The purposes of this agreement are to:

1.1. Place teachers from Spain in K–12 public school teaching positions in California schools where their language skills and their professional background and experience can enrich the education of California's students;

1.2. Provide the visiting teachers, as well as California students, teachers, and the State's general public with a cross-cultural experience that can foster mutual understanding and respect; and

1.3. Create opportunities for the visiting teachers to build their professional expertise and English language skills and to better understand American culture, society, and teaching practices.

Article 2

GENERAL PROVISIONS

In agreeing to participate in the Exchange Teacher Visitor Program for the 2022–23 school year and approving this Agreement of Collaboration, the Alum Rock School District/Charter School agrees to:

2.1. Identify the number of teaching positions and the areas of expertise for which it will recruit visiting teachers from Spain by March 15, 2022.

2.2. Designate a school district/charter school representative who will participate in the visiting teacher selection, tentatively set for April 18–May 6, 2022, and who will have the authority to offer contracts of employment to visiting teachers on the same terms and conditions as regular teachers.

2.3. Maintain close contact with the visiting teachers prior to their arrival in California and provide them with the academic standards for the school district/charter school and other materials related to their teaching assignments and professional expectations.

2.4. Provide the necessary documentation to the California Department of Education for the Certificate of Eligibility for Exchange Visitor (J-1) Status: i.e., a written offer of employment signed by the teacher.

2.5. Process the California credential applications for the visiting teachers.

2.6. Ensure that the assignment of each visiting teacher is consistent with the assignment the visiting teacher was offered at the time of the selection; provided that, in the event this is not honored, the teacher will hold the right to reject the assignment. In the event the school district/charter school offers the visiting teacher an alternative assignment outside the scope of Article 3 of this Agreement, the reimbursement rights under Article 2, Section 2.11, will apply.

2.7. Identify at the earliest possible time the specific school, grade, and subject assignment the visiting teacher will be given. The teaching position shall be in compliance with any applicable collective bargaining agreement. (Title 22 Code of Federal Regulations [CFR], Section 62.24 (f)(3)). In any case, School Districts need to place teachers at a school before the Responsible Officer issues the DS-2019 and no later than mid-June 2022.

2.8. Provide housing information and assistance upon arrival (e.g. support with Social Security Number application, fingerprinting, background checks, etc.), and organize orientation and professional development activities to meet the needs of the visiting teachers.

2.9. Ensure that schools that will take in a visiting teacher have a strong yearlong mentoring program in place.

2.10. Ensure that the visiting teachers are afforded the opportunity to participate in professional development and cultural activities both as participants and resources.

2.11. Assist the visiting teacher in preparing for the California Basic Education Skills Test (CBEST) examination and California Teacher of English Learners (CTEL) requirements.

2.12. Barring unusual extenuating circumstances, ensure school district/charter school employment for visiting teachers for at least one school year; in the event of dismissal for causes other than lack of professional skills or professional misconduct, the teacher will be eligible for statutory compensation. In addition, the school district/charter school will reimburse the visiting teacher as follows for direct costs incurred for travel and arrival to the school district/charter school for the teaching assignment offered: Processing fees for the J-1 non-immigrant visa, round-trip airline tickets, insurance, hotel, and rental deposits. Such payment is due within 30 days upon receipt of proof for actual costs incurred by the visiting teacher.

2.13. Inform the California Department of Education promptly by telephone (confirmed promptly in writing) of any serious problem or controversy that may lead to the termination of a teacher on J-1 status. (See Attachment 1, 22 *CFR*, sections 62.13).

2.14. Cooperate with the California Department of Education in the implementation and evaluation of the 2022–23 Exchange Visitor Program in accordance with the United States Department of State regulations, 22 *CFR*, sections 62.10, 62.13, 62.14 (a), 62.15, 62.16, 62.24 and 62.40. (See Attachment 1.)

Article 3

DESIGN OF THE PROGRAM FOR THE SCHOOL YEAR

3.1. Positions and Characteristics:

3.1.1. Total number of Spanish teachers requested 3

3.1.2. Intended dates of employment August 10, 2022 to June 8, 2023

3.1.3. Proposed arrival date in the school district/charter school August 10, 2022

3.1.4. Effective beginning teaching date (not before August) August 12, 2022

3.1.5. Will the visiting teachers be paid a salary or stipend for preservice training and orientation? Yes (X) No ( ) Dates August 10, 2022

3.1.6. Alum Rock School District/Charter School intends to hire visiting

teachers for the following positions:

Elementary Schools

Grades	Alternative Program: Bilingual Education	Dual Language Immersion	Structured English Immersion	Total Teachers
K			N/A	
1		1	N/A	1
2			N/A	
3			N/A	
4		1	N/A	1
5			N/A	
6			N/A	

Middle and Secondary Schools

Subject Matter	Middle School	High School	Total Teachers
Spanish as a Foreign Language	1		1
Spanish for SP Speakers			

3.2. Selection Process:

3.2.1. In November 2021, the Ministry of Education publicly announces teaching positions for visiting teachers for the 2022–23 school year.

3.2.2. The Ministry of Education preselects a number of candidates among qualified teacher applicants.

3.2.3. The representative(s) from the California Department of Education conducts the mini-CBEST and English language proficiency test based on the Foreign Service Institute (FSI), and provides a list of qualified teachers with passing scores to representatives of the Ministry of Education.

3.2.4. The selection committee composed of representatives of the participating school district/charter school, representative(s) of the California Department of Education, and representatives of the Ministry of Education conduct the final selection process.

3.2.5. Alum Rock School District/ Charter School will allow:

Ms. Martinez / Dr. Carillo Position Principal to conduct interviews from among the preselected qualified candidates on behalf of the Alum Rock School District/Charter School.

Ms. Martinez / Dr. Carillo will hire 3(number) teachers

3.3. Program Development:

3.3.1. Alum Rock School District/ Charter School designates Ms. Smith/ Ms. Campbell as the liaison appointed for the specific purpose of coordinating and complying with the terms of this Agreement of Collaboration, and to cooperate in its implementation with the designated staff of the California Department of Education and the Ministry of Education.

3.3.2 The liaison will ensure effective and ongoing communication with the visiting teachers and site administrators in order to provide a high level of monitoring and support to the visiting teachers.

Article 4

RESPONSIBILITIES OF THE CALIFORNIA DEPARTMENT OF EDUCATION

4.1. The California Department of Education agrees to issue the Certificate of Eligibility for Exchange Visitor (J-1) Status in accordance with the United States Department of State regulations governing the Exchange Visitor Program, *22 CFR,* sections 62.14 and 62.24. The United States Embassy has the authority to grant or to deny the J-1 visas.

4.2. The California Department of Education agrees to collaborate with the Embassy of Spain, the Consulate General of Spain Education Offices, and with the Alum Rock School District/Charter School in providing an orientation and monitoring the visiting teachers in accordance with the Exchange Visitor Program regulations, *22 CFR*, Section 62.10. (See Attachment 1.)

4.3. The California Department of Education's responsibility under this agreement is limited to its roles: (1) as a sponsor as defined in the United States Department of State regulations governing the Exchange Visitor Program, 22 *CFR,* Part 62, and (2) in the activities outlined in the Memorandum of Understanding with the Ministry of Education.

4.4. The California Department of Education is neither a party to, nor responsible for, any agreements between the visiting teacher and other organizations, or the employment contract between the Alum Rock School District/Charter School and the visiting teachers, except as it relates to the non- immigrant J-1 program status of the exchange visitor. (See 2.12. of this Agreement.)

This Agreement of Collaboration will become effective on the date of its signature and will be operative for the school year 2022–23. Agreements are for one year in duration and are updated for four additional years as needed to meet the requirements of the

Exchange Visitor Program, *22 CFR* Part 62. (See Attachment 1)

Tony Thurmond State Superintendent of Public Instruction	Date
By the Superintendent or Authorized Representative of the Alum Rock School District/Charter School	Date
By the Ministry of Education of Spain Jesús Fernández González, Counselor of Education	Date

AGREEMENT OF COLLABORATION
BETWEEN
THE CALIFORNIA DEPARTMENT OF EDUCATION,
THE SECRETARY OF PUBLIC EDUCATION OF MÉXICO
AND
ALUM ROCK SCHOOL DISTRICT or CHARTER SCHOOL

CALIFORNIA/MÉXICO VISITING TEACHERS PROGRAM 2022–23

Article 1

BACKGROUND AND PURPOSE

The California Department of Education is a designated sponsor by the United States Department of State of the Exchange Teacher Visitor Program. The Exchange Teacher Visitor Program regulations (see Attachment 1) implement The Mutual Educational and Cultural Exchange Act (Act) of 1961, as amended, Public Law 87-256, 22 U.S.C. 2451, et seq. (1988). The purpose of the Act is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges, which assist the United States Department of State in furthering the foreign policy objectives of the United States.

This Agreement of Collaboration is established pursuant to the Memorandum of Understanding entered into in August 2000 and updated in 2004 between the California Department of Education and the Secretaría de Educación Pública de México. The purposes of the agreement are to:

1.1. Place visiting teachers from México in K–12 public school teaching positions in California schools where their language skills and their professional background and experience can enrich the education of California's students;

1.2. Provide the visiting teachers, as well as California students, teachers, and the State's general public with a cross-cultural experience that can foster mutual understanding and respect; and

1.3. Create opportunities for the visiting teachers to enrich their professional expertise and English language skills and to better understand the American culture, society, and teaching practices.

Article 2

GENERAL PROVISIONS

In agreeing to participate in the Exchange Teacher Visitor Program for the 2022–23 school year and approving this Agreement of Collaboration, the Alum Rock School District/Charter School agrees to:

2.1. Identify the number of teaching positions and the areas of expertise for which it will recruit visiting teachers from México by March 15, 2022.

2.2. Designate a school district/charter school representative who will participate virtually in the visiting teacher selection set for March 28– April 8, 2022, and who will have the authority to offer contracts of employment to visiting teachers from México, who have a minimum of three years teaching experience, on the same terms and conditions as regular teachers.

2.3. Maintain close contact with the visiting teachers prior to their arrival in California and provide them with the academic standards for the school district/charter school and other materials related to their teaching assignment and professional expectations.

2.4. Provide the necessary documentation, such as the "Offer of Employment", to the California Department of Education for the Certificate of Eligibility for Exchange Visitor (J-1) Status: i.e., a signed written offer of employment.

2.5. Provide the designated staff of the California Department of Education the opportunity to interview potential candidates and review documents to ensure the quality of the selected teachers, completeness of applications, and English language proficiency.

2.6. Process California credential applications for the visiting teachers.

2.7. Identify at the earliest possible time the specific school, grade, and subject assignment the visiting teacher will be given. The teaching position shall be in compliance with any applicable collective bargaining agreement, pursuant to the *Code of Federal Regulations*, Title 22 (22 *CFR*) Section 62.24(f)(3). (See Attachment 1.)

2.8. Ensure that the assignment of each visiting teacher is consistent with the assignment the visiting teacher was offered at the time of the selection; provided that, in the event this is not honored, the teacher will hold the right to reject the assignment. In the event the school district/charter school offers the visiting teacher an alternative assignment outside the scope of Article 3 of this Agreement, the reimbursement rights under Article 2, Section 2.12, will apply.

2.9. Provide housing information, organize orientation, and provide professional development activities to meet the needs of the visiting teachers. The orientation shall include, but not be limited to, information concerning local community life and resources such as housing, public transportation, medical centers, libraries, banks, social security offices, Department of Motor Vehicles, recreation centers, etc.

2.10. Ensure that the visiting teachers are afforded the opportunity to participate in professional development and cultural activities both as participants and resources.

2.11. Assist the visiting teachers in preparing for the California Basic Education Skills Test (CBEST) examination.

2.12. Barring unusual extenuating circumstances, ensure school district/charter school employment for visiting teachers for at least one school year; in the event of dismissal for any cause other than lack of professional skills or professional misconduct, the teacher will be eligible for statutory compensation. In addition, the school district/charter school will reimburse the visiting teacher as follows for direct costs incurred for travel and arrival to the school district/charter school for the teaching assignment offered in México: Processing fees for the J-1 non-immigrant visa, round-trip airline tickets, insurance, hotel, and rental deposits. Such payment is due within 30 days upon receipt of proof for actual costs incurred by the visiting teacher.

2.13. Inform the California Department of Education promptly by telephone (confirmed promptly in writing) of any serious problem or controversy that may lead to the termination of a teacher on J-1 status. 22 *CFR*, sections 62.13. (See Attachment 1.)

2.14. Cooperate with the California Department of Education in the implementation and evaluation of the 2022–23 Exchange Teacher Visitor Program in accordance with the United States Department of State regulations, 22 *CFR*, sections 62.10, 62.13, 62.14(a), 62.15, 62.16, 62.24, and 62.40. (See Attachment 1.)

Article 3

PROGRAM PLACEMENT FOR THE SCHOOL YEAR

3.1. Positions and Characteristics:

3.1.1. Total number of visiting teachers from México requested: 3.

3.1.2. Intended dates of employment: August 10, 2022 to June 8, 2023.

3.1.3. Proposed arrival date in the school district/charter school: August 10, 2022.

3.1.4. Will the visiting teachers be paid a salary or stipend for preservice training and orientation? Yes (X) No ( ) Dates August 10, 2022

3.1.5. Alum Rock School District/Charter School intends to hire visiting teachers for the following positions:

Elementary Schools

Grades	Alternative Program: Bilingual Education	Dual Language Immersion	Structured English Immersion	Total Teachers
K			Not Available	
1			Not Available	
2		1	Not Available	1
3			Not Available	
4			Not Available	
5			Not Available	

Middle and Secondary Schools

Subject Matter	Middle School	High School	Total Teachers
Spanish as a Foreign Language			
Spanish for Spanish Speakers			
Mathematics (Spanish or bilingual model only)			
Specify Other (Spanish or bilingual model only)	2 - Dual language immersion- Span LA, Soc, Studies, PE		2

3.2. Selection of Visiting Teachers

3.2.1. In December 2021, the Secretaría de Educación Pública (SEP) publicly announced the application procedures for teaching positions for visiting teachers for the 2022–23 school year.

3.2.2. The SEP pre-selected a number of candidates based on the California Commission on Teacher Credentialing checklist for Mexican applicants to qualify for the California Department of Education testing.

3.2.3. The representative(s) from the California Department of Education conducts the mini CBEST and English language proficiency test based on the Foreign Service Institute (FSI) and will provide a list of qualified teachers with passing scores to the representatives of the SEP.

3.2.4. The selection committee comprised of representatives of the participating school district/charter school, representative(s) of the California Department of Education, and a representative of the SEP conduct the final selection process.

3.2.5. Alum Rock School District/ Charter School will allow:

Ms. Martinez / Dr. Carillo Position Principal to conduct interviews from among the preselected qualified candidates on behalf of the Alum Rock School District/Charter School.

Ms. Martinez / Dr. Carillo will hire 3 (number) teachers

3.3. Program Coordination, Compliance, and Implementation:

The Alum Rock School District/Charter School designates Ms. Smith / Ms. Campbell as the liaison appointed for the specific purpose of coordinating and complying with the terms of this Agreement of Collaboration, and to cooperate in its implementation with the designated staff of the California Department of Education and the Secretaría de Educación Pública.

3.3.1 The liaison will ensure effective and ongoing communication with the visiting teachers and site administrators in order to provide a high level of monitoring and support to the visiting teachers.

Article 4

RESPONSIBILITIES OF THE CALIFORNIA DEPARTMENT OF EDUCATION

4.1. The California Department of Education agrees to issue the Certificate of Eligibility for Exchange Visitor (J-1) Status in accordance with the United States Department of State regulations governing the Exchange Visitor Program, 22 *CFR* Part 62, sections 62.14 and 62.24. (See Attachment 1.) The United States Embassy and its consulates in México have the authority to grant or to deny the J-1 visas.

4.2. The California Department of Education agrees to collaborate with the Secretaría de Educación Pública, and with the Alum Rock School District/Charter School in providing an orientation and monitoring the visiting teachers in accordance with the Exchange Visitor Program regulations, 22 *CFR*, Section 62.10. (See Attachment 1.)

4.3. The California Department of Education's responsibility under this agreement is limited to its roles: (1) as a sponsor as defined in the United States Department of State regulations governing the Exchange Visitor Program, 22 *CFR* Part 62 and (2) in the activities outlined in the Memorandum of Understanding with the Secretaría de Educación Pública.

4.4. The California Department of Education is neither a party to, nor responsible for, any agreements between the visiting teacher and other organizations, or the employment contract between the Alum Rock School District/Charter School and the visiting teacher(s), except as it relates to the non-immigrant J-1 program status of the exchange visitor. (See point 2.12 of this Agreement).

This Agreement of Collaboration will become effective on the date of its signature and will be operative for the school year 2022–23. Agreements are for one year in duration and are updated for four additional years as needed to meet the requirements of the Exchange Visitor Program, 22 *CFR* Part 62. (See Attachment 1.)

_____ _____

For the California Department of Education
Tony Thurmond
State Superintendent of Public Instruction

Date

_____ _____

By the Superintendent or Authorized Representative

Date

For the Alum Rock School District/Charter School

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

11.06

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Approval of CSEA Chapter #305 Salary Schedule Increase and Off-Schedule Payment for the 2021-2022.**

Staff Analysis:

On February 10, 2022, the board approved a Tentative Agreement between the District and AREA which included a 3.25% (three and one quarter percent) increase to the current salary schedule, effective July 1, 2021. In addition, unit members shall receive a one-time off-schedule payment equal to 3% (three percent) of the member's salary, for the 2021-2022 school year. Therefore, pursuant to Article 8.1.3, "For the term of this agreement, if any other bargaining unit receives a salary schedule increase, off schedule bonus or health and welfare premium increase or reopener(s) greater than the CSEA bargaining unit, the CSEA shall receive the same increase."

Recommendation:

District Administration is recommending that the Board of Trustees approve the 3.25% salary increase and one-time off-schedule payment for the 2021-2022 school year to CSEA Chapter #305 bargaining unit members, pursuant to Article 8.1.3.

Submitted by: Tereasa Smith Title: Director, Human Resources

To the Board of Trustees: **Recommend Approval**

11.06

Agenda Placement

Meeting: March 10, 2022
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
12 MTH SALARY SCHEDULE
CSEA
2021-22 (3.25%)

Board Approved: Pending
Effective: July 1, 2021

QSS			01	02	03	04	05	06	09	12	15	18	21
1	1.0	ANN	$ 32,130.06	$ 33,213.10	$ 34,296.14	$ 35,490.25	$ 36,739.91	$ 38,183.96	$ 40,377.80	$ 42,460.56	$ 44,654.40	$ 46,820.47	$ 49,504.46
		MO	$ 2,677.51	$ 2,767.76	$ 2,858.01	$ 2,957.52	$ 3,061.66	$ 3,182.00	$ 3,364.82	$ 3,538.38	$ 3,721.20	$ 3,901.71	$ 4,125.37
		DAY	$ 123.58	$ 127.74	$ 131.91	$ 136.50	$ 141.31	$ 146.86	$ 155.30	$ 163.31	$ 171.75	$ 180.08	$ 190.40
		HRS	$ 15.45	$ 15.97	$ 16.49	$ 17.06	$ 17.66	$ 18.36	$ 19.41	$ 20.41	$ 21.47	$ 22.51	$ 23.80
2	1.5	ANN	$ 32,824.32	$ 33,851.81	$ 35,045.93	$ 36,017.89	$ 37,323.08	$ 38,794.90	$ 40,933.20	$ 43,127.04	$ 45,237.58	$ 47,486.96	$ 50,261.75
		MO	$ 2,735.36	$ 2,820.98	$ 2,920.49	$ 3,001.49	$ 3,110.26	$ 3,232.91	$ 3,411.10	$ 3,593.92	$ 3,769.80	$ 3,957.25	$ 4,188.48
		DAY	$ 126.25	$ 130.20	$ 134.79	$ 138.53	$ 143.55	$ 149.21	$ 157.44	$ 165.87	$ 173.99	$ 182.64	$ 193.31
		HRS	$ 15.78	$ 16.27	$ 16.85	$ 17.32	$ 17.94	$ 18.65	$ 19.68	$ 20.73	$ 21.75	$ 22.83	$ 24.16
3	2.0	ANN	$ 33,213.10	$ 34,296.14	$ 35,490.25	$ 36,739.91	$ 38,183.96	$ 39,461.38	$ 41,571.92	$ 43,793.53	$ 45,904.06	$ 48,181.21	$ 50,906.85
		MO	$ 2,767.76	$ 2,858.01	$ 2,957.52	$ 3,061.66	$ 3,182.00	$ 3,288.45	$ 3,464.33	$ 3,649.46	$ 3,825.34	$ 4,015.10	$ 4,242.24
		DAY	$ 127.74	$ 131.91	$ 136.50	$ 141.31	$ 146.86	$ 151.77	$ 159.89	$ 168.44	$ 176.55	$ 185.31	$ 195.80
		HRS	$ 15.97	$ 16.49	$ 17.06	$ 17.66	$ 18.36	$ 18.97	$ 19.99	$ 21.05	$ 22.07	$ 23.16	$ 24.47
4	2.5	ANN	$ 33,851.81	$ 35,045.93	$ 36,017.89	$ 37,323.08	$ 38,794.90	$ 40,211.18	$ 42,377.25	$ 44,571.09	$ 46,737.16	$ 48,875.47	$ 51,523.90
		MO	$ 2,820.98	$ 2,920.49	$ 3,001.49	$ 3,110.26	$ 3,232.91	$ 3,350.93	$ 3,531.44	$ 3,714.26	$ 3,894.76	$ 4,072.96	$ 4,293.66
		DAY	$ 130.20	$ 134.79	$ 138.53	$ 143.55	$ 149.21	$ 154.66	$ 162.99	$ 171.43	$ 179.76	$ 187.98	$ 198.17
		HRS	$ 16.27	$ 16.85	$ 17.32	$ 17.94	$ 18.65	$ 19.33	$ 20.37	$ 21.43	$ 22.47	$ 23.50	$ 24.77
5	3.0	ANN	$ 34,296.14	$ 35,490.25	$ 36,739.91	$ 38,183.96	$ 39,461.38	$ 40,905.43	$ 43,043.73	$ 45,209.81	$ 47,320.34	$ 49,541.95	$ 52,253.15
		MO	$ 2,858.01	$ 2,957.52	$ 3,061.66	$ 3,182.00	$ 3,288.45	$ 3,408.79	$ 3,586.98	$ 3,767.48	$ 3,943.36	$ 4,128.50	$ 4,354.43
		DAY	$ 131.91	$ 136.50	$ 141.31	$ 146.86	$ 151.77	$ 157.33	$ 165.55	$ 173.88	$ 182.00	$ 190.55	$ 200.97
		HRS	$ 16.49	$ 17.06	$ 17.66	$ 18.36	$ 18.97	$ 19.67	$ 20.69	$ 21.74	$ 22.75	$ 23.82	$ 25.12
6	3.5	ANN	$ 35,045.93	$ 36,017.89	$ 37,323.08	$ 38,794.90	$ 40,211.18	$ 41,627.46	$ 43,821.30	$ 45,987.37	$ 48,208.98	$ 50,402.82	$ 53,094.58
		MO	$ 2,920.49	$ 3,001.49	$ 3,110.26	$ 3,232.91	$ 3,350.93	$ 3,468.95	$ 3,651.77	$ 3,832.28	$ 4,017.42	$ 4,200.24	$ 4,424.55
		DAY	$ 134.79	$ 138.53	$ 143.55	$ 149.21	$ 154.66	$ 160.11	$ 168.54	$ 176.87	$ 185.42	$ 193.86	$ 204.21
		HRS	$ 16.85	$ 17.32	$ 17.94	$ 18.65	$ 19.33	$ 20.01	$ 21.07	$ 22.11	$ 23.18	$ 24.23	$ 25.53
7	4.0	ANN	$ 35,490.25	$ 36,739.91	$ 38,183.96	$ 39,461.38	$ 40,905.43	$ 42,377.25	$ 44,571.09	$ 46,737.16	$ 48,875.47	$ 51,013.77	$ 53,711.64
		MO	$ 2,957.52	$ 3,061.66	$ 3,182.00	$ 3,288.45	$ 3,408.79	$ 3,531.44	$ 3,714.26	$ 3,894.76	$ 4,072.96	$ 4,251.15	$ 4,475.97
		DAY	$ 136.50	$ 141.31	$ 146.86	$ 151.77	$ 157.33	$ 162.99	$ 171.43	$ 179.76	$ 187.98	$ 196.21	$ 206.58
		HRS	$ 17.06	$ 17.66	$ 18.36	$ 18.97	$ 19.67	$ 20.37	$ 21.43	$ 22.47	$ 23.50	$ 24.53	$ 25.82
8	4.5	ANN	$ 36,017.89	$ 37,323.08	$ 38,794.90	$ 40,211.18	$ 41,627.46	$ 43,127.04	$ 45,237.58	$ 47,486.96	$ 49,541.95	$ 51,735.79	$ 54,468.93
		MO	$ 3,001.49	$ 3,110.26	$ 3,232.91	$ 3,350.93	$ 3,468.95	$ 3,593.92	$ 3,769.80	$ 3,957.25	$ 4,128.50	$ 4,311.32	$ 4,539.08
		DAY	$ 138.53	$ 143.55	$ 149.21	$ 154.66	$ 160.11	$ 165.87	$ 173.99	$ 182.64	$ 190.55	$ 198.98	$ 209.50
		HRS	$ 17.32	$ 17.94	$ 18.65	$ 19.33	$ 20.01	$ 20.73	$ 21.75	$ 22.83	$ 23.82	$ 24.87	$ 26.19
9	5.0	ANN	$ 36,739.91	$ 38,183.96	$ 39,461.38	$ 40,905.43	$ 42,377.25	$ 43,987.92	$ 46,153.99	$ 48,320.06	$ 50,486.13	$ 52,679.98	$ 55,422.56
		MO	$ 3,061.66	$ 3,182.00	$ 3,288.45	$ 3,408.79	$ 3,531.44	$ 3,665.66	$ 3,846.17	$ 4,026.67	$ 4,207.18	$ 4,390.00	$ 4,618.55
		DAY	$ 141.31	$ 146.86	$ 151.77	$ 157.33	$ 162.99	$ 169.18	$ 177.52	$ 185.85	$ 194.18	$ 202.62	$ 213.16
		HRS	$ 17.66	$ 18.36	$ 18.97	$ 19.67	$ 20.37	$ 21.15	$ 22.19	$ 23.23	$ 24.27	$ 25.33	$ 26.65
10	5.5	ANN	$ 37,323.08	$ 38,794.90	$ 40,211.18	$ 41,627.46	$ 43,127.04	$ 44,737.71	$ 46,959.32	$ 49,097.63	$ 51,263.70	$ 53,485.31	$ 56,235.94
		MO	$ 3,110.26	$ 3,232.91	$ 3,350.93	$ 3,468.95	$ 3,593.92	$ 3,728.14	$ 3,913.28	$ 4,091.47	$ 4,271.97	$ 4,457.11	$ 4,686.33
		DAY	$ 143.55	$ 149.21	$ 154.66	$ 160.11	$ 165.87	$ 172.07	$ 180.61	$ 188.84	$ 197.17	$ 205.71	$ 216.29
		HRS	$ 17.94	$ 18.65	$ 19.33	$ 20.01	$ 20.73	$ 21.51	$ 22.58	$ 23.60	$ 24.65	$ 25.71	$ 27.04
11	6.0	ANN	$ 38,183.96	$ 39,461.38	$ 40,905.43	$ 42,377.25	$ 43,987.92	$ 45,737.44	$ 47,820.20	$ 50,069.58	$ 52,180.11	$ 54,401.73	$ 57,189.57
		MO	$ 3,182.00	$ 3,288.45	$ 3,408.79	$ 3,531.44	$ 3,665.66	$ 3,811.45	$ 3,985.02	$ 4,172.47	$ 4,348.34	$ 4,533.48	$ 4,765.80
		DAY	$ 146.86	$ 151.77	$ 157.33	$ 162.99	$ 169.18	$ 175.91	$ 183.92	$ 192.58	$ 200.69	$ 209.24	$ 219.96
		HRS	$ 18.36	$ 18.97	$ 19.67	$ 20.37	$ 21.15	$ 21.99	$ 22.99	$ 24.07	$ 25.09	$ 26.15	$ 27.49

12	6.5	ANN	$ 38,794.90	$ 40,211.18	$ 41,627.46	$ 43,127.04	$ 44,737.71	$ 46,403.92	$ 48,569.99	$ 50,736.07	$ 52,929.91	$ 55,179.29	$ 57,946.86
		MO	$ 3,232.91	$ 3,350.93	$ 3,468.95	$ 3,593.92	$ 3,728.14	$ 3,866.99	$ 4,047.50	$ 4,228.01	$ 4,410.83	$ 4,598.27	$ 4,828.91
		DAY	$ 149.21	$ 154.66	$ 160.11	$ 165.87	$ 172.07	$ 178.48	$ 186.81	$ 195.14	$ 203.58	$ 212.23	$ 222.87
		HRS	$ 18.65	$ 19.33	$ 20.01	$ 20.73	$ 21.51	$ 22.31	$ 23.35	$ 24.39	$ 25.45	$ 26.53	$ 27.86
13	7.0	ANN	$ 39,461.38	$ 40,905.43	$ 42,377.25	$ 43,987.92	$ 45,737.44	$ 47,320.34	$ 49,541.95	$ 51,708.02	$ 53,846.32	$ 56,067.93	$ 58,872.44
		MO	$ 3,288.45	$ 3,408.79	$ 3,531.44	$ 3,665.66	$ 3,811.45	$ 3,943.36	$ 4,128.50	$ 4,309.00	$ 4,487.19	$ 4,672.33	$ 4,906.04
		DAY	$ 151.77	$ 157.33	$ 162.99	$ 169.18	$ 175.91	$ 182.00	$ 190.55	$ 198.88	$ 207.10	$ 215.65	$ 226.43
		HRS	$ 18.97	$ 19.67	$ 20.37	$ 21.15	$ 21.99	$ 22.75	$ 23.82	$ 24.86	$ 25.89	$ 26.96	$ 28.30
14	7.5	ANN	$ 40,211.18	$ 41,627.46	$ 43,127.04	$ 44,737.71	$ 46,403.92	$ 48,292.29	$ 50,402.82	$ 52,596.67	$ 54,762.74	$ 56,901.04	$ 59,629.73
		MO	$ 3,350.93	$ 3,468.95	$ 3,593.92	$ 3,728.14	$ 3,866.99	$ 4,024.36	$ 4,200.24	$ 4,383.06	$ 4,563.56	$ 4,741.75	$ 4,969.14
		DAY	$ 154.66	$ 160.11	$ 165.87	$ 172.07	$ 178.48	$ 185.74	$ 193.86	$ 202.29	$ 210.63	$ 218.85	$ 229.35
		HRS	$ 19.33	$ 20.01	$ 20.73	$ 21.51	$ 22.31	$ 23.22	$ 24.23	$ 25.29	$ 26.33	$ 27.36	$ 28.67
15	8.0	ANN	$ 40,905.43	$ 42,377.25	$ 43,987.92	$ 45,737.44	$ 47,320.34	$ 49,292.02	$ 51,430.32	$ 53,651.93	$ 55,790.23	$ 57,984.07	$ 60,779.70
		MO	$ 3,408.79	$ 3,531.44	$ 3,665.66	$ 3,811.45	$ 3,943.36	$ 4,107.67	$ 4,285.86	$ 4,470.99	$ 4,649.19	$ 4,832.01	$ 5,064.97
		DAY	$ 157.33	$ 162.99	$ 169.18	$ 175.91	$ 182.00	$ 189.58	$ 197.81	$ 206.35	$ 214.58	$ 223.02	$ 233.77
		HRS	$ 19.67	$ 20.37	$ 21.15	$ 21.99	$ 22.75	$ 23.70	$ 24.73	$ 25.79	$ 26.82	$ 27.88	$ 29.22
16	8.5	ANN	$ 41,627.46	$ 43,127.04	$ 44,737.71	$ 46,403.92	$ 48,292.29	$ 50,069.58	$ 52,180.11	$ 54,401.73	$ 56,540.03	$ 58,733.87	$ 61,536.99
		MO	$ 3,468.95	$ 3,593.92	$ 3,728.14	$ 3,866.99	$ 4,024.36	$ 4,172.47	$ 4,348.34	$ 4,533.48	$ 4,711.67	$ 4,894.49	$ 5,128.08
		DAY	$ 160.11	$ 165.87	$ 172.07	$ 178.48	$ 185.74	$ 192.58	$ 200.69	$ 209.24	$ 217.46	$ 225.90	$ 236.68
		HRS	$ 20.01	$ 20.73	$ 21.51	$ 22.31	$ 23.22	$ 24.07	$ 25.09	$ 26.15	$ 27.18	$ 28.24	$ 29.59
17	9.0	ANN	$ 42,377.25	$ 43,987.92	$ 45,737.44	$ 47,320.34	$ 49,292.02	$ 51,180.39	$ 53,346.46	$ 55,540.30	$ 57,761.91	$ 59,927.99	$ 62,630.85
		MO	$ 3,531.44	$ 3,665.66	$ 3,811.45	$ 3,943.36	$ 4,107.67	$ 4,265.03	$ 4,445.54	$ 4,628.36	$ 4,813.49	$ 4,994.00	$ 5,219.24
		DAY	$ 162.99	$ 169.18	$ 175.91	$ 182.00	$ 189.58	$ 196.85	$ 205.18	$ 213.62	$ 222.16	$ 230.49	$ 240.89
		HRS	$ 20.37	$ 21.15	$ 21.99	$ 22.75	$ 23.70	$ 24.61	$ 25.65	$ 26.70	$ 27.77	$ 28.81	$ 30.11
18	9.5	ANN	$ 43,127.04	$ 44,737.71	$ 46,403.92	$ 48,292.29	$ 50,069.58	$ 52,096.80	$ 54,290.64	$ 56,428.95	$ 58,650.56	$ 60,816.63	$ 63,556.43
		MO	$ 3,593.92	$ 3,728.14	$ 3,866.99	$ 4,024.36	$ 4,172.47	$ 4,341.40	$ 4,524.22	$ 4,702.41	$ 4,887.55	$ 5,068.05	$ 5,296.37
		DAY	$ 165.87	$ 172.07	$ 178.48	$ 185.74	$ 192.58	$ 200.37	$ 208.81	$ 217.03	$ 225.58	$ 233.91	$ 244.45
		HRS	$ 20.73	$ 21.51	$ 22.31	$ 23.22	$ 24.07	$ 25.05	$ 26.10	$ 27.13	$ 28.20	$ 29.24	$ 30.56
19	10.0	ANN	$ 43,987.92	$ 45,737.44	$ 47,320.34	$ 49,292.02	$ 51,180.39	$ 53,207.61	$ 55,373.68	$ 57,595.29	$ 59,733.59	$ 61,899.67	$ 64,706.40
		MO	$ 3,665.66	$ 3,811.45	$ 3,943.36	$ 4,107.67	$ 4,265.03	$ 4,433.97	$ 4,614.47	$ 4,799.61	$ 4,977.80	$ 5,158.31	$ 5,392.20
		DAY	$ 169.18	$ 175.91	$ 182.00	$ 189.58	$ 196.85	$ 204.64	$ 212.98	$ 221.52	$ 229.74	$ 238.08	$ 248.87
		HRS	$ 21.15	$ 21.99	$ 22.75	$ 23.70	$ 24.61	$ 25.58	$ 26.62	$ 27.69	$ 28.72	$ 29.76	$ 31.11
20	10.5	ANN	$ 44,737.71	$ 46,403.92	$ 48,292.29	$ 50,069.58	$ 52,096.80	$ 54,151.79	$ 56,373.41	$ 58,567.25	$ 60,733.32	$ 62,899.39	$ 65,744.17
		MO	$ 3,728.14	$ 3,866.99	$ 4,024.36	$ 4,172.47	$ 4,341.40	$ 4,512.65	$ 4,697.78	$ 4,880.60	$ 5,061.11	$ 5,241.62	$ 5,478.68
		DAY	$ 172.07	$ 178.48	$ 185.74	$ 192.58	$ 200.37	$ 208.28	$ 216.82	$ 225.26	$ 233.59	$ 241.92	$ 252.86
		HRS	$ 21.51	$ 22.31	$ 23.22	$ 24.07	$ 25.05	$ 26.03	$ 27.10	$ 28.16	$ 29.20	$ 30.24	$ 31.61
21	11.0	ANN	$ 45,737.44	$ 47,320.34	$ 49,292.02	$ 51,180.39	$ 53,207.61	$ 55,345.91	$ 57,567.52	$ 59,705.82	$ 61,899.67	$ 64,065.74	$ 66,922.18
		MO	$ 3,811.45	$ 3,943.36	$ 4,107.67	$ 4,265.03	$ 4,433.97	$ 4,612.16	$ 4,797.29	$ 4,975.49	$ 5,158.31	$ 5,338.81	$ 5,576.85
		DAY	$ 175.91	$ 182.00	$ 189.58	$ 196.85	$ 204.64	$ 212.87	$ 221.41	$ 229.64	$ 238.08	$ 246.41	$ 257.39
		HRS	$ 21.99	$ 22.75	$ 23.70	$ 24.61	$ 25.58	$ 26.61	$ 27.68	$ 28.70	$ 29.76	$ 30.80	$ 32.17
22	11.5	ANN	$ 46,403.92	$ 48,292.29	$ 50,069.58	$ 52,096.80	$ 54,151.79	$ 56,373.41	$ 58,567.25	$ 60,733.32	$ 62,899.39	$ 65,037.69	$ 67,847.75
		MO	$ 3,866.99	$ 4,024.36	$ 4,172.47	$ 4,341.40	$ 4,512.65	$ 4,697.78	$ 4,880.60	$ 5,061.11	$ 5,241.62	$ 5,419.81	$ 5,653.98
		DAY	$ 178.48	$ 185.74	$ 192.58	$ 200.37	$ 208.28	$ 216.82	$ 225.26	$ 233.59	$ 241.92	$ 250.14	$ 260.95
		HRS	$ 22.31	$ 23.22	$ 24.07	$ 25.05	$ 26.03	$ 27.10	$ 28.16	$ 29.20	$ 30.24	$ 31.27	$ 32.62
23	12.0	ANN	$ 47,320.34	$ 49,292.02	$ 51,180.39	$ 53,207.61	$ 55,345.91	$ 57,567.52	$ 59,705.82	$ 61,899.67	$ 64,065.74	$ 66,204.04	$ 68,969.67
		MO	$ 3,943.36	$ 4,107.67	$ 4,265.03	$ 4,433.97	$ 4,612.16	$ 4,797.29	$ 4,975.49	$ 5,158.31	$ 5,338.81	$ 5,517.00	$ 5,747.47
		DAY	$ 182.00	$ 189.58	$ 196.85	$ 204.64	$ 212.87	$ 221.41	$ 229.64	$ 238.08	$ 246.41	$ 254.63	$ 265.27
		HRS	$ 22.75	$ 23.70	$ 24.61	$ 25.58	$ 26.61	$ 27.68	$ 28.70	$ 29.76	$ 30.80	$ 31.83	$ 33.16
24	12.5	ANN	$ 48,292.29	$ 50,069.58	$ 52,096.80	$ 54,151.79	$ 56,373.41	$ 58,706.10	$ 60,844.40	$ 63,010.47	$ 65,232.08	$ 67,398.16	$ 70,287.92
		MO	$ 4,024.36	$ 4,172.47	$ 4,341.40	$ 4,512.65	$ 4,697.78	$ 4,892.17	$ 5,070.37	$ 5,250.87	$ 5,436.01	$ 5,616.51	$ 5,857.33
		DAY	$ 185.74	$ 192.58	$ 200.37	$ 208.28	$ 216.82	$ 225.79	$ 234.02	$ 242.35	$ 250.89	$ 259.22	$ 270.34
		HRS	$ 23.22	$ 24.07	$ 25.05	$ 26.03	$ 27.10	$ 28.22	$ 29.25	$ 30.29	$ 31.36	$ 32.40	$ 33.79

25	13.0	ANN	$ 49,292.02	$ 51,180.39	$ 53,207.61	$ 55,345.91	$ 57,567.52	$ 59,983.53	$ 62,121.83	$ 64,315.67	$ 66,481.74	$ 68,675.58	$ 71,493.98
		MO	$ 4,107.67	$ 4,265.03	$ 4,433.97	$ 4,612.16	$ 4,797.29	$ 4,998.63	$ 5,176.82	$ 5,359.64	$ 5,540.15	$ 5,722.97	$ 5,957.83
		DAY	$ 189.58	$ 196.85	$ 204.64	$ 212.87	$ 221.41	$ 230.71	$ 238.93	$ 247.37	$ 255.70	$ 264.14	$ 274.98
		HRS	$ 23.70	$ 24.61	$ 25.58	$ 26.61	$ 27.68	$ 28.84	$ 29.87	$ 30.92	$ 31.96	$ 33.02	$ 34.37
26	13.5	ANN	$ 50,069.58	$ 52,096.80	$ 54,151.79	$ 56,373.41	$ 58,706.10	$ 61,066.56	$ 63,260.40	$ 65,454.25	$ 67,592.55	$ 69,730.85	$ 72,615.89
		MO	$ 4,172.47	$ 4,341.40	$ 4,512.65	$ 4,697.78	$ 4,892.17	$ 5,088.88	$ 5,271.70	$ 5,454.52	$ 5,632.71	$ 5,810.90	$ 6,051.32
		DAY	$ 192.58	$ 200.37	$ 208.28	$ 216.82	$ 225.79	$ 234.87	$ 243.31	$ 251.75	$ 259.97	$ 268.20	$ 279.29
		HRS	$ 24.07	$ 25.05	$ 26.03	$ 27.10	$ 28.22	$ 29.36	$ 30.41	$ 31.47	$ 32.50	$ 33.52	$ 34.91
27	14.0	ANN	$ 51,180.39	$ 53,207.61	$ 55,345.91	$ 57,567.52	$ 59,983.53	$ 62,427.30	$ 64,537.83	$ 66,703.90	$ 68,953.28	$ 71,147.13	$ 74,074.38
		MO	$ 4,265.03	$ 4,433.97	$ 4,612.16	$ 4,797.29	$ 4,998.63	$ 5,202.27	$ 5,378.15	$ 5,558.66	$ 5,746.11	$ 5,928.93	$ 6,172.86
		DAY	$ 196.85	$ 204.64	$ 212.87	$ 221.41	$ 230.71	$ 240.10	$ 248.22	$ 256.55	$ 265.20	$ 273.64	$ 284.90
		HRS	$ 24.61	$ 25.58	$ 26.61	$ 27.68	$ 28.84	$ 30.01	$ 31.03	$ 32.07	$ 33.15	$ 34.21	$ 35.61
28	14.5	ANN	$ 52,096.80	$ 54,151.79	$ 56,373.41	$ 58,706.10	$ 61,066.56	$ 63,538.11	$ 65,787.49	$ 67,898.02	$ 70,119.63	$ 72,230.16	$ 75,112.15
		MO	$ 4,341.40	$ 4,512.65	$ 4,697.78	$ 4,892.17	$ 5,088.88	$ 5,294.84	$ 5,482.29	$ 5,658.17	$ 5,843.30	$ 6,019.18	$ 6,259.35
		DAY	$ 200.37	$ 208.28	$ 216.82	$ 225.79	$ 234.87	$ 244.38	$ 253.03	$ 261.15	$ 269.69	$ 277.81	$ 288.89
		HRS	$ 25.05	$ 26.03	$ 27.10	$ 28.22	$ 29.36	$ 30.55	$ 31.63	$ 32.64	$ 33.71	$ 34.73	$ 36.11
29	15.0	ANN	$ 53,207.61	$ 55,345.91	$ 57,567.52	$ 59,983.53	$ 62,427.30	$ 64,982.15	$ 67,120.45	$ 69,230.99	$ 71,397.06	$ 73,646.44	$ 76,682.83
		MO	$ 4,433.97	$ 4,612.16	$ 4,797.29	$ 4,998.63	$ 5,202.27	$ 5,415.18	$ 5,593.37	$ 5,769.25	$ 5,949.75	$ 6,137.20	$ 6,390.24
		DAY	$ 204.64	$ 212.87	$ 221.41	$ 230.71	$ 240.10	$ 249.93	$ 258.16	$ 266.27	$ 274.60	$ 283.26	$ 294.93
		HRS	$ 25.58	$ 26.61	$ 27.68	$ 28.84	$ 30.01	$ 31.24	$ 32.27	$ 33.28	$ 34.33	$ 35.41	$ 36.87
30	15.5	ANN	$ 54,151.79	$ 56,373.41	$ 58,706.10	$ 61,066.56	$ 63,538.11	$ 66,204.04	$ 68,425.65	$ 70,619.49	$ 72,730.02	$ 74,951.64	$ 77,916.93
		MO	$ 4,512.65	$ 4,697.78	$ 4,892.17	$ 5,088.88	$ 5,294.84	$ 5,517.00	$ 5,702.14	$ 5,884.96	$ 6,060.84	$ 6,245.97	$ 6,493.08
		DAY	$ 208.28	$ 216.82	$ 225.79	$ 234.87	$ 244.38	$ 254.63	$ 263.18	$ 271.61	$ 279.73	$ 288.28	$ 299.68
		HRS	$ 26.03	$ 27.10	$ 28.22	$ 29.36	$ 30.55	$ 31.83	$ 32.90	$ 33.95	$ 34.97	$ 36.03	$ 37.46
31	16.0	ANN	$ 55,345.91	$ 57,567.52	$ 59,983.53	$ 62,427.30	$ 64,982.15	$ 67,620.32	$ 69,758.62	$ 71,924.69	$ 74,146.30	$ 76,284.60	$ 79,291.28
		MO	$ 4,612.16	$ 4,797.29	$ 4,998.63	$ 5,202.27	$ 5,415.18	$ 5,635.03	$ 5,813.22	$ 5,993.72	$ 6,178.86	$ 6,357.05	$ 6,607.61
		DAY	$ 212.87	$ 221.41	$ 230.71	$ 240.10	$ 249.93	$ 260.08	$ 268.30	$ 276.63	$ 285.18	$ 293.40	$ 304.97
		HRS	$ 26.61	$ 27.68	$ 28.84	$ 30.01	$ 31.24	$ 32.51	$ 33.54	$ 34.58	$ 35.65	$ 36.68	$ 38.12
32	16.5	ANN	$ 56,373.41	$ 58,706.10	$ 61,066.56	$ 63,538.11	$ 66,204.04	$ 68,953.28	$ 71,147.13	$ 73,285.43	$ 75,479.27	$ 77,617.57	$ 80,469.29
		MO	$ 4,697.78	$ 4,892.17	$ 5,088.88	$ 5,294.84	$ 5,517.00	$ 5,746.11	$ 5,928.93	$ 6,107.12	$ 6,289.94	$ 6,468.13	$ 6,705.77
		DAY	$ 216.82	$ 225.79	$ 234.87	$ 244.38	$ 254.63	$ 265.20	$ 273.64	$ 281.87	$ 290.30	$ 298.53	$ 309.50
		HRS	$ 27.10	$ 28.22	$ 29.36	$ 30.55	$ 31.83	$ 33.15	$ 34.21	$ 35.23	$ 36.29	$ 37.32	$ 38.69
33	17.0	ANN	$ 57,567.52	$ 59,983.53	$ 62,427.30	$ 64,982.15	$ 67,620.32	$ 70,536.18	$ 72,702.25	$ 74,868.33	$ 76,978.86	$ 79,144.93	$ 82,124.11
		MO	$ 4,797.29	$ 4,998.63	$ 5,202.27	$ 5,415.18	$ 5,635.03	$ 5,878.02	$ 6,058.52	$ 6,239.03	$ 6,414.90	$ 6,595.41	$ 6,843.68
		DAY	$ 221.41	$ 230.71	$ 240.10	$ 249.93	$ 260.08	$ 271.29	$ 279.62	$ 287.96	$ 296.07	$ 304.40	$ 315.86
		HRS	$ 27.68	$ 28.84	$ 30.01	$ 31.24	$ 32.51	$ 33.91	$ 34.95	$ 35.99	$ 37.01	$ 38.05	$ 39.48
34	17.5	ANN	$ 58,706.10	$ 61,066.56	$ 63,538.11	$ 66,204.04	$ 68,953.28	$ 71,813.61	$ 73,951.91	$ 76,201.29	$ 78,284.06	$ 80,477.90	$ 83,470.41
		MO	$ 4,892.17	$ 5,088.88	$ 5,294.84	$ 5,517.00	$ 5,746.11	$ 5,984.47	$ 6,162.66	$ 6,350.11	$ 6,523.67	$ 6,706.49	$ 6,955.87
		DAY	$ 225.79	$ 234.87	$ 244.38	$ 254.63	$ 265.20	$ 276.21	$ 284.43	$ 293.08	$ 301.09	$ 309.53	$ 321.04
		HRS	$ 28.22	$ 29.36	$ 30.55	$ 31.83	$ 33.15	$ 34.53	$ 35.55	$ 36.64	$ 37.64	$ 38.69	$ 40.13
35	18.0	ANN	$ 59,983.53	$ 62,427.30	$ 64,982.15	$ 67,620.32	$ 70,536.18	$ 73,618.67	$ 75,784.74	$ 77,950.81	$ 80,089.11	$ 82,338.50	$ 85,433.76
		MO	$ 4,998.63	$ 5,202.27	$ 5,415.18	$ 5,635.03	$ 5,878.02	$ 6,134.89	$ 6,315.40	$ 6,495.90	$ 6,674.09	$ 6,861.54	$ 7,119.48
		DAY	$ 230.71	$ 240.10	$ 249.93	$ 260.08	$ 271.29	$ 283.15	$ 291.48	$ 299.81	$ 308.04	$ 316.69	$ 328.59
		HRS	$ 28.84	$ 30.01	$ 31.24	$ 32.51	$ 33.91	$ 35.39	$ 36.43	$ 37.48	$ 38.50	$ 39.59	$ 41.07
36	18.5	ANN	$ 61,066.56	$ 63,538.11	$ 66,204.04	$ 68,953.28	$ 71,813.61	$ 74,951.64	$ 77,034.40	$ 79,283.78	$ 81,394.31	$ 83,588.15	$ 86,639.82
		MO	$ 5,088.88	$ 5,294.84	$ 5,517.00	$ 5,746.11	$ 5,984.47	$ 6,245.97	$ 6,419.53	$ 6,606.98	$ 6,782.86	$ 6,965.68	$ 7,219.98
		DAY	$ 234.87	$ 244.38	$ 254.63	$ 265.20	$ 276.21	$ 288.28	$ 296.29	$ 304.94	$ 313.06	$ 321.49	$ 333.23
		HRS	$ 29.36	$ 30.55	$ 31.83	$ 33.15	$ 34.53	$ 36.03	$ 37.04	$ 38.12	$ 39.13	$ 40.19	$ 41.65
37	19.0	ANN	$ 62,427.30	$ 64,982.15	$ 67,620.32	$ 70,536.18	$ 73,618.67	$ 76,728.93	$ 78,895.00	$ 81,005.53	$ 83,143.83	$ 85,337.67	$ 88,462.93
		MO	$ 5,202.27	$ 5,415.18	$ 5,635.03	$ 5,878.02	$ 6,134.89	$ 6,394.08	$ 6,574.58	$ 6,750.46	$ 6,928.65	$ 7,111.47	$ 7,371.91
		DAY	$ 240.10	$ 249.93	$ 260.08	$ 271.29	$ 283.15	$ 295.11	$ 303.44	$ 311.56	$ 319.78	$ 328.22	$ 340.24
		HRS	$ 30.01	$ 31.24	$ 32.51	$ 33.91	$ 35.39	$ 36.89	$ 37.93	$ 38.94	$ 39.97	$ 41.03	$ 42.53

38	19.5	ANN	$ 63,538.11	$ 66,204.04	$ 68,953.28	$ 71,813.61	$ 74,951.64	$ 78,200.74	$ 80,366.82	$ 82,505.12	$ 84,726.73	$ 86,837.26	$ 89,837.27
		MO	$ 5,294.84	$ 5,517.00	$ 5,746.11	$ 5,984.47	$ 6,245.97	$ 6,516.73	$ 6,697.23	$ 6,875.43	$ 7,060.56	$ 7,236.44	$ 7,486.44
		DAY	$ 244.38	$ 254.63	$ 265.20	$ 276.21	$ 288.28	$ 300.77	$ 309.10	$ 317.33	$ 325.87	$ 333.99	$ 345.53
		HRS	$ 30.55	$ 31.83	$ 33.15	$ 34.53	$ 36.03	$ 37.60	$ 38.64	$ 39.67	$ 40.73	$ 41.75	$ 43.19
39	20.0	ANN	$ 64,982.15	$ 67,620.32	$ 70,536.18	$ 73,618.67	$ 76,728.93	$ 80,005.80	$ 82,199.65	$ 84,421.26	$ 86,559.56	$ 88,725.63	$ 90,890.14
		MO	$ 5,415.18	$ 5,635.03	$ 5,878.02	$ 6,134.89	$ 6,394.08	$ 6,667.15	$ 6,849.97	$ 7,035.10	$ 7,213.30	$ 7,393.80	$ 7,574.18
		DAY	$ 249.93	$ 260.08	$ 271.29	$ 283.15	$ 295.11	$ 307.71	$ 316.15	$ 324.70	$ 332.92	$ 341.25	$ 349.58
		HRS	$ 31.24	$ 32.51	$ 33.91	$ 35.39	$ 36.89	$ 38.46	$ 39.52	$ 40.59	$ 41.62	$ 42.66	$ 43.70
40	20.5	ANN	$ 66,204.04	$ 68,953.28	$ 71,813.61	$ 74,951.64	$ 78,200.74	$ 81,560.93	$ 83,643.69	$ 85,865.31	$ 88,003.61	$ 90,280.76	$ 93,399.35
		MO	$ 5,517.00	$ 5,746.11	$ 5,984.47	$ 6,245.97	$ 6,516.73	$ 6,796.74	$ 6,970.31	$ 7,155.44	$ 7,333.63	$ 7,523.40	$ 7,783.28
		DAY	$ 254.63	$ 265.20	$ 276.21	$ 288.28	$ 300.77	$ 313.70	$ 321.71	$ 330.25	$ 338.48	$ 347.23	$ 359.23
		HRS	$ 31.83	$ 33.15	$ 34.53	$ 36.03	$ 37.60	$ 39.21	$ 40.21	$ 41.28	$ 42.31	$ 43.40	$ 44.90
41	21.0	ANN	$ 67,620.32	$ 70,536.18	$ 73,618.67	$ 76,728.93	$ 80,005.80	$ 83,532.61	$ 85,643.15	$ 87,836.99	$ 89,919.75	$ 92,196.90	$ 95,418.79
		MO	$ 5,635.03	$ 5,878.02	$ 6,134.89	$ 6,394.08	$ 6,667.15	$ 6,961.05	$ 7,136.93	$ 7,319.75	$ 7,493.31	$ 7,683.08	$ 7,951.57
		DAY	$ 260.08	$ 271.29	$ 283.15	$ 295.11	$ 307.71	$ 321.28	$ 329.40	$ 337.83	$ 345.85	$ 354.60	$ 367.00
		HRS	$ 32.51	$ 33.91	$ 35.39	$ 36.89	$ 38.46	$ 40.16	$ 41.17	$ 42.23	$ 43.23	$ 44.33	$ 45.87
42	21.5	ANN	$ 68,953.28	$ 71,813.61	$ 74,951.64	$ 78,200.74	$ 81,560.93	$ 85,032.20	$ 87,170.50	$ 89,308.80	$ 91,502.65	$ 93,668.72	$ 96,737.04
		MO	$ 5,746.11	$ 5,984.47	$ 6,245.97	$ 6,516.73	$ 6,796.74	$ 7,086.02	$ 7,264.21	$ 7,442.40	$ 7,625.22	$ 7,805.73	$ 8,061.42
		DAY	$ 265.20	$ 276.21	$ 288.28	$ 300.77	$ 313.70	$ 327.05	$ 335.27	$ 343.50	$ 351.93	$ 360.26	$ 372.07
		HRS	$ 33.15	$ 34.53	$ 36.03	$ 37.60	$ 39.21	$ 40.88	$ 41.91	$ 42.94	$ 43.99	$ 45.03	$ 46.51
43	22.0	ANN	$ 70,536.18	$ 73,618.67	$ 76,728.93	$ 80,005.80	$ 83,532.61	$ 87,114.96	$ 89,225.49	$ 91,419.34	$ 93,529.87	$ 95,751.48	$ 98,952.82
		MO	$ 5,878.02	$ 6,134.89	$ 6,394.08	$ 6,667.15	$ 6,961.05	$ 7,259.58	$ 7,435.46	$ 7,618.28	$ 7,794.16	$ 7,979.29	$ 8,246.07
		DAY	$ 271.29	$ 283.15	$ 295.11	$ 307.71	$ 321.28	$ 335.06	$ 343.17	$ 351.61	$ 359.73	$ 368.27	$ 380.59
		HRS	$ 33.91	$ 35.39	$ 36.89	$ 38.46	$ 40.16	$ 41.88	$ 42.90	$ 43.95	$ 44.97	$ 46.03	$ 47.57
44	22.5	ANN	$ 71,924.69	$ 75,173.80	$ 78,256.28	$ 81,616.47	$ 85,171.05	$ 88,808.94	$ 91,002.78	$ 93,252.17	$ 95,446.01	$ 97,695.39	$ 100,944.22
		MO	$ 5,993.72	$ 6,264.48	$ 6,521.36	$ 6,801.37	$ 7,097.59	$ 7,400.75	$ 7,583.57	$ 7,771.01	$ 7,953.83	$ 8,141.28	$ 8,412.02
		DAY	$ 276.63	$ 289.13	$ 300.99	$ 313.91	$ 327.58	$ 341.57	$ 350.01	$ 358.66	$ 367.10	$ 375.75	$ 388.25
		HRS	$ 34.58	$ 36.14	$ 37.62	$ 39.24	$ 40.95	$ 42.70	$ 43.75	$ 44.83	$ 45.89	$ 46.97	$ 48.53
45	23.0	ANN	$ 73,368.74	$ 76,562.31	$ 79,866.95	$ 83,227.14	$ 86,892.80	$ 90,614.00	$ 92,835.61	$ 95,085.00	$ 97,362.15	$ 99,639.30	$ 102,935.62
		MO	$ 6,114.06	$ 6,380.19	$ 6,655.58	$ 6,935.60	$ 7,241.07	$ 7,551.17	$ 7,736.30	$ 7,923.75	$ 8,113.51	$ 8,303.28	$ 8,577.97
		DAY	$ 282.19	$ 294.47	$ 307.18	$ 320.10	$ 334.20	$ 348.52	$ 357.06	$ 365.71	$ 374.47	$ 383.23	$ 395.91
		HRS	$ 35.27	$ 36.81	$ 38.40	$ 40.01	$ 41.78	$ 43.56	$ 44.63	$ 45.71	$ 46.81	$ 47.90	$ 49.49
46	23.5	ANN	$ 74,868.33	$ 78,117.43	$ 81,449.85	$ 84,921.12	$ 88,642.32	$ 92,446.83	$ 94,668.44	$ 97,001.14	$ 99,278.29	$ 101,638.75	$ 105,011.16
		MO	$ 6,239.03	$ 6,509.79	$ 6,787.49	$ 7,076.76	$ 7,386.86	$ 7,703.90	$ 7,889.04	$ 8,083.43	$ 8,273.19	$ 8,469.90	$ 8,750.93
		DAY	$ 287.96	$ 300.45	$ 313.27	$ 326.62	$ 340.93	$ 355.56	$ 364.11	$ 373.08	$ 381.84	$ 390.92	$ 403.89
		HRS	$ 35.99	$ 37.56	$ 39.16	$ 40.83	$ 42.62	$ 44.45	$ 45.51	$ 46.64	$ 47.73	$ 48.86	$ 50.49
47	24.0	ANN	$ 76,367.91	$ 79,672.56	$ 83,088.29	$ 86,615.10	$ 90,391.84	$ 94,251.89	$ 96,556.81	$ 98,945.05	$ 101,249.97	$ 103,665.97	$ 107,086.70
		MO	$ 6,363.99	$ 6,639.38	$ 6,924.02	$ 7,217.93	$ 7,532.65	$ 7,854.32	$ 8,046.40	$ 8,245.42	$ 8,437.50	$ 8,638.83	$ 8,923.89
		DAY	$ 293.72	$ 306.43	$ 319.57	$ 333.14	$ 347.66	$ 362.51	$ 371.37	$ 380.56	$ 389.42	$ 398.72	$ 411.87
		HRS	$ 36.72	$ 38.30	$ 39.95	$ 41.64	$ 43.46	$ 45.31	$ 46.42	$ 47.57	$ 48.68	$ 49.84	$ 51.48

11.07

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

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Resignations (Information Only).**

Staff Analysis:

Pursuant to Board Policy 4117.2 the Superintendent or her designee has accepted the following resignations.

Submitted by: Tereasa Smith Title: Director, Human Resources

To the Board of Trustees: **Information Only**

11.07

Agenda Placement

Meeting: March 10, 2022
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

March 10, 2022

CERTIFICATED RESIGNATIONS:

I. Resignations:

1.	Garver, Ashley	RSP/Cureton Elementary	02/18/2022
2.	Dam, Tuan	Math/Renaissance Academy I	06/10/2022
3.	Katz, Jeffrey	RSP/Special Education Department	06/11/2022
4.	Mehech, Paulo	Science/Renaissance Academy I	06/10/2022
5	Oshita, Rene	Psychologist/Special Education Dept.	06/10/2022
6.	Sarabia, Gian	4 Bilingual Spanish/Adelante Academy I	06/10/2022

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

12.01

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: February 16, 2022

Subject: **Silicon Valley Education Foundation**

Staff Analysis: Elevate Math is a summer intervention program designed to elevate student achievement in math for students entering 3rd-7th grade (20 classes total) Computer Science Institute course will expand access to specifically computer science knowledge for students entering 7th and 8th grade (5 classes) These programs will be offered in person and virtually, if needed.

Recommendation: Staff recommends the Board approve the contract with Silicon Valley Education Foundation in the amount of $207,000.00

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

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

To the Board of Trustees: Meeting: March 10, 2022
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: _____

Doc ID: c2c5428a53846944bab454374b31ff693575ff95

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

INDEPENDENT CONTRACTOR AGREEMENT

TO: DIVISION OF BUSINESS SERVICES CONTRACT NO. _____

FROM: State and Federal (School/Dept.) VENDOR NO. 018650

Submitted by: Sandra Garcia

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: Silicon Valley Education Foundation

   Address: 1400 Parkmoor Avenue City: San Jose State: CA Zip: 95126

   Phone: (408) 790-9479 Email Address: shelby@svefoundation.org

   SSN: _____ or Fed I.D. #: 20-5061316

   Mutually agree and promise as follows:

2. **CONTRACT TERM:** start date June 21, 2022 end date July 22, 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:

   Elevate Math and Computer Science Institute will be offered as summer intervention programs during the 2021 - 2022 school year.

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:** $ 207,000.00 (describe rate agreement) EM - $162,000.00 CSI - $45,000.00

5. **BUDGET CODE:**

FD	RESC	PY	OBJECT	SUB-OBJ	GOAL	FCTN	COST-CNTR	LOC	PROG	$AMOUNT	BUS. OFC Initials
010	0000	0	5815	00	1110	1000	000010	360	5051	$162,000.00	
060	3182	0	5815	00	1110	1000	000010	360	3182	$45,000.00	

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

SV [e]F | SILICON VALLEY education FOUNDATION

MEMORANDUM OF UNDERSTANDING

Silicon Valley Education Foundation
and
Alum Rock Union School District
Elevate [Math] and/or Computer Science Institute Programs

This Memorandum of Understanding (MOU) serves as a facilitating document establishing an agreement between **Silicon Valley Education Foundation** (SVEF), located at 1400 Parkmoor Avenue, Suite 200, San José, CA and **Alum Rock Union School District** located at 2930 Gay Ave, San Jose, CA 95127 to implement SVEF's Elevate [Math] and/or Computer Science Institute (Elevate [Math] from *February 25- October 1, 2022*)

All of the provisions of this MOU and any attached documents, project proposals, and/or addenda are subject to mutual agreement of the parties, and to review by the School District Superintendent, and when necessary, the School District's Board of Trustees. Parties to this MOU have the right to terminate this MOU and any addenda by informing the other party in writing three (3) months prior to the date on which termination will become effective.

Program Description:
Elevate [Math]: The Elevate [Math] program is designed for incoming 3rd–10th grade students whose test scores (as measured by Smarter Balanced Assessment Consortium (SBAC or other objective measures) indicate they are nearly meeting their grade-level standards. The Programs frontload supplemental accelerated instruction in math readiness, so that students are able to successfully complete their next level math course.

CSI : The program provides learning opportunities to students who are furthest away from opportunities by introducing the foundations of computer science through the lens of making and design thinking to promote the continued pursuit of CS. CSI is designed for rising 7th-8th grade students and the program will be piloting the 9-10th grade curriculum in summer 2022.

Details of Elevate [Math] and CSI program can be found in Addendum I to this MOU.

Collaborative Successful Partnership Proposed Roles and Responsibilities:

SVEF agrees to:

- Provide the curriculum and professional learning resources for effective implementation of the curriculum specifically aligned and designed to meet grade-level Common Core State Standards (CCSS).

- Market the Program(s) to foundations, corporations, businesses, and individuals in an effort to obtain partial funding for the Programs.

- Provide financial contributions as outlined in the "Class Agreement Breakdown" table on page 4 of this MOU. The School District will pay for programs prior to the start of the Elevate [Math]/CSI Program.

- Provide project management staffing to assist as needed with the following:
    - student recruitment;
    - teacher recruitment;
    - setting meetings;
    - tracking execution of the Programs; and
    - handling financials.

- Assist districts with TB and fingerprinting logistics. School District may elect to have SVEF assume the responsibility of fingerprinting and paying teachers.

- Recruit and train college mentors to enhance college curriculum for E[M], provide project support for CSI, and to provide inspiration and encouragement to students to attend college.

- Facilitate the pre- and post-assessments and surveys, prepare reports on the Programs, track overall student achievement gains, and gather student efficacy survey results to share with the School District and funders.

- Collect student emergency contact information and provide safety guidelines for the classroom and online environment.

- Provide access to required online tools.

- Work with the School District to develop a school year follow up and ongoing summer programming in order to maintain student achievement gains and motivation for preparing for college.

- Recruit and train corporate volunteers to enrich the classroom experience and provide STEM or Career Inspiration Workshops.

- Organize a College Day experience for high school students only (E[M] 9-10+).

- Work with teachers to organize and promote End of Program celebrations for each class.

- Host site visits to provide donors and/or partners the opportunity to observe classroom sessions. Visits may include student and staff photo releases.

School District agrees to:

- Appoint a School District representative to serve as the primary liaison for SVEF, with whom Program coordination can be managed—including student/teacher recruitment and logistics of the Programs. The School District representative agrees to respond to requests for

information, feedback, and other communications in a timely manner, generally within 24-48 during business days.

- Appoint a School District representative to serve as the data liaison to SVEF who will provide required data in a timely manner as outlined in Addendum V, VI, and VII to this MOU.

- Provide a target list for student recruitment and use the enrollment form created by SVEF. If the School District elects to lead recruitment efforts that do not utilize the SVEF enrollment form, the School District will be responsible for manually entering the hardcopy forms into SVEF's online enrollment system. SVEF will not accept scanned forms that do not use the SVEF enrollment template.

- Communicate the policy/procedures for handling student behavior and absence during the summer Programs. The School District will provide SVEF the name of the person responsible.

- If in person, provide basic classroom facilities as outlined in Addendum II to this MOU.

- Provide the financial contribution to the Programs as outlined on page 4 of this MOU unless the class is canceled for reasons beyond the School District's control. Such financial contribution should be paid to SVEF prior to the first day of class.

- Identify a representative from the School District's IT department to support the Programs' connection to the internet and ensure that computers/devices are provided for each student to use during the Programs. This includes whitelisting and access to Youtube.com, Desmos, Google Classroom, Zoom, Nearpod, Salesforce etc. SVEF will provide the full list. Agree to use SVEF's Zoom account or a district provided Google Meets account.

- Assist in recruitment of teachers for their Program sites. Teachers may be paid through SVEF (simplifying the role of the School District) or through traditional School District processes. The preference will be outlined on pages 4 and 5 of this MOU.

- Provide TB verification and proof of sexual harassment training for your district recruited teachers. (Human Resources)

- Assist in finding substitutes if SVEF is unable to provide cover.
    - SVEF will pay a substitute if SVEF is the teacher's paying agent.
    - The School District will pay a substitute if the School District is the teacher's paying agent.

- Ensure that all teachers participate in the curriculum and professional development training and Professional Learning Communities (PLCs). Teachers' pay will be deducted for missed professional development or PLCs.

- Assist in recruitment of full classes of students to participate in the Programs. Allow SVEF to contact families directly.

- Support the administration of the pre-post assessments and pre/post surveys.

- Work with SVEF to develop school year follow up and ongoing summer programming in order to maintain student achievement gains and motivation for preparing for college. SVEF collects placement and success data on all alumni students from third grade through completion of high school.

- Commit to placing students who have successfully completed Elevate [Math] into the appropriate grade-level course for the following school year.

- Allow SVEF to host site visits by donors and/or partners with the purpose of observing a classroom session and/or presenting a hands-on STEM Workshop.

Class Agreement Breakdown for E[M]:

	# of Classes	**Total Cost** ($16,000 per class)	**District Contribution**
Elevate [Math] 3	**4**	**$64,000**	**$36,000**
Elevate [Math] 4	**4**	**$64,000**	**$36,000**
Elevate [Math] 5	**4**	**$64,000**	**$36,000**
Elevate [Math] 6	**2**	**$32,000**	**$18,000**
Elevate [Math] 7	**2**	**$32,000**	**$18,000**
Elevate [Math] 8	**2**	**$32,000**	**$18,000**
Total	**18**	**$288,000**	**$162,000**

Class Agreement Breakdown for CSI:

	# of Classes	**Total Cost** ($16,000 per class)	**District Contribution**
CSI 7th/8th	**5**	**$80,000**	**$45,000**
Total	**5**	**$80,000**	**$45,000**

☒ **SVEF will be responsible for paying teachers and fingerprinting**
☐ **District will be responsible for paying teachers and fingerprinting and…**
☐**will or** ☐**will not invoice SVEF for payment of teacher**
(SVEF will only reimburse up to $6,125/ES or MS teacher or $7,350/HS teacher)

Please provide a contact with whom to follow up with any billing questions.
Finance contact: Name: **Maria Patino** Email: maria.patino@arusd.org (please cc **Brenda Rosas-Garcia**, brenda.rosas-garcia@arusd.org)

District Superintendent or Designee Signature:

Only the authorized agents or their offices listed below may make changes to this MOU and any future addenda, provided, however, that both parties mutually agree upon such changes in writing.

X_____ _____

Superintendent or Designee Signature — Date

Dr. Hilaria Bauer

_____

Printed Name

District Data Personnel Signature:

By signing below, I acknowledge that I have read and understand the data exchange timeline and requirements and agree to meet the deadlines as outlined in Addendum VI and VII to this MOU or otherwise communicated by the SVEF Directors or Managers.

X_____ _____

Data Personnel Signature* — Date

_____

Printed Name

SVEF Signature:

X Denise Williams 02 / 24 / 2022

Denise Williams — Date

Chief Program Officer

Doc ID: 0cdf8d851b719720e9b5ad3c7851335395579e6e

ADDENDA

Addendum I: Program Components

	Elevate [Math] 3-5	Elevate [Math] 6-8	Elevate [Math] 9-10
Grades	Rising 3rd-5th	Rising 6th-8th	Rising 9th-10th
Length	75 hours	75 hours	125 hours
Curriculum	Elevate [Math] (math and literacy)	Elevate [Math]	Elevate [Math]
Teacher PD	24 hours PL 6 hours PLC Coaching	24 hours PL 6 hours PLC Coaching	24 hours PD 6 hours PLC Coaching
Classroom Mentor	College Mentor (1:3)	College Mentor (1:3)	College Mentor (1:3)
College Awareness	-UC Berkeley College Curriculum	-UC Berkeley College Curriculum	-UC Berkeley College Curriculum -College Day Event
Growth Mindset	19 day curriculum	19 day curriculum	24 day curriculum
STEM/Career Awareness	-Career Inspiration Workshop	-Career Inspiration Workshop	-Career Inspiration Workshop -STEM Activity
End of Program	Celebration Party	Celebration Party	Celebration Party

	CSI 7th-8th	CSI 9th-10th
Grades	Rising 7th-8th	Rising 9th-10th
Length	76 hours	100 hours
Curriculum	CSI curriculum using Micro:Bits	CSI curriculum
Teacher PD	24 hours PD Coaching	24 hours PD Coaching
Classroom Mentor	College Mentor (1:3)	College Mentor (1:3)
STEM/Career Awareness	-STEM Inspiration Workshop	-Career Inspiration Workshop
End of Program	End of Class Celebration	End of Class Celebration

Addendum II: Facilities and Support for the Elevate [Math] Programs

If in person, School District agrees to provide the location and facilities for the Programs, including:

- Classroom setting for teachers to conduct instruction to students, such that adequate space is allocated for class size of up to twenty (20) students for E[M] 3-5 and thirty-five (35) students for E[M] 6-10+ and adequate space for safety guidelines.
- A teacher-preparation and small tutoring space (could be a classroom).
- Access to computers and the internet to support an entire class at one time.
- An outdoor space for students to have physical exercise and to mingle during breaks.
- Access for teachers to printers and photocopiers, including teachers who do not work in the School District during the school year.

If remote, The school District agrees to ensure every student and teacher has Internet and access to a device capable of running Zoom and another program.

If in person, The School District agrees to provide access to the following classroom equipment:

- Class Set of mini-whiteboards *or* plastic sheet protectors filled white copy paper
    - *Note:* If unable to provide either option, teacher can utilize clear plastic cover of the Elevate [Math] notebook
- Class Set of dry erase markers and erasers
- Class Set of iPads/Chromebooks/laptops, with access to the following domains:
    - YouTube, Google Classroom, Kahoot!, Desmos, Padlet (for Growth Mindset and College Information curricula**)
- Manipulatives (cm cubes, double-sided counters, etc)
- General Classroom Supplies, including:
    - Markers, pencils
    - Calculators, Rulers, scissors
    - Whiteout, blue tape, glue sticks
    - Paper clips, post-its
- Projector and/or Document Camera
- The following types of paper:
    - Sticky pad/ flip chart
    - Colored Xerox paper (for small posters)
    - Construction paper (for larger posters)
    - Butcher paper
    - Patty paper (*8th grade only*)
- It is highly recommended that districts provide out-of-district teachers and all College Mentors with a temporary district email/Google account. This enables teachers and students to access a shared Google Classroom. If districts are unable to do so, Elevate [Math]SVEF will create an @elevatemath.com for E[M] and @csi.svef.com for CSI domain that must be whitelisted by the district for use by students and the teacher.

SVEF agrees to provide the following classroom materials:

- End of program certificates
- A Gift Card provided to each teacher for extra supplies (including, but not limited to, snacks & incentives)
- Program materials, including:
    - Elevate [Math] Curriculum
    - Pre- and post survey and assessments
    - Core FALs and card sorts
    - College Readiness Curriculum
- Elevate [Math] student swag and materials, including, but not limited to:
    - Elevate [Math] Notebooks
- Grade-specific program handouts for parents
- End of program certificates

For CSI class:

- Program materials, including but not limited to
    - CSI curriculum
    - Pre and post-survey and assessments
- Individually packed students kits for virtual program and teacher class kits for in person program.

Addendum III: Guidelines for Teacher Selection; Responsibilities

School District may request SVEF contract teachers directly and facilitate payment for service. School District may select credentialed teachers appropriate for the Programs and who support Program goals. For E[M] the teachers should have strong math experience for the grade they will be teaching that summer. Teachers should complete SVEF's pre- and post-Program surveys to provide feedback in support of Program development.

If the School District cannot provide internal district teachers by February 28, 2021, SVEF may work with the School District to interview and hire teacher(s) from outside the School District.

Addendum IV: SVEF Professional Development

All teachers participating in the Elevate [Math] will be required to participate in:

- professional development;
- PLCs (except Elevate [Math]^2);
- Elevate [Math] coaching program; and
- Elevate [Math] effectiveness studies.

All teachers participating in the CSI Program will be required to participate in:

- professional development;
- CSI coaching program; and
- CSI effectiveness studies.

Teachers who miss any of the required trainings will be expected to make up the sessions by watching videos or engaging with the materials.

Addendum V: Student Data and Tracking of Student Achievement

SVEF and the School District have partnered to examine students' academic trajectories toward college readiness, which includes preparation in mathematics. The partnership will assess the progress of students who participate in the Elevate [Math] or CSI through assessments (MAC/MARS), math course placement patterns, and a variety of metrics.

The specific exceptions to the Family Educational Rights and Privacy Act that allow SVEF to request and collect students' data from a district partner are as follows:

1. Studies exception, 34 C.F.R. Section 99.31(a)(6): Elevate [Math] and CSI uses education data for studies to improve instruction.
2. Audit or evaluation exception, 34 C.F.R. Sections 99.31(a) and 99.35: Elevate [Math] and CSI share aggregated education data with funders.

Addendum VI: Data Transfer Timelines

The timelines for data transfer are as follows:

Student Data Timeline

Student Data Timeline					
Task	**Request Date**	**Due Date**	**Data**	**E[M]**	**CSI**
School District sends target student list based on criteria outlined in Addenda	November	January	Student Name	x	x
			10-digit State ID	x	x
			Middle/High School	x	x
			Last SBAC Scaled Score for E[M]	x	
			Parent/Guardian Name	x	x
			Parent/Guardian Phone	x	x
			Parent/Guardian E-Mail	x	x
SVEF provides Program Results at debrief meeting	n/a	September	Program Attendance	x	x
			Program Assessment Results	x	x
			Program Survey Results (if available)	x	x
School District sends current and former students school grades and SBAC results *each year until graduation*	August	September	Missing 10-digit State ID	x	x
			I-ready or similar benchmark	x	
			SBAC Scaled Score (Grades 5-8, 11) for E[M]	x	
			Math Grades for E[M]	x	
			Middle/High School Attending	x	x

Addendum VII: Confidentiality Requirements and Responsibilities of the Parties Relating to Student Data

Confidentiality:

A. SVEF agrees to preserve the anonymity of all persons and confidentiality of all data collected. SVEF agrees not to release data to any person or organization not involved in Program evaluation.

B. SVEF requests to share nameless student data with the following SVEF partner organizations that assist with program support and analysis: WestEd and Hispanic Foundation of Silicon Valley (HFSV). Non-specific student data means student names and other identifying personal information will not be shared with the program results. These partner organizations will not be able to name or identify any specific students.

C. No individual shall be identifiable in any reports, publications, or other documents created by SVEF from the use of data provided by the School District.

D. SVEF and its contractors shall maintain the confidentiality of all records in accordance with all applicable Federal, State, or local laws, ordinances, regulations, and directives relating to confidentiality. These include, but are not limited to, the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 *et. seq.*), and the Privacy Act of 1974, as amended (5 U.S.C. § 552).

SVEF responsibilities:

SVEF shall:

A. use the data collected for evaluation of the Programs Elevate [Math] and CSI

B. retain data in a place that is physically secure from access by unauthorized persons. SVEF agrees that any computer on which the data resides will be password protected at all times;

C. agree that no individual will be identifiable in any reports, publications, or other documents that are created; and

D. provide a template list to the district to attain students with California State Identification Number (CSID) and or local student ID numbers for which the data has been requested.

School District responsibilities:

School District shall:

A. agree to provide a list of students with California State Identification Number (CSID) and or local student ID numbers for which the data has been requested.

B. designate a contact person to facilitate communications between School District and SVEF for coordinating the data transfer activities necessary to carry out this MOU;

C. collaborate with SVEF, as needed, to facilitate the coordination of the data transfer; and

D. agree to participate in data sharing for the course of the MOU.

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

13.01

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: February 18, 2022

Subject: **Sunbelt Staffing Independent Contract**

Staff Analysis: Speech Therapy with Sunbelt Staffing. Alum Rock School District has had an ongoing working relationship with Sunbelt Staffing for the last few years.

Therapist will provide speech therapy to special education students per an Individualized Education Plan (IEP). Therapist will provide flexibility of service (remote or virtual) during the 21/22 school year.

Recommendation: Staff recommends the Board of Trustees approve the contract increase with Sunbelt Staffing for the 2021-2022 school year. The increase of this contract is in the amount of $71,155 for a total contract amount of $377,460.

Submitted by: Anthony Colonna AC Title: Director, Special Education Department

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

To the Board of Trustees: Meeting: March 10, 2022
Regular Board Meeting

Recommend Approval

13.01
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

PURCHASE ORDER / CONTRACT CHARGE ORDER (POCO)

P.O. No. _____ Contract No. 226024 Contract Original Amount: $394,120

Vendor Name: Sunbelt Staffing Vendor No. 300322

Please check:

_____ Cancel P.O. / Contract
_____ Change Item No.: _____
✓ Increase Amount Line Item No.: 1
_____ 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	$394,120
Change Order #: 1	$+38,285
Change Order #: 2	$-126,100
Change Order #: 3	$+71,155
New Contract Total (including Change Orders)	$377,460

FD	RESC	PY	OBJECT	SUB-OBJ	GOAL	FCTN	COST-CNTR	LOC	PROG	$AMOUNT	PRG. TITLE	BUS. OFC
080	~~0000~~ 6500	0	5815	00	5750	1120	000000	380	1820	+71,155		
	0000	0		00			000000				2/24/22	

Reason for Adjustment:
Speech therapist is out on maternity so we are needing a Speech therapist via telatherapy.

School/Dept.: Special Education Requested by: LeAnne Depew

Approval: _____ Assistant Superintendent of Business Services
(for Contracts Only)

Anthony Alonso 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 Jose, CA 95127

13.02

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: February 9, 2022

Subject: **Think Together, Inc. Preschool Program 2021-2022 Contract Adjustment**

Staff Analysis: **The California Department of Education (CDE) amended the awarded amount of the California State Preschool Program Contract (CSPP-1550), project number 43-6936-00-1. As of January 1,2022, the Maximum Reimbursable Amount (MRA) amount was $631,512.00 and is amended to the amount of $768,861.00. The purpose of the grant is to provide early learning education services at two preschools, Adelante I and Adelante II.**
Contract Adjustment Increases Think Together contract from $526,939.20 to $691,974.90.
Alum Rock Union Elementary School District Educational Partner Think Together, continue as the subcontractor of operations.

Recommendation: **Staff recommends the Board of Trustees approve Think Together, Inc. Preschool Program 2021-2022 contract adjustment.**

Submitted by: Dr. Dianna Ballesteros Title: Director, Early Learning

Approved by: Rene Sanchez Title: Assistant Superintendent, Instructional Services

To the Board of Trustees:

Recommend Approval

13.02

Agenda Placement

Meeting: March 10, 2022
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

PURCHASE ORDER / CONTRACT CHARGE ORDER (POCO)

P.O. No. _____ Contract No. CO226079 Contract Original Amount: $526,939.20

Vendor Name: Think Together Vendor No. 021410

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	$526,939.20
Change Order #: _____	$165,035.70
Change Order #: _____	$_____
Change Order #: _____	$_____
New Contract Total (including Change Orders)	$691,974.90

FD	RESC	PY	OBJECT	SUB-OBJ	GOAL	FCTN	COST-CNTR	LOC	PROG	$AMOUNT	PRG. TITLE	BUS. OFC
12	6105	0	5815	00	0001	1000	000050	281	6100	$345,987.45	CSPP	2/3/22
12	6105	0	5815	00	0001	1000	000050	286	6100	$345,987.45	CSPP	2/3/22

Reason for Adjustment:
The California Department of Education (CDE) has amended the awarded amount of the California State Preschool Program Contract (CSPP-1550) which increases our contract amount with Think Together for the preschool program at Adelnate I and Adelante II for the 2021-22 school year.

School/Dept.: Early Learning Requested by: Dr. Dianna Ballesteros

Approval: _____ Assistant Superintendent of Business Services

(for Contracts Only)
Dr. Dianna J. Ballesteros Program Manager

_____ Purchasing Manager

Date Requested: 01/25/2022 Date Entered: 02/03/22 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.)

CALIFORNIA DEPARTMENT OF EDUCATION

F.Y. 21 - 22

Amendment 02

DATE: July 01, 2021

CONTRACT NUMBER: CSPP-1550

PROGRAM TYPE: CALIFORNIA STATE PRESCHOOL PROGRAM

PROJECT NUMBER: 43-6936-00-1

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES ALLOCATION LETTER

RATE REFORM

STATE AGENCY: CALIFORNIA DEPARTMENT OF EDUCATION

CONTRACTOR'S NAME: ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

This agreement with the State of California dated July 01, 2021 designated as number CSPP-1550 and Amendment #01 (Budget Act/Family Fee Waivers) shall be amended as of January 1, 2022 in the following particulars and no others:

The Maximum Reimbursable Amount (MRA) payable pursuant to the provisions of this agreement shall be amended by deleting reference to $631,512.00 and inserting $768,861.00 in place thereof.

REMOVE REFERENCE TO:

The Maximum Rate per child day of enrollment payable pursuant to the provisions of the agreement shall be $51.87.

AND REPLACE WITH:

Effective January 1, 2022, the service county reimbursement rate as provided in https://www.cde.ca.gov/fg/aa/cd/documents/csppcontractrateattb.xlsx is applicable to the sites, as located in the service counties, approved by the Early Education Division and indicated in the Child Development Management Information System (CDMIS).

SERVICE REQUIREMENTS

The minimum Child Days of Enrollment (CDE) Requirement shall not be impacted by this amendment.

Minimum Days of Operation (MDO) Requirement shall be 246. (No Change)

EXCEPT AS AMENDED HEREIN all terms and conditions of the original agreement shall remain unchanged and in full force and effect.

IMPORTANT: Signature is not required.

AMOUNT ENCUMBERED BY THIS DOCUMENT	PROGRAM/CATEGORY (CODE AND TITLE)		FUND TITLE	
$ 137,349	Child Development Programs		General	
PRIOR AMOUNT ENCUMBERED FOR THIS CONTRACT	(OPTIONAL USE) 0656 23038-6936			
$ 631,512	ITEM 30.10.010. 6100-196-0001	CHAPTER B/A	STATUTE 2021	FISCAL YEAR 2021-2022
TOTAL AMOUNT ENCUMBERED TO DATE	OBJECT OF EXPENDITURE (CODE AND TITLE)			
$ 768,861	702	SACS: Res-6105 Rev-8590		

ARUSD
CSPP Increased Contract Amount and New Budget
FY 21-22

	Percentage		
CDE Allocation	**100%**	**768,861.00**	
Think Together Contract	**90%**	**691,974.90**	
ARUSD	10%	76,886.10	
ARUSD Projected Expenses:			
Maria Aguirre Salary	25%	16,364.70	
Maria Aguirre Benefits	25%	5,588.48	
Total Personnel Costs		**21,953.18**	
Materials and Supplies		46,510.92	
Indirect Costs	7.11%	8,422.00	
Total ARUSD Budget		**76,886.10**	(0.00)

Think Together Contract	**Current**	**526,939.20**
	With increase	**691,974.90**
	Adjustment	**165,035.70**
		31%

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

14.01

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 DATE:**

- **January 20, 2022, Regular Board Meeting**
- **February 3, 2022, Special Board Meeting**
- **February 10, 2022, Regular Board Meeting**
- **February 17, 2022, Special Board Meeting**

RECOMMEND APPROVAL

Submitted by: Hilaria Bauer Title: Superintendent

To the Board of Trustees: Meeting: March 10, 2022
Regular Board Meeting

Recommend Approval

14.01
Agenda Placement

Hilaria Bauer
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, January 20, 2022, 5:30 p.m. at the Alum Rock Union School
Board Members and Superintendent participated via Zoom Meeting
Meeting #10-21/22

1. OPEN SESSION

1.01 Call to Order/Roll Call/Land Acknowledgment/Pledge of Allegiance

Vice-President Minh Pham welcomed everyone in the audience. Vice-President Minh Pham called the Board Meeting to order at 5:30 p.m. followed by Roll Call.

Board Members Present:

Andrés Quintero	President *(arrived late at 5:33pm)*
Minh Pham	Vice-President
Corina Herrera-Loera	Clerk
Linda Chavez	Member
Ernesto Bejarano	Member

Administrative and Support Staff Members Present:

Dr. Hilaria Bauer	Superintendent
Rene Sanchez	Assistant Superintendent, Instructional Services
Kolvira Chheng	Assistant Superintendent, Business Services
Tereasa Smith	Director, Human Resources
Maribel Carrillo	Sr. Executive Assistant, Superintendent's Office

1. OPEN SESSION *(continued)*

1.01 Call to order/Roll Call/Pledge of Allegiance

Vice-President Minh Pham said there is a quorum.

1.02 Discussion And/Or Modification(s) of the Agenda

None

2. Special Presentation

2.01 Racial Equity Committee Presentation

VAPA Instructor Veronica Talton and Principal Kasturi Basu gave a PowerPoint presentation on Racial Equity.

Public Comment:

1) Nancy Flores said thank you for the presentation.

2.02 Demographic and Enrollment Projections by School Works

Ryan Reynolds from School Works gave a PowerPoint presentation on the Demographic and Enrollment Projections.

Public Comment:

1) Brenda Zendejas asked what the district's current enrollment.

2) Rachael Lopez said she wanted to know similar trends in other districts.

Member Ernesto Bejarano asked what the trends are that relate to the district.

Ryan Reynolds replied that many of the bay area clients are dealing with declining enrollment.

3. Public Members Who Wish To Address The Board

3.01 Requests to Address the Board

Public Comment:

1) Rachel Lopez said the district needs to retain quality teachers. She commented that the school district needs to figure out how to get kids back from Charter Schools.

2) Kelly Shafsky said she and her colleagues have been teaching thirty-six enrolled students. She said teachers do not have a fair and competitive salary schedule.

3) Gregory Bonaccocy said he was a representative of Alum Rock Education of the Board of Directors of Teaching. He said there would be a 5.33% for the next school year.

4) Amy Rodrigues said she is one of the nurses at the school district. She asked that there be a settlement to the contract.

5) Randall Barber said he is hearing people speaking from their hearts.

6) Mari Cruz Gonzalez said she is a transitional kindergarten teacher for Adelante I. She commented teachers are putting themselves at risk.

7) Sandra Kunze said she is a teacher at Hubbard. She said they did not have PPE at her school

8) Ms. Tanner said that her school did not have PPE. She said she was sad to see kids out of school due to COVID.

9) Laura Solis said she is a 4th grader. She commented that she does not want to lose any teachers at Alum Rock.

10) Adriane Vane said she is a teacher at Joseph George Middle School. She said she tested positive for COVID.

11) Jill McKie said she had been a teacher at Meyer since 1985. She said she was tired of picking to get a better cost of living.

12) Karen McDonald asked to consider to settle the safety MOU.

13) Shawn Sweiss said he was tired of coming to the Board meetings to ask for a wage increase.

14) Brenda Zendejas said she stands in solidary with the teachers. She said staff had not had a wage increase in years.

3. Public Members Who Wish To Address The Board *(continued)*

15) Teolinda Mendoza said she is a second-grade teacher at Adelante. She said the teachers need a safety MOU.

16) Danelle De Amboroso said she has been a teacher at Lyndale for the past twenty-one years. She commented that teachers are teaching in a global pandemic.

17) Kathy Lowry said she is a middle school art teacher. She said she is working in an unsafe working environment.

18) Kimberli Doty said her union is asking for a reasonable bargaining agreement. She said there needs to be a safety MOU to protect all staff.

19) Nancy Flores said she is a teacher.She commented that she would rather have antigen testing for COVID testing than pooled testing. She said it would be much faster to know the results.

20) Elvia Diaz Rodriguez said she is an 8th-grade teacher at Adelante. She asked the district to give her school PPE.

21) Ellen Arison said she is a 3rd-grade teacher at Adelante. She said she urges the district to settle the teachers' contract.

22) Sherry Durate said she is a 4th-grade teacher at Russo McEntee. She asked the district to settle the teachers' contract in a fair, equitable way.

23) Nicole Bisaccia said she is a teacher at Joseph George Middle School. She asked that the Board reconsider the message teachers are saying.

24) Erlinda Munoz said she is a 6th-grade teacher at Adelante. She asked that the contract be settled.

25) Sandra Rivera said she a teacher. She commented that she does not have a PPE mask.

26) Wendy Cruz Alcantar said she had been a second-grade teacher at Adelante for sixteen years. She asked that the Board put themselves in the teachers' place.

27) Lisa Dries I have said she has been emailing the Board for the past two months. She said other school districts do provide COVID sick pay.

28) Ms. Gilbert said she has been at the district for the past twenty-five years. She said there are not enough garbage cans at the school.

3. Public Members Who Wish To Address The Board *(continued)*

29) Zinaida Enginee said she is a teacher at Hubbard. She asked to please settle the teachers' contract.

4. Comments and Communications

4.01 Alum Rock Administrator's Association (ARAA)

Principal Viviana Garcia shared what was going on at the school sites.

4.02 Teamsters

There was no representative.

4.03 California School Employee's Association (CSEA)

CSEA President Sharon Fontaine thanked Superintendent Bauer for the presented information tonight. She said the programs at the district are exceptional.

4.04 Alum Rock Educator's Association (AREA)

AREA President Jocelyn Merz said it is hard to hear that families deal with Omicron. She said there had been eighty teachers out. She asked the district to settle the teachers' contract.

4.05 Superintendent

Superintendent Bauer said everyone is facing difficult times. She thanked the site administratos for their leadership and commitment. She said Alum Rock is doing better than other school districts. She commented that the district needs to come together and help the community.

4.06 Board of Trustees/Communications/ Comments

Vice-President Minh Pham wished everyone a Happy New Year. He said he has visited some schools. He commented that when he visited the 3rd-grade class he was surprised on how they had tough questions for him regarding education.

4. Comments and Communications *(continued)*

Clerk Corina Herrera-Loera said she hopes everyone has had a gentle New Year. She commented that her daughter is facing COVID. She said these were tough times.

Member Linda Chavez thanked Ms. Kruze and mentioned to her to send her the emails she had sent because she had not received them. She apologized to the teachers for the lack of PPE.

President Andrés Quintero said he understands everyone is facing tough times. He thanked the staff for continuing to move the district forward. He commented he does not disregard any of the concerns being said.

5. Superintendent/ Board Business

5.01 Discussion/Consideration to Approve Resolution #23-21/22 Authorizing Remote Virtual/Teleconference Meetings of The Board And District Committees Subject to the Brown Act for the Period January 21, 2022-February 19, 2022.

MOTION #01-10 by Member Ernesto Bejarano to approve Action Item 5.01 as presented. MOTION #01-10 was seconded by Member Linda Chavez.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

6. Instructional Services

6.01 Approve School Sponosed Field Trip List.

MOTION #02-10 by Member Linda Chavez to approve Action Item 6.01 as presented. MOTION #02-10 was seconded by Vice-President Minh Pham.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7. Business Services

7.01 Approve 2020/2021 Annual Financial Audit Report.

7. Business Services *(continued)*

MOTION #03-10 by Member Linda Chavez to approve Action Item 7.01 as presented. MOTION #03-10 was seconded by Clerk Corina Herrrera-Loera.

Jeff Jensen from Crowe gave a PowerPoint presentation on the Annual Financial Audit Report.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7.02 Approve the 2020/21 Annual Performance and Financial Audit of Generral Obligation Bonds Reports for Measure J.

Jeff Jensen from Crowe gave a PowerPoint presentation on the Annual Performance and Financial Audit of General Obligation Bonds Reports for Measure J.

MOTION #04-10 by Vice-President Minh Pham to approve Action Item 7.02 as presented. MOTION #04-10 was seconded by Member Linda Chavez.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7.03 Update on Request for Proposal (RFP) for Financial Advisor Services.

Assistant Superintendent Chheng gave an update on the Financial Advisor Services RFP. He asked the Board what process would they like to use.

Member Linda Chavez said to use the same selection process as the Board has used in the past.

Clerk Corina Herrera-Loera said she would like staff to coordinate the best date with the Board to have the selection process.

President Andrés Quintero commented that he agreed to follow the same process as before.

8. Human Resources

8.01 Resignations

9. CONSENT CALENDAR

There was a consensus from the Board to combine and take action on ***Agenda Items 9.01,9.02, 9.03, 9.04, 9.05, and 9.06.***

- ***Agenda Item 9.01*** *Approve Fundraising Activities.*
- ***Agenda Item 9.02*** *Approve Acceptance of Vendor & Payroll Warrants.*
- ***Agenda Item 9..03*** *Approve Contracts for Professional Services-Firms/Organizations.*
- ***Agenda Item 9.04*** *Approve Memorandum(s) of Understanding(s).*
- ***Agenda Item 9.05*** *Approve/Ratify Notices of Employment and Changes of Status/January 20, 2022.*
- ***Agenda Item 9.06*** *Approve Resolution No. 22-21/22 Inventory Disposal.*

MOTION #05-10 by Member Minh Pham to approve Agenda Items 9.01,9.02, 9.03, 9.04, 9.05, and 9.06 as presented. MOTION #05-10 was seconded by Clerk Corina Herrera-Loera.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

10. Closed Session

10.01 Recess to Closed Session

President Andrés Quintero announced the items that would be discussed in Closed Session. There were no public comments from the audience at this time.

11. RECONVENE TO OPEN SESSION

11.01 Report of Action Taken in Closed Session.

Superintendent Bauer said there were no reportable items.

12. Future Board Agenda Requests

12.01 Future Board Agenda Requests

There was none

13. ADJOURNMENT

13.01 President Adjourns the Meeting

President Andrés Quintero adjourned the meeting at 10:24 p.m.

Respectfully submitted,

Corina Herrera-Loera, Board Clerk
mc

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

MINUTES OF A SPECIAL BOARD MEETING
BOARD OF TRUSTEES
of the Alum Rock Union School District
Held on Thursday, February 3, 2022, 6:00 p.m. at the Alum Rock Union School
Board Members and Superintendent participated via Zoom Meeting
Meeting #12-21/22

1. OPEN SESSION

1.01 Call to Order/Roll Call/Land Acknowledgment/Pledge of Allegiance

President Andrés Quintero welcomed everyone in the audience. President Andrés Quintero called the Board Meeting to order at 6:00 p.m. followed by Roll Call.

Board Members Present:

Andrés Quintero	President
Minh Pham	Vice-President
Corina Herrera-Loera	Clerk
Linda Chavez	Member
Ernesto Bejarano	Member

Administrative and Support Staff Members Present:

Dr. Hilaria Bauer	Superintendent
Rene Sanchez	Assistant Superintendent, Instructional Services
Kolvira Chheng	Assistant Superintendent, Business Services
Tereasa Smith	Director, Human Resources
Maribel Carrillo	Sr. Executive Assistant, Superintendent's Office
Patricia Tovar	Executive Assistant
Jess Serna	Faciliator

1. OPEN SESSION *(continued)*

1.01 Call to Order/Roll Call/Land Acknowledgment/Pledge of Allegiance

President Andrés Quintero said there is a quorum.

2. Business

2.01 The Process for interviewing and selecting Financial Advisor firm.

Assistant Superintendent Chheng said six firms are present. Facilitator Jess Serna will be facilitating the process.

Jess Serna explained the process.

Patricia Tovar Executive Assistant, assisted with pulling the names from an envelope to see which order the firms will be heard.

- Fieldman ,Rolapp & Associates
- Captiol Public Finance
- KNN Public Finance
- California Financial Services
- Isom Advisors
- Dale Scott

MOTION #01-12 by Member Linda Chavez to approve to adopt the process. MOTION #01-12 was seconded by Clerk Corina Herrera-Loera.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera.
Vote: 5/0; Motion Carries

2. Business *(continued)*

2.02 Interviews of Potential Firms and Selection of Desired Firm.

- Fieldman ,Rolapp & Associates
- Captiol Public Finance
- KNN Public Finance
- California Financial Services
- Isom Advisors
- Dale Scott

A spreadsheet was shared with the Board with the scoring for each firm.

MOTION #02-12 by Member Linda Chavez to select Dale Scott to be the Financial Advisor Firm. MOTION #01-12 was seconded by Clerk Corina Herrera-Loera.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera.
Vote: 5/0; Motion Carries

3. Adjournment

3.01 President Adjourns the Meeting

President Andrés Quintero adjourned the meeting at 8:29 p.m.

Respectfully submitted,

_____

Clerk Corina Herrera-Loera
Board Clerk

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, February 10, 2022, 5:30 p.m. at the Alum Rock Union School
Board Members and Superintendent participated via Zoom Meeting
Meeting #11-21/22

1. OPEN SESSION

1.01 Call to Order/Roll Call/Pledge of Allegiance

President Andrés Quintero welcomed everyone in the audience. President Andrés Quintero called the Board Meeting to order at 5:30 p.m. followed by Roll Call.

Board Members Present:

Andrés Quintero	President
Minh Pham	Vice-President
Corina Herrera-Loera	Clerk
Linda Chavez	Member
Ernesto Bejarano	Member

Administrative and Support Staff Members Present:

Dr. Hilaria Bauer	Superintendent
Rene Sanchez	Assistant Superintendent, Instructional Services
Kolvira Chheng	Assistant Superintendent, Business Services
Tereasa Smith	Director, Human Resources
Maribel Carrillo	Sr. Executive Assistant, Superintendent's Office

1. OPEN SESSION *(continued)*

1.01 Call to order/Roll Call/Pledge of Allegiance

President Andrés Quintero said there is a quorum.

1.02 Discussion And/Or Modification(s) of the Agenda

President Andrés Quintero asked to move item 8.03 up after item 1.02.

MOTION #01-11 by Vice-President Minh Pham to approve the adoption of the agenda. MOTION #01-11 was seconded by Clerk Corina Herrera-Loera.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

8. Human Resources

8.03 Approval and Ratification of Tentative Agreement between the Alum Rock Union Elementary School District and Alum Rock Educators' Association (AREA), for the period July 1, 2021- June 30, 2024; Disclosure of Major Provisions per AB1200.

MOTION #02-11 by Vice-President Minh Pham to approve Action Item 8.03 as presented. MOTION #02-11 was seconded by Member Linda Chavez.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

2. Special Presentation

2.01 Honoring February as African American History Month

VAPA Instructor Veronica Talton and some students from Joseph George Middle School gave a PowerPoint presentation on African American History Month.

Member Ernesto Bejarano thanked Ms. Talton for her efforts.

Clerk Corina Herrera-Loera thanked Ms. Talton for creating a safe space to learn about Black History Month.

2. Special Presentation *(continued)*

Vice-President Minh Pham thanked Ms. Talton and the students for their presentation.

Member Linda Chavez thanked Ms. Talton for the beautiful work she was doing with the kids.

President Andrés Quintero thanked Mr. Talton for the great work.

Public Comment:

1) Tara Bickford said she was proud of the students at Joseph George Middle School.

2) Adriane Vane thanked Ms. Talton for the work she is doing.

3. Public Members Who Wish To Address The Board

3.01 Requests to Address the Board

Public Comment:

1) Adriane Vane said she would like better wages and benefits for teachers.

2) Sandra Rivera said she is happy that the AREA contract was settled. She said she could get a better salary at another district.

3) Danelle DeAmbrosio said she is excited that the AREA contract was settled. She said the district needed to find better ways to attract and keep good teachers.

4. Comments and Communications

4.01 Alum Rock Administrator's Association (ARAA)

Principal Rebecca Jensen shared what was going on at the school sites.

4.02 Teamsters

Yadira Reyes said Teamsters are happy that the contract between AREA and the district is settled. She said Teamsters try to do the best job for the children.

4. Comments and Communications *(continued)*

4.03 California School Employee's Association (CSEA)

There was no representative.

4.04 Alum Rock Educator's Association (AREA)

AREA President Jocelyn Merz thanked the Board members for ratifying the AREA agreement. She said she wanted to urge the district to begin the negotiations for salary and benefits. She commented that she does see brighter days ahead.

4.05 Superintendent

Superintendent Bauer said there would be a Special Board Meeting on March 3, 2022, where the Parcel Tax will be discussed.

4.06 Board of Trustees/Communications/ Comments

Vice-President Minh Pham said he was glad that the AREA contract was ratified. He wished everyone a Happy Lunar Year. He congratulated Painter Elementary School for their Vietnamese Dual Immersion Program.

Member Linda Chavez said she saw the video on Lunar New Year and was happy to see the kids.

Clerk Corina Herrera-Loera wished everyone a Happy Lunar Year. She mentioned she was happy to be a part of the opening of the American Vietnamese Center. She said she wanted to honor Black History Month.

President Andrés Quintero said he was thankful for all the hard work everyone has done. He said the best times are ahead of us.

5. Public Hearing

5.01 Public Hearing. District's Initial Bargaining Proposal to Open Negotiations with Alum Rock Educators' Association (AREA); Re: 2022-2023 Reopeners.

President Andrés Quintero opened the public hearing at 6:35pm.

5. Public Hearing

5.02 Public Hearing. The Alum Rock Educators' Association (AREA) Initial Bargaining Proposal to Open Negotiations with the Alum Rock Union Elementary School District (ARUESD); Re: 2022-2024 Reopeners.

President Andrés Quintero opened the public hearing at 6:35pm.

6. Superintendent/ Board Business

6.01 Discussion/Consideration to Approve Resolution #23-21/22 Authorizing Remote Virtual/Teleconference Meetings of The Board And District Committees Subject to the Brown Act for the Period February 11, 2022-March 12, 2022.

MOTION #03-11 by Member Linda Chavez to approve Action Item 6.01 as presented. MOTION #03-11 was seconded by Member Ernesto Bejarano.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

6.02 2022 Ballot for CSBA Delegate Assembly – Deadline is March 15, 2022. 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-terms beginning April 1, 2022-March 31, 2024. Ballots must be postmarked by the U.S. Post Office on or before Monday, March 15, 2022.

MOTION #04-11 by Vice-President Minh Pham to approve Action Item 6.02 as presented. MOTION #04-11 was seconded by Clerk Corina Herrera-Loera.

AMENDED MOTION #05-11 by Vice-President Minh Pham to approve to vote for Lorena Chavez, Jody Muirhead, Mary Peterson, and David Guidry. MOTION #05-11 was seconded by Clerk Corina Herrera-Loera.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7. Instructional Services

7.01 Approve ARUESD 2022-2025 Instructional Calendar.

MOTION #06-11 by Clerk Corina Herrera-Loera to approve Action Item 7.01 as presented. MOTION #06-11 was seconded by Vice-President Minh Pham.

Public Comment:

1) Jocelyn Merz gave a shout out to Director Barbara Campbell for her hard work in putting the calendar together.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7.02 Approve Resolution No. 26-21/22 Arts Education Month- March, 2022.

MOTION #07-11 by Vice-President Minh Pham to approve Action Item 7.02 as presented. MOTION #07-11 was seconded by Clerk Corina Herrera-Loera.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7.03 Approve Resolution No. 24-21/22 Read Cross America- March 2, 2022

MOTION #08-11 by Member Linda Chavez to approve Action Item 7.03 as presented. MOTION #08-11 was seconded by Vice-President Minh Pham.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7.04 Approve Resolution No. 25-21/22 Women's History Month – March, 2022

MOTION #09-11 by Clerk Corina Herrera-Loera to approve Action Item 7.04 as presented. MOTION #09-11 was seconded by Vice-President Minh Pham.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7. Instructional Services *(continued)*

7.05 Approve Resolution No. 28-21/22 African American History Month-February, 2022

MOTION #10-11 by Vice-President Minh Pham to approve Action Item 7.05 as presented. MOTION #10-11 was seconded by Member Linda Chavez.

Clerk Corina Herrera-Loera said Ms. Talton referred to Black History Month. She asked if staff could have that changed if possible.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7.06 Approve Resolution No. 27-21/22 Cesar Chavez Day – March 31, 2022

MOTION #11-11 by Vice-President Minh Pham to approve Action Item 7.06 as presented. MOTION #11-11 was seconded by Clerk Corina Herrera-Loera.

Roll call vote: Ayes: President Andrés Quintero, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Noes: Member Linda Chavez Vote: 4/1; Motion Carries

7.07 Approve California Department of Education (CDE) Amendment # 02 Local Agreement for Child Development Services, at Dual Immersion Preschools, Adelante I and Adelante II.

MOTION #12-11 by Member Linda Chavez to approve Action Item 7.07 as presented. MOTION #12-11 was seconded by Vice-President Minh Pham.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7.08 Local Control Accountability Plan (LCAP) Timeline.

Director Sandra Garcia gave a summary.

Public Comment:

1) Dilza Gonzalez thanked Ms. Garcia for during a great job with her presentation.

7. Instructional Services *(continued)*

7.09 Approve School Accountability Report Cards (SARC).

MOTION #13-11 by Member Linda Chavez to approve Action Item 7.09 as presented. MOTION #13-11 was seconded by Vice-President Minh Pham.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

7.10 Update on the Annual Update to the 2021-22 LCAP and Budget Overview for Parents.

Director, Sandra Garcia gave a PowerPoint presentation on the Update on the Annual Update to the 2021-22 LCAP and Budget Overview for Parents.

7.11 Approve Quarterly Report on Williams Uniform Complaints.

MOTION #14-11 by Vice-President Minh Pham to approve Action Item 7.11 as presented. MOTION #14-11 was seconded by Member Linda Chavez.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

President Andrés Quintero closed public hearings for items 5.01 and 5.02 at 8:06pm.

8. Human Resources

8.01 Adopt the District's Initial Proposal to Open Negotiations with Alum Rock Educator's Association (AREA); 2022-2023 Reopeners.

MOTION #15-11 by Clerk Corina Herrera-Loera to approve Action Item 8.01 as presented. MOTION #15-11 was seconded by Member Linda Chavez.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

8.01 Resignations

9. CONSENT CALENDAR

There was a consensus from the Board to combine and take action on ***Agenda Items 9.01,9.02, 9.03, 9.04, 9.05, 9.06, 9.07, and 9.08.***

- ***Agenda Item 9.01*** *Approve Board Meeting Minutes for the following date: December 16, 2021, Annual Organizational Regular Board Meeting.*
- ***Agenda Item 9.02*** *Approve Contracts for Professional Services-Firms/Organizations.*
- ***Agenda Item 9.03*** *Approve Acceptance of Donations.*
- ***Agenda Item 9.04*** *Approve Fundraising Activities.*
- ***Agenda Item 9.05*** *Approve Acceptance of Vendor & Payroll Warrants.*
- ***Agenda Item 9.06*** *Approve Resolution No. 29-21/22 Inventory Disposal.*
- ***Agenda Item 9.07*** *Approve/Ratify Notices of Employment and Changes of Status/February 10, 2022.*
- ***Agenda Item 9.08*** *Current Enrollment*

MOTION #16-11 by Member Minh Pham to approve Agenda Items 9.01,9.02, 9.03, 9.04, 9.05, 9.06, 9.07 and 9.08 as presented. MOTION #05-10 was seconded by Clerk Corina Herrera-Loera.

Roll call vote: Ayes: President Andrés Quintero, Member Linda Chavez, Vice-President Minh Pham, Member Ernesto Bejarano and Clerk Corina Herrera-Loera. Vote: 5/0; Motion Carries

10. Closed Session

10.01 Recess to Closed Session

President Andrés Quintero announced the items that would be discussed in Closed Session. There were no public comments from the audience at this time.

11. RECONVENE TO OPEN SESSION

11.01 Report of Action Taken in Closed Session.

Superintendent Bauer said there were no reportable items.

12. Future Board Agenda Requests

12.01 Future Board Agenda Requests

There was none.

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

MINUTES OF A SPECIAL BOARD MEETING
BOARD OF TRUSTEES
of the Alum Rock Union School District
Held on Thursday, February 17, 2022, 6:00 p.m. at the Alum Rock Union School
Board Members and Superintendent participated via Zoom Meeting
Meeting #15-21/22

1. OPEN SESSION

1.01 Call to Order/Roll Call/Land Acknowledgment/Pledge of Allegiance

President Andrés Quintero welcomed everyone in the audience. President Andrés Quintero called the Board Meeting to order at 6:00 p.m. followed by Roll Call.

Board Members Present:

Andrés Quintero	President
Minh Pham	Vice-President
Corina Herrera-Loera	Clerk
Linda Chavez	Member
Ernesto Bejarano	Member

Administrative and Support Staff Members Present:

Dr. Hilaria Bauer	Superintendent
Rene Sanchez	Assistant Superintendent, Instructional Services
Kolvira Chheng	Assistant Superintendent, Business Services
Tereasa Smith	Director, Human Resources
Maribel Carrillo	Sr. Executive Assistant, Superintendent's Office

1. OPEN SESSION *(continued)*

1.01 Call to Order/Roll Call/Land Acknowledgment/Pledge of Allegiance

President Andrés Quintero said there is a quorum.

2. Closed Session

2.01 Recess to Closed Session

President Andrés Quintero announced the items that would be discussed in Closed Session. There were no public comments from the audience at this time.

3. RECONVENE TO OPEN SESSION

3.01 Report of Action Taken in Closed Session.

Counsel Rogelio Ruiz reported the following action.

Item 2.02 Motion by Vice-President Minh Pham of the suspension and expulsion of student case No. #21-22-005 stipulated conditions recommended by staff by the Board. Second by Member Linda Chavez. The Board unanimously approved that motion.

Counsel Rogelio Ruiz said there were no further actions to report.

4. Adjournment

4.01 President Adjourns the Meeting

President Andrés Quintero adjourned the meeting at 9:31 p.m.

Respectfully submitted,

_____

Clerk Corina Herrera-Loera
Board Clerk

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

14.02

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: February 24, 2022

Subject: **Acceptance of Donations**

Staff Analysis: The District has received donations as summarized on the sheet dated March 10 2022.

Recommendation: Staff recommends approval for acceptance of these donations.

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

To the Board of Trustees: Meeting: March 10, 2022
Regular Board Meeting

Recommend Approval

14.02
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

Alum Rock Union Elementary School District
March 10, 2022

ACCEPTANCE OF DONATIONS

DONOR NAME	DESCRIPTION OR PURPOSE	ESTIMATED VALUE	RECEIVING SCHOOL OR DEPARTMENT
Alum Rock Jazz Foundation, Inc	Materials & Supplies	$ 650.00	ARUESD-Jazz Program
Alum Rock Jazz Foundation, Inc	Materials & Supplies	$ 650.00	ARUESD-Jazz Program
Alum Rock Jazz Foundation, Inc	Materials & Supplies	$ 600.00	ARUESD-Jazz Program
	80 Books/Loose Sheet Music		
Ms. Dorothy Linda Levin	Materials & Supplies	$ 1,000.00	George Middle
Lifetouch	Materials & Supplies	$ 154.02	Lyndale Elementary
Philanthropics Ventures Foundation	Materials & Supplies	$ 500.00	Lyndale Elementary
Lifetouch	Materials & Supplies	$ 130.82	Painter Elementary
Philanthropics Ventures Foundation	Materials & Supplies	$ 500.00	Renaissance Academy
Shutterfly, LLC	Materials & Supplies	$ 104.10	San Antonio Elementary

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

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

To: Hilaria Bauer, Ph.D., Superintendent

Honorable Board Members

From: Danelle Finnen

Re: VAPA Donation

Date: February 11, 2022

Please accept the following donation from the Alum Rock Jazz Foundation, for the Alum Rock Union School District Jazz Program:

Check Donation
TOTAL: $650.00

Donor's Information:

NAME:	David Rodrigues, Alum Rock Jazz Foundation
ADDRESS:	100 Eastwood Ct. San Jose, CA 95116
PHONE:	(408) 813-1366

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Corina Herrera-Loera, President · Andrés Quintero, Vice-President
Ernesto Bejarano, Clerk · Linda Chavez, Member · Minh Pham, 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

To: Hilaria Bauer, Ph.D., Superintendent

Honorable Board Members

From: Danelle Finnen

Re: VAPA Donation

Date: January 21, 2022

Please accept the following donation from the Alum Rock Jazz Foundation, for the Alum Rock Union School District Jazz Program:

Check Donation
TOTAL: $650.00

Donor's Information:

NAME:	David Rodrigues, Alum Rock Jazz Foundation
ADDRESS:	100 Eastwood Ct. San Jose, CA 95116
PHONE:	(408) 813-1366

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Corina Herrera-Loera, President · Andrés Quintero, Vice-President
Ernesto Bejarano, Clerk · Linda Chavez, Member · Minh Pham, 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

To: Hilaria Bauer, Ph.D., Superintendent

Honorable Board Members

From: Danelle Finnen

Re: VAPA Donation

Date: January 21, 2022

Please accept the following donation from AAse Serra, to the Alum Rock Music Program:

ITEM: 80 books and additional loose sheet music

TOTAL VALUE: $600.00

Donor's Information:

NAME:	AAse Serra Trustee - Leonard Trust
ADDRESS:	1772 June ave. San Jose, CA 95122
PHONE:	(408) 926 - 4562

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Corina Herrera-Loera, President · Andrés Quintero, Vice-President
Ernesto Bejarano, Clerk · Linda Chavez, Member · Minh Pham, Member

Joseph George Middle School

A Visual and Performing Arts Academy

"Where Arts and Academics Excel"

Date: 12/16/21

To: Honorable Board Members
Alum Rock Union Elementary School District

From: Tara Bickford, Principal

Please accept the donation of $1,000.00 to be distributed to teacher classrooms of Joseph George Middle School, personal donation from Ms. Dorothy Levin.

Thank you in advance for your approval.

Sincerely,

Tara Bickford
Principal
Joseph George Middle School

BUSINESS OFFICE
RECEIVED
2022 FEB -7 P 3:44



george.arusd.org
277 Mahoney Drive San Jose, CA 95127
Phone- 408-928-7600 Fax- 408-928-7601
Tara Bickford, 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. Magdalena Grimaldo, School Secretary
FAX 408 928-7901

January 20, 2022

Alum Rock School District

Board of Trustees

2390 Gay Ave.

San Jose, CA 95127

Dear Board of Trustees:

Please accept the following donation for Board approval:

Company/Sponsor(s) Name	**Amount**	**To be Used for:**
Lifetouch	$154.02	School Supplies

Total Amount of Donations: **$154.02**

Sincerely,

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. Magdalena Grimaldo, School Secretary
FAX 408 928-7901

January 20, 2022

Alum Rock School District

Board of Trustees

2390 Gay Ave.

San Jose, CA 95127

Dear Board of Trustees:

Please accept the following donation for Board approval:

Company/Sponsor(s) Name	**Amount**	**To be Used for:**
Philanthropic Ventures Foundation	$500.00	School Supplies for PK

2022 JAN 25 11:34

Total Amount of Donations: **$500.00**

Sincerely,

Kasturi Basu

Kasturi Basu, Principal

BUSINESS OFFICE
RECEIVED
2022 FEB -4 P 12:21

PAINTER ELEMENTARY SCHOOL

500 Rough & Ready Road San Jose, CA 95133 (408) 928-8400 Fax: (408) 928-8401

January 26, 2022

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 checks made to Ben Painter Elementary School from:

Lifetouch National Studios	$130.82	Check #3541939

The funds are a donation on behalf of the fall individual pictures taken during the 2021/2022 school year. Thank you in advance for your approval.

Sincerely,

Mr. Joseph Manluco
Principal

/sna

Attachment

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: 1/21/2022

To: Hilaria Bauer, Ph.D., Superintendent
Honorable Board Members,
Alum Rock Union Elementary School District
2930 Gay Avenue
San Jose, CA 95127

From: Vince Iwasaki, Principal

Re: Donation for .... i.e. Renaissance Academy II

Please accept the following check donation of $500.00 from Philantropic Ventures Foundation. This money will go towards classroom materials and supplies and school activities.

Thank you in advance for your approval.

Sincerely,

Vince Iwasaki
Principal

Renaissance Academy II
2050 Kammerer Ave.
San Jose, CA 95116

Hilaria Bauer, Ph.D., Superintendent

Board of Trustees: Andrés Quintero, President · Karen Martinez, Vice-President
Dolores Márquez-Frausto, Clerk · Khanh Tran, Member · Esau Ruiz Herrera, Member

Alum Rock Union Elementary School District
San Antonio Elementary School
1721 East San Antonio Street
San Jose, California 95116
408-928-8700

BUSINESS OFFICE
RECEIVED
2022 FEB 10 A 10:13

Dr. Ivan Montes– Principal

Mrs. Leticia Corona- School Admin. Assistant

February 8, 2022

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 $104.10 from Shutterfly, LLC. The money will be used for materials and supplies for our students.

Thank you in advance for your approval.

Sincerely,

Dr. Ivan Montes
Principal

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

14.03

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF EDUCATION

To the Board of Trustees: Date: February 24, 2022

Subject: **Acceptance of Grant/Award Notification**

Staff Analysis: The District has received a grant/award as summarized on the attached sheet dated March 10, 2022.

Recommendation: Staff recommends acceptance of this grant/award.

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

To the Board of Trustees:

Recommend Approval

14.03
Agenda Placement

Meeting: March 10, 2022
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
March 10, 2022 Board Meeting

GRANT/AWARD NOTIFICATIONS

PROJECT NAME	PROJECT AMOUNT	FUNDING AGENCY	COMMENTS
Tobacco Grant Program	$ 274,229.00	State of CA - Financial Information System for California (FI$Cal)	Tobacco Grant Program financed through the CA Healthcare, Research/Prevention Tobacco Tax Act of 2016 - to award funds to the District in compliance with the Grantee Handbook. Term 2021-2022 through 2023-2024 FY.

MEMORANDUM OF UNDERSTANDING

PURPOSE

This Memorandum of Understanding (MOU) is entered into by the Department of Justice (hereinafter, "Department") and the Alum Rock Union Elementary School District (hereinafter, "Grantee"), to provide grant funds to Grantee for expenditure in compliance with the Grantee Handbook. The Grantee will expend funds for the purposes identified in the approved Summary of Award document to be funded under the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (the "Act"), approved by the voters as Proposition 56.

The Request for Proposals, Grantee Handbook (dated March 2021), and Summary of Award document are hereby incorporated by reference into this MOU.

COST REIMBURSEMENT

The Department agrees to reimburse Grantee in arrears, for Grantee's actual expenditures in performing the project or scope of work included in the approved Summary of Award document, upon receipt of invoices from Grantee and approval of the invoices by the Department, in accordance with the reimbursement procedures set forth in the Grantee Handbook.

BUDGET CONTINGENCY CLAUSE

It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under the agreement does not appropriate sufficient funds for this MOU, this MOU shall be of no further force and effect. In this event, the Department shall have no liability to pay any funds whatsoever to Grantee or to furnish any other considerations under this MOU and Grantee shall not be obligated to continue performing any provisions of this agreement for which it would have been reimbursed.

If funding for any fiscal year is reduced or deleted in the Budget Act for purposes of this MOU, the Department shall have the option to either cancel this MOU with no liability occurring to the Department, or offer an addendum to the Grantee to reflect the reduced amount.

ADMINISTRATION

Should Grantee fail to comply with this MOU, including any expenditures for purposes not permitted under the MOU, the Department may take one or more of the actions described under Noncompliance in the Grantee Handbook.

MISCELLANEOUS PROVISIONS

Addendum – No addendum or variation of the terms of this MOU is valid unless made in writing, and signed by the duly authorized representatives of the parties.
Assignment – This MOU is not assignable by Grantee in whole or in part.
Indemnification – Grantee agrees to indemnify and hold harmless the Department, its officers, agents and employees from all claims, liabilities, or losses in connection with the performance of this MOU.
Termination – The Department may terminate this MOU and be relieved of any obligation to provide grant funds to Grantee should Grantee fail to perform the scope of work at the time and in the manner provided in this MOU.

TERMS
Grant Duration: **12/1/2021 – 6/30/2025**

Award Amount				
Category of Expenditure	**Budget FY 2021-2022**	**Budget FY 2022-2023**	**Budget FY 2023-2024**	**Budget FY 2024-2025**
Personal Services	$0	$0	$0	$0
Operating Expenses and Equipment	$261,170	$0	$0	$0
Administrative Costs (Not to Exceed 5%)	$4,355	$4,352	$4,352	$0
TOTAL AWARD AMOUNT	**$274,229**			

The time limit for reimbursements against this award ends 6/30/2025. Requests received after 7/15/2025 cannot be reimbursed by the Department.

GRANTEE CONTACT INFORMATION
Norma Flores, Director
ARUSD, Student Services
2930 Gay Ave, San Jose, CA 95127
408-928-6947
Norma.Flores@arusd.org

AUTHORIZATION
The Department and Grantee, by their duly authorized officials, have executed this MOU on the respective dates indicated below. This MOU and any future addendums shall be mailed to the Division of Operations, Local Assistance Unit, Tobacco Grant Program, and will become fully executed upon completion of signatures from all parties.

_____ _____
Rene Sanchez, Assistant Superintendent — Date
Academic Services
Alum Rock Union School District

_____ _____
Kolvira Chheng, Assistant Superintendent — Date
Business Services
Alum Rock Union School District

_____ _____
Hilaria Bauer — Date
Superintendent
Alum Rock Union School District

_____ _____
STACY HEINSEN, GRANT MGR. — Date
Division of Operations
California Department of Justice

_____ _____
CHRIS RYAN, CHIEF — Date
Division of Operations
California Department of Justice

State of California
Financial Information System for California (FI$Cal)

GOVERNMENT AGENCY TAXPAYER ID FORM

2000 Evergreen Street, Suite 215
Sacramento, CA 95815
www.fiscal.ca.gov
1-855-347-2250

FI$Cal
Financial Information System for California

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name*: Alum Rock Union Elementary School District

Remit-To Address (Street or PO Box)*: 2930 Gay Avenue

City*: San Jose

State *: CA

Zip Code*+4: 95127

Government Type:
- ☐ City
- ☐ County
- ☐ Special District
- ☐ Federal
- ☑ Other (Specify): School District

Federal Employer Identification Number (FEIN)*: 77-0016360

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	
Dept/Division/Unit Name		Complete Address	

Contact Person*: Brett Littrell

Title: Chief Technology Officer

Phone number*: 408-928-6910

E-mail address: brett.littrell@arusd.org

Signature*: [signature]

Date: 2/15/22

TOBACCO GRANT PROGRAM
FY 2021-22
GRANTEE HANDBOOK
DOJ-PROP56-2021-22-1

XAVIER BECERRA
Attorney General

OFFICE OF THE ATTORNEY GENERAL

March 2021

HANDBOOK FOR GRANTS MADE BY THE DEPARTMENT OF JUSTICE TO LOCAL AGENCIES UNDER PROPOSITION 56, THE HEALTHCARE, RESEARCH AND PREVENTION TOBACCO TAX ACT OF 2016 (THE ACT)

All items contained in this Handbook are subject to change.

TABLE OF CONTENTS

PART I: GRANT APPLICATION GUIDE 5
GENERAL INFORMATION 6
APPLICATION PROCESS 6
Applications 6
Joint applications 6
REVIEW, AWARD AND TERMS 7
Administrative Review 7
Merits Review 7
Notification of Award, Denial or Disqualification 8
Grant Agreement 8
Access 8
Performance Compliance, Audit, and Responsibility 9
Reports 9
Withholding of Ten Percent Pending Closeout 9
Procurement of Goods or Services 9
Use of Contractors 9
PROJECT REQUIREMENTS 10
Administrative Costs 10
Project Costs 10
Project Income 10
Overpayment of Funds 10
Records of Tobacco Products 10
Travel 11
Equipment Property Records 11
Noncompliance 11
Non-Use of Funds 12
Closeout 12
Allowable Costs; Reasonable Costs; Allocable Costs 12
Supplanting 13
APPEALS 13
DEFINITIONS 14

PART II: GRANT OWNER'S MANUAL 16
GRANT ACCEPTANCE AND TERMS 17
Award 17
Terms and Conditions 17
Department Grant Management 17
Allowable Costs 17
Supplanting 19
Restricted Items 19
ACCESSING AND MANAGING GRANT FUNDS 21
Invoicing 21
Modifications 21
Record Maintenance 22
Audits 22
Reports 22
Closing Out 22

PART I: GRANT APPLICATION GUIDE

GENERAL INFORMATION

In accordance with the State Budget Act and the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 (Act), as added by Proposition 56, the California Department of Justice ("Department") intends to distribute $26.8 million[1] in FY 2021-22 to eligible local law enforcement agencies for qualifying tobacco enforcement purposes. Any local government or local government agency within the State of California that has authority to enforce tobacco-related state laws or local ordinances is eligible to receive funds. Grant funds may be used to support and hire law enforcement officers for programs that include, but are not limited to, enforcement of state and local laws related to the illegal sales and marketing of tobacco, including e-cigarettes, to minors. Grant funds will be awarded on a competitive basis in accordance with the Department's funding priorities.

APPLICATION PROCESS

Applications

An eligible agency may submit one individual application.

Joint applications

Eligible agencies may submit one or more joint applications in addition to, or in lieu of, an individual application. A joint application should include, in addition to other requirements set forth in the Request for Proposal, the following information:

- Identification of all entities that are jointly applying for the grant.
- A designation of the primary applicant and all secondary applicants.
- A statement from the primary applicant indicating that the primary applicant agrees to assume responsibility for performance of the projects in the event a grant award is made.
- A statement from each secondary applicant identifying and acknowledging each responsibility that the secondary applicant shall assume in the event a grant award is made to the primary applicant.
- A statement setting forth the benefits and disadvantages reasonably likely to arise from joint, as distinct from separate, performance of the project.
- A statement indicating whether any primary or secondary applicant is also submitting a separate application or is a primary or secondary applicant in any other joint application, and briefly identifying such application(s).

[1]Available amount is subject to change based on approval of the State's FY 2021-22 budget.

REVIEW, AWARD AND TERMS

Administrative Review

Applications will undergo an administrative review by the Department to determine whether the application is timely, legible and complete, and whether the applicant agency is eligible. An applicant may request to amend its application; however, a request to amend an application may be denied if the Department has already begun the merits review process for that award period.

Incomplete, illegible and untimely applications and applications received from ineligible entities will be disqualified. An applicant may appeal disqualification of its application, as detailed in this Handbook.

All applications that are not disqualified in the administrative review will undergo a merits review.

Merits Review

Applications that satisfy the administrative review shall be reviewed by a Merits Review Committee.

The Merits Review Committee shall initially assess whether each proposed project is within the scope of the Tobacco Grant Program. This will render a pass/fail score. The committee will then evaluate and score applications that are within the scope based on the extent to which the applications satisfy the scoring criteria set forth in the Request for Proposal; show capacity to comply with the Act's requirement to refrain from using grant funds to supplant any existing state or local funding of activities that have the same purposes as those of the Act; and with the administrative requirements of the grant.

The Merits Review Committee shall make a funding recommendation for each application, other than those that were disqualified or denied, based on the following factors:

- Amount of available funding.
- Amount of funding requested for eligible and meritorious activities.
- The merits of the application based on the scoring criteria set forth in the Request for Proposal.
- The Department's funding priorities as articulated in the Request for Proposal.
- Indicia of support for the application from local stakeholders including, for example, tobacco control and prevention programs; public health, health and human services, or environmental health departments; local agencies; community or youth organizations; and local elected officials.
- Indicia that the funds granted will not be used to supplant existing state, local or federal funds used for the same purpose.

The Merits Review Committee shall provide its scoring and recommendations as to approval or denial of applications, and as to the amount of funding for successful applications, to the Attorney General and/or their designee.

Notification of Award, Denial or Disqualification

The Department shall send out a notice via email and hard copy to all applicants of disqualification, denial, award, or other decision.

Notification of award does not authorize commencement of grant activities. Agencies will receive a revised budget detail identifying what was specifically funded and may be required to also provide a revised narrative to match the revised budget. Grant activities may begin once the grantee receives a revised budget detail from the Department, but reimbursement cannot be provided until a Memorandum of Understanding (MOU) between the grantee and the Department is fully executed. Other accompanying documents (e.g., resolution and taxpayer ID form) must also be received before reimbursement can be made.

Grant Agreement

A written and signed MOU is required for all grants. The grant agreement includes the Request for Proposal and associated documents, this Handbook, the Application and any associated documents submitted in response to the Request for Proposal, and the signed MOU.

A grant agreement for a joint application includes, in addition to the items required for all grant agreements, the following:

- Name of the primary grantee.
- Name of each secondary grantee.
- The division of funds between each grantee, if applicable.
- Name of the grant manager for the primary grantee.
- Name of the official contact for the grant for each secondary grantee.
- Name of the authorizing official for the primary grantee.
- Name of the authorizing official for each secondary grantee.
- Name of the fiscal or accounting official for the primary grantee.
- Approved designation, between the primary and each secondary grantee, of responsibilities for performance of the grant.
- A statement from the primary grantee indicating assumption of responsibility for performance of the project(s) in the event a grant is awarded.
- A statement from each secondary grantee identifying and acknowledging each responsibility that the secondary grantee shall assume in the event a grant is awarded.

Access

Upon reasonable notice, grantees shall allow the Department access to the records of the project, the project sites (if applicable), and any employees or contractors who may reasonably have

information related to the project. Also, upon reasonable notice, grantees shall allow the Department to accompany the grantee on project-related activities.

Performance Compliance, Audit, and Responsibility

Grants and funding are subject to performance compliance reviews in the form of site visits, interviews with grantees, contractors and other stakeholders, and review of relevant documents. This review may be performed by the Department and/or its designee.

- The grantee is the responsible agency and may not transfer or assign the grant to another entity without prior written authorization from the Department.
- Grantees are subject to audit by the California State Auditor, as required by Revenue and Taxation Code, section 30130.56, subdivision (a).
- Grantees are subject to a financial compliance review in the form of an audit, an agreed-upon-procedure, and/or both. A review will be conducted in accordance with the Generally Accepted Government Auditing Standards and Revenue and Tax Code, sections 30130.56 and 30130.57, subdivisions (e)(1), (f) & (g), designed to accomplish any one or more of the following: to monitor compliance with the requirements of the grant program and the terms and conditions of the grant agreement; to assess the quantity, quality, timeliness and cost of services the grantee produces and delivers under the terms and conditions of the grant agreement; and to assess the performance of any contract entered into by a grantee relating to a grant.

Reports

Progress reports, final reports, and inspection data shall be submitted by the grantee to the Department in accordance with the reporting requirements and deadlines set forth in the grant agreement.

Withholding of Ten Percent Pending Closeout

The Department may withhold ten percent of the grant amount pending receipt of the final report by the Department, approval of the final report by the Department, resolution of performance issues to the satisfaction of the Department, or resolution of audit findings prior to closeout.

Procurement of Goods or Services

The grantee shall follow its own written procurement policies and procedures when procuring goods or services for activities relating to performance of the grant. All documents related to the procurement of goods or services shall be maintained by the grantee for the records retention period (at least five years) and copies shall be provided to the Department when requesting reimbursement.

Use of Contractors

Grantees may contract for services for performance of a project as set forth in the grant agreement or with prior written approval from the Department.

- Contractor services must be for the purpose of achieving the grant objectives.

- Grantees are responsible for ensuring that each contractor complies with the grant agreement, including, if applicable, collecting and reporting of inspection data and disallowance of supplanting.
- Contracting out shall not affect the grantee's overall responsibility for the management of a Project, and the grantee shall reserve sufficient rights and control to enable it to fulfill its responsibilities for the grant.
- Grantees shall have a written agreement with each contractor and shall submit a copy of the agreement to the Department.

PROJECT REQUIREMENTS

Administrative Costs

Administrative costs are the portion of staff time, office space, equipment and supplies needed to operate the program. A Grantee shall not use more than five percent of the funds expended for administrative costs. See Revenue and Taxation Code, Section 30130.57 (f), (g).

Project Costs

Project costs may include the reasonable and necessary cost of tobacco-enforcement related items required to conduct grant-related operations.

Project Income

Income generated from a project, if any, may be reinvested by the grantee into the project for which the grant was awarded, returned to the Department, or the Department may approve other uses by the grantee of program income in accordance with the general purposes of the grant. Project income does not include fines, penalties, legal costs, attorney's fees, or other property collected as a result of enforcement actions by the grantee.

Overpayment of Funds

If an agency is inadvertently reimbursed for more than the amount expended, the overpayment of funds must be returned to the Department. If the grant for which the funds are being returned is still active (within the term of the MOU), then the returned funds can be shown as a credit on the next claim submitted for reimbursement. If the grant term has ended, the agency must return the funds made payable to the California Department of Justice to:

California Department of Justice
Division of Operations
Tobacco Grant Program
P.O. Box 160187
Sacramento, CA 95816

Records of Tobacco Products

Grantees shall retain and preserve the tobacco products purchased or otherwise obtained during the course of performing a project, and the purchase records for such tobacco products, in accordance with the grantee's written policies regarding retention, destruction or forfeiture of such items.

Travel

Travel costs of grantees are permitted for travel to/from tobacco-related trainings, meetings, seminars, and/or workshops. All travel must be approved and included in the grant budget.

Travel by grantees shall be in accordance with the State of California's written travel policies, and subject to any further requirement in the grant agreement. Travel costs shall be substantiated by receipts and these receipts shall be made available to the Department upon request for reimbursement.

Out-of-state travel must be clearly specified in the grant budget and/or modification because it requires prior approval and may be subject to additional restrictions.

Travel costs may only consist of the reasonable and necessary charges for commercial fares, public transportation, private vehicle, overnight and day parking of private or rental vehicles, bridge and road tolls, meals, lodging, and incidentals, incurred for travel necessary for the performance of the grant. The State of California's written travel policies can be found online at www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx.

Equipment Property Records

Grantees shall maintain property records for the records retention period for each item of tangible personal property having a useful life of more than one year *and a per-unit* acquisition cost of $5,000 or more.

Records Retention

Grantees shall maintain records relating to the application, grant agreement, scope of work, budget, and performance of projects, for the records retention period established by the agency for those types of records, or for five years from the date the grant was closed out, whichever is longer. These records include, but are not limited to, reports of enforcement activities, educational programs, policy programs, personnel activity records, payroll records, travel claims, receipts, documents showing the calculation or methodology for determining whether funds were supplanted, and documents showing the calculation or methodology for determining administrative costs.

Noncompliance

In the event a grantee fails to comply with the terms and conditions of the Act or grant agreement, the Department will notify the grantee, and meet and confer to resolve the issue.

In the event the Department and a grantee are unable to resolve a grantee's non-compliance with the terms and conditions of the Act or grant agreement, the Department may take one or more of the following actions:

- Withholding of payments.
- Recovery of funds paid to the grantee.
- Imposition of additional conditions on the grantee.

- Termination of the grant agreement.
- Disqualification from consideration for future grants.

Non-Use of Funds

Grantees are expected to start operations within six months of the beginning date of the MOU and are responsible for advising the Department if they are unable to do so. Grantees who have not started their project and expended any funds within the first year of the beginning of the grant term shall forfeit their award. Any forfeited awards may be awarded to another agency.

Closeout

The Department shall conduct closeout review activities prior to closing out each grant to ensure that all necessary administrative actions and projects have been completed by the grantee. Closeout review activities include, but are not limited to, review of the final progress report due from the grantee to ensure it is sufficient and complete, verification that any performance issues are resolved, and verification that any audit or agreed-upon-procedure findings are resolved.

Allowable Costs; Reasonable Costs; Allocable Costs

Costs must meet all of the following general criteria to be allowable. An allowable cost must:

- Be reasonable for the performance of the grant and allocable to the grant.
- Be accorded consistent treatment. In the event a cost is assigned in one way and another cost incurred for the same purpose in like circumstances was previously allocated in another way, the grantee shall provide a description of both the current and the prior assignments. The description shall be sufficient for the Department to ascertain whether or not funds have been supplanted.
- Be adequately documented.
- Comply with the Act and terms and conditions of the grant agreement.
- Comply with applicable laws and regulations.
- Not be disallowed under the terms of the grant agreement.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances, prevailing at the time the decision was made to incur the cost. In determining the reasonableness of a given cost, consideration will be given to:

- Whether the cost is generally recognized as ordinary and necessary for the proper and efficient performance of the grant.
- The requirements of the grant program and the terms and conditions of the grant agreement.
- Market prices for comparable goods or services for the geographic area.
- Whether the grantee deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase a cost.

A cost is allocable to the grant if the cost is incurred for grant-related activities.

Unless otherwise provided for in the grant agreement, if a cost is incurred for the performance of grant-related activities and also for other non-grant-related activities, and benefits both grant and non-grant activities, the proportion that is incurred for the performance of grant-related activities may be approximated using reasonable and properly documented methods and assigned to the grant.

Examples of allowable costs (if approved in the budget) include, but are not limited to:

- Cell phone, including monthly service costs
- Community outreach items (e.g., pop up tent, table, tablecloth, prize wheel)
- Education materials (pamphlets, brochures, flyers)
- Media campaigns (Prior approval of logos, language/statements to be used, pictures/graphics, etc., must be obtained from the Department prior to expenditure of funds).
- Office equipment (laptop/PC/printer)
- Promotional items with an anti-tobacco message (hats, t-shirts, pencils/pens, water bottles, draw string/reusable bags, lanyards). The anti-tobacco messaging should be predominant and can be an image and/or text. Approval of logo/messaging is required from the Department prior to purchase of the items. Video/Audio recording devices (minor decoy/shoulder tap operations)

Supplanting

Supplanting is prohibited. Grant funds may not be used to pay for costs that are already funded within your agency's budget, or for which other funding has already been received, in order to reallocate existing funding to other purposes. If funds awarded under this grant are used to supplant existing agency resources previously allocated for the same purpose, the Department may pursue remedies for non-compliance.

APPEALS

Actions that a grantee may appeal include:

- Disqualification of an application.
- Denial of an application in whole or in part.
- Imposition of additional conditions.
- Suspension or termination of a grant agreement.

Appeals must be made in writing, postmarked within 30 calendar days of the date of the notification of the Department's action, and mailed to the Department at the address provided in the Request for Proposal. An appeal must include:

- A copy of the notification and/or other communication from the Department.
- The name of the applicant or grantee, as applicable.

- A statement of the reasons the action by the Department should not be imposed, including any documentation to support the appeal.
- A statement of the remedy sought by the appellant.
- Contact information for the appellant.
- The signature of the authorized representative of the appellant.

Appeals not postmarked within 30 days as specified above will be denied. The action or actions specified in the notification will remain in effect while the appeal is under review.

The Attorney General and/or designee who is employed by the Department and who is not a member of the Merits Review Committee will make the final decision regarding the appeal. The Department will issue a decision on the appeal no later than 60 calendar days from the date the appeal is received.

The remedy for an appeal that is successful in whole or in part may be provided either during the course of the current funding cycle or in a subsequent funding cycle that may be during the course of the following fiscal year, based on practicality and the availability of grant funds.

DEFINITIONS

The following definitions apply to this Handbook and the associated Request for Proposal:

- Administrative Costs. Administrative costs are the portion of staff time, office space, equipment and supplies needed to operate the program. They include necessary and reasonable indirect expenses as allowed under the terms and conditions of the grant agreement, limited to five percent of the total expenditures.
- Application. A request by an eligible agency to receive a grant from the Department pursuant to Revenue and Taxation Code, Section 30130.57(e)(1).
- Contractor. An entity or person, including a consultant, that enters into a contract with a grantee to perform an approved grant-related activity.
- Department. The California Department of Justice.
- Grant. An award of financial assistance made to a Grantee, the principal purpose of which is the transfer of funds to carry out a project of public benefit authorized and intended by Revenue and Taxation Code, section 30130.57, subdivision (e)(1), a Request for Proposal, and the grant agreement between the grantee and the Department.
- Grant Agreement. The final agreement entered into between the Department and a grantee, or primary grantee in the case of a joint application, which sets forth the terms and conditions of the Grant. The grant agreement includes the executed MOU, Request for Proposal and associated documents, application and associated documents, and this Handbook.
- Grant Duration. The period of time provided for in the Grant Agreement.

- Grantee. A local agency to which a grant is awarded. A grantee includes a primary or a secondary grantee as specified in a grant agreement arising from a Joint application.
- Inspection Data. Information regarding retailer inspection or enforcement activity by a grantee under the terms of the grant agreement, including, but not limited to, information about retailer location, retailer violations, retailer inspections, and retail-related citations, licensing actions, administrative proceedings, diversion proceedings, and prosecutions. Inspection data includes information regarding such activities whether or not a violation was found or a citation was issued. A grant agreement may contain further information about what constitutes inspection data, how it is to be gathered and retained by a grantee, and how and when it is to be reported to the Department.
- Joint Application. A request to receive a grant that is submitted by more than one eligible agency. A joint application includes a primary applicant and at least one secondary applicant.
- Local Law Enforcement Agency. A division, department, board, office, section, or branch of local government, or institution of public education, that employs one or more persons appointed and duly sworn as a peace officer; city police department; county sheriff's department; police protection and community services district; police or school resource officer of a K-12 school district; police department of the California Community Colleges; city, district, or county attorney's office; or any other local public agency that employs one or more sworn peace officers.
- Project. An undertaking that is planned to conduct activities and achieve stated goals and objectives for which funds were awarded by the Department to a grantee from the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 Fund.
- Records Retention Period. The period of time after the grant is closed out that a grantee must maintain records related to the grant, which is at least five years.
- Supplant. Replace or reduce the amount of state or local funds currently being appropriated or previously appropriated for a purpose because grant funds are available or expected to be available to fund that same purpose. The effect of supplanting would be to reduce the total amount that would have been available for the purpose stated in the application or grant agreement.
- Tobacco Products. The same meaning as in Revenue and Taxation Code, Section 30130.50(b).

PART II: GRANT OWNER'S MANUAL

GRANT ACCEPTANCE AND TERMS

Award

Your award is not final upon initial notification. A letter of intent to accept the award will be attached to the award notification. Your agency must affirm that either (1) it will seek a resolution to accept the award, if your agency has a governing body, or (2) no governing body exists and no resolution is required. In order to officially accept your award, your agency must return the completed, signed letter of intent within 15 calendar days of the date of the award letter via email to TobaccoGrantRFP@doj.ca.gov or hard copy to:

California Department of Justice
Division of Operations
Tobacco Grant Program
P.O. Box 160187
Sacramento, CA 95816-0187

Your agency may begin engaging in funded activities once a revised budget detail is received from the Department, but will not be eligible to receive reimbursement for expenditures until a MOU fully executed with original signatures and accompanying documents (e.g., Resolution, Taxpayer ID form) are in place,. The MOU must be approved by the head of your agency, or your agency's governing body if one exists. The MOU and other accompanying documents must be returned within 90 days of receipt. **Failure to return the letter of intent within 15 days or execute the MOU and other accompanying documents within 90 days will be deemed a declination of the award.** In the event of an unclaimed or declined award, funding may be awarded to another applicant.

Terms and Conditions

By accepting these funds, your agency agrees to comply with, and be bound by, the conditions set forth in the MOU and this Handbook.

Department Grant Management

Each agency will be assigned a Grant Administrator from the Department for assistance with implementation and oversight of the agency's specific grant program throughout the life cycle of the grant. The Grant Administrator will maintain regular communications with their agencies and will provide administrative direction and guidance.

Allowable Costs

In general, costs must meet all of the following general criteria to be allowable. An allowable cost must:

- Be reasonable for the performance of the grant, and allocable to the grant.
- Be accorded consistent treatment. In the event a cost is assigned in one way and another cost incurred for the same purpose in like circumstances was previously allocated in the agency's budget in another way, the grantee shall provide a description of both the

current and the prior assignments. The description shall be sufficient for the Department to ascertain whether or not funds have been supplanted.

- Be adequately documented.
- Comply with the Act and terms and conditions of the grant agreement.
- Comply with applicable laws and regulations.
- Not be disallowed under the terms of the grant agreement.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In determining the reasonableness of a given cost, consideration will be given to:

- Whether the cost is generally recognized as ordinary and necessary for the proper and efficient performance of the grant.
- The requirements of the grant program and the terms and conditions of the grant agreement.
- Market prices for comparable goods or services for the geographic area.
- Whether the grantee deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase a cost.

A cost is allocable to the grant if the cost is incurred for grant-related activities. Unless otherwise provided for in the grant agreement, if a cost is incurred for the performance of grant-related activities and also for other non-grant-related activities, and benefits both grant and non-grant activities, the proportion that is incurred for the performance of grant-related activities may be approximated using reasonable and properly documented methods and assigned to the grant. Specific costs that may be supported by funds awarded under the Tobacco Grant Program are as follows:

Personnel

Salaries, benefits and overtime are allowable expenses. Amounts claimed must be supported by payroll and attendance records kept by the agency and must be made available to the Department upon request.

Travel

Travel that directly supports the applicant's project may be reimbursed using grant funds, with limitations on expenditures for meals, incidentals, lodging and mileage. Travel may be billed and reimbursed only as allowed by the State of California's established travel reimbursement rates in effect as of the date(s) of travel and must be included in the approved budget. Please refer to the California Department of Human Resources' website at http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx for the most current approved travel reimbursement rates.

Travel expenditures that exceed the State's allowable rates will be reimbursed only up to the amount allowed and your invoice will be reduced accordingly. Your agency will be responsible for the balance.

Acceptable documentation for reimbursement of travel expenses includes copies of receipts for meals, lodging, etc., and if applicable, completed agency mileage forms. All receipts must show 'paid' by cash/check or credit card.

Training

Each grant recipient is required to send at least one representative to a workshop offered by the Tobacco Grant Program during the first year of each grant award.

All other trainings must be Tobacco Grant-related. If the training is not DOJ-sponsored and specifically related to the Tobacco Grant, then prior approval must be sought. To obtain prior approval for training, an agency must submit a flyer with an agenda.
Acceptable documentation for reimbursement of training expenses includes copies of receipts and proof of payment (copies of checks or credit card statements).

Equipment

Equipment that directly supports the applicant's project proposal may be purchased using grant funds. Equipment is defined as an item that has a *per-unit* acquisition cost of $5,000 or more and a useful life of at least one year.

Acceptable documentation for equipment purchases include copies of receipts and proof of payment (copies of checks or credit card statements).

Supplies

Supplies that directly support the applicant's project proposal and are not restricted items may be purchased using grant funds. Supplies are defined as items that have a per-unit cost of less than $5,000 and may be consumable.

Acceptable documentation for purchases of supplies include copies of receipts and proof of payment (copies of checks or credit card statements).

Supplanting

Pursuant to Revenue and Taxation Code section 30130.57, subdivision (e), grant funds are not to be used to supplant existing state or local funds that were already allocated for the same purpose. If the Department or California State Auditor identifies that your agency has used grant funds to pay for costs that are already funded within your agency's budget, or for which other funding has already been received, in order to reallocate existing funding to other purposes, the Department may pursue remedies for non-compliance.

Restricted Items

Grant funds shall not be used to purchase items that are considered restricted and for personal use. Examples include, but are not limited to, the items on the following list. An item may not appear on this list but if it is determined to be for personal use, the Department will not provide

reimbursement or if reimbursement has already occurred, the Department may pursue remedies for non-compliance. If an item appears on this list, or if there is a question about whether an item will be approved for reimbursement, then prior approval from the Tobacco Grant Program should be sought.

- Ammunition
- Awards
- Award Certificates
- Balloons
- Briefcases
- Calendars (Decorative)
- Cleaning supplies
- Coffee pots and supplies
- Facilities renovations
- Firearms and related accessories (scopes, holsters, racks, etc.)
- Food, beverages, and any other consumables
- Gift Cards
- Hand sanitizers
- K9
- Kleenex/tissue papers
- Luggage
- Luggage Carriers
- Pepper spray
- Personalized products used to advertise an agency and/or programs (e.g., pens, magnets) not specific to anti-smoking/anti-tobacco campaigns. Any products in this category require prior approval from the Tobacco Grant Program
- Picture frames
- Plastic eating utensils
- Portable fans
- Portable heaters
- Refreshments for meeting/conferences
- Refrigerators
- Ribbons

- Vehicles and/or vehicle trailer purchases (vehicle usage, leases, fees, and mileage reimbursement are allowable).

ACCESSING AND MANAGING GRANT FUNDS

Invoicing

Invoices must be submitted by mail on a quarterly basis, in arrears. Invoices are due October 15th, January 15th, April 15th, and July 15th. Submit original invoices on DOJ-provided forms with all required attachments, plus two complete copies, to:

Department of Justice
Division of Operations
Tobacco Grant Program
P.O. Box 160187
Sacramento, CA 95816-0187

A complete invoice package will include:

- The invoice cover page signed by the agency representative;
- The invoice detail pages; and
- Documentation of costs incurred and their subsequent payment for all Operating Expenses and Equipment (Section B) claimed. Goods and services received must be shown to have been paid in full.

Modifications

Each agency shall be limited to three pre-approved modifications in a fiscal year.

Changes Requiring Advance Approval

Prior written approval by the Department is required for changes to an approved project or budget. Prior approval for the following types of modifications must be requested, and may be granted, only in writing:

- A revision of the project or scope of work. Only ONE substantive change per fiscal year will be considered.
- Budget changes that involve shifting funding between categories (e.g., moving funds from Personal Services to Operating Expenses and Equipment)
- Extension of grant duration (these cannot be considered less than 90 days prior to the expiration of the grant term)
- ANY items not included in the original approved budget (e.g., equipment purchases, travel, contracting services, personal services, etc.)
- Withdrawal of a secondary grantee from a project that is part of a joint application
- Use of program income for purposes not in accordance with the grant agreement

Failure to obtain prior approval may result in the Department pursuing remedies for non-compliance. The Department will not reimburse expenditures made in violation of this section.

Extensions

An extension may be requested if your agency needs additional time to fully expend awarded funds. Extension requests must be received no more than 180 days and no less than 90 days prior to the expiration date of the award. Requests will not be considered at the beginning or mid-term of the grant period. Extension requests received less than 90 days before an award expires will not be considered.

Record Maintenance

Your agency must maintain records relating to the application, grant agreement, scope of work, budget, and performance of projects, for the records retention period established by your agency for those types of records or for five years after a grant is closed out, whichever is longer. These records include, but are not limited to, reports of enforcement activities, educational programs, policy programs; personnel activity records; payroll records; travel claims; receipts; documents showing the calculation or methodology for determining whether funds were supplanted; and documents showing the calculation or methodology for determining administrative costs.

Audits

Grant fund recipients and sub-recipients are subject to audit by both the California State Auditor and the Department. In addition to formal audits, the California Department of Justice may conduct site visits with reasonable notice. All documentation related to the receipt and use of grant funds shall be made open to inspection upon request by the California State Auditor and/or the Department.

Reports

Quarterly progress reports must be submitted electronically on a quarterly basis . You will be provided with a link and instructions via email prior to when each report is due. Information reported via invoices and quarterly progress reports may be compiled for Department use.

Quarterly progress activity reports for FY 2021-22 are due on the following dates:

- October 15
- January 15
- April 15
- July 15

Closing Out

Once your agency's award expires, whether or not funds were fully expended, it must be closed out.

Funding

Grant funds for reimbursement must be spent *prior* to the expiration date. Any funds spent after the expiration date of the grant cannot be reimbursed, regardless of when they were obligated or problems with vendor fulfillment. Good and services must be received, invoiced, and paid for *during* the grant term in order to be eligible for reimbursement.

Final Progress Report

Your agency will be asked to submit a final progress report summarizing grant activities completed up to the end of the award.

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT 14.04
2930 Gay Avenue, San Jose, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF TRUSTEES

To the Board of Trustees: March 1, 2022

Subject: **Vendor & Payroll Warrants**

Staff Analysis: Summary of Vendor and Payroll Warrants issued during February month of Fiscal Year 2021/2022.

Total of vendor warrants	$	3,986,709.75
Total of payroll warrants	$	4,413,085.74
Total	**$**	**8,399,795.49**

Recommendation: Staff recommends approval of the Vendor & Payroll Warrants for the month of February 2022.

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

To the Board of Trustees: Meeting: March 10, 2022
Regular Board Meeting

Recommend Approval

14.04
Agenda Placement

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

February 2022

Fund	VENDOR WARRANTS	AMOUNT
010,050,060,080	General Fund (Incl Payroll A/P)	$2,211,639.93
120	Child Development Fund	$54,711.60
130	Cafeteria Fund	$272,985.92
140	Deferred Maintenance Fund	$30,657.51
210	Building Fund	$35,103.00
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	$1,372,585.59
	Subtotal	**$3,977,683.55**
088	Student Body Fund	$9,026.20
	Total Vendor Warrants	**$3,986,709.75**

	PAYROLL WARRANTS	
	10th of the month	$366,671.16
	EOM Payroll	$3,995,538.71
	Manual Checks	$50,875.87
	Void Checks	$0.00
	Total Payroll Warrants	**$4,413,085.74**
	Grand Total All Warrants	**$8,399,795.49**

	From	To
AP Warrants used #	4011130	- 4011450
Payroll Direct Deposit Pay Stub used #	4732466	- 4733820
Payroll Checks used #	4403043	- 4403179

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
ACE EMPOWER ACADEMY	2/11/2022	4011298	010	$ 45,578.00
ACE EMPOWER ACADEMY Total				**$ 45,578.00**
ACHIEVE KIDS	2/11/2022	4011248	080	$ 32,496.00
ACHIEVE KIDS Total				**$ 32,496.00**
ACME PACIFIC REPAIRS INC.	2/11/2022	4011307	050	$ 800.00
ACME PACIFIC REPAIRS INC. Total				**$ 800.00**
ACTION TOWING AND ROAD SERVICE	2/4/2022	4011130	010	$ 585.00
ACTION TOWING AND ROAD SERVICE Total				**$ 585.00**
AIR FILTER/CONTROL	2/11/2022	4011308	050	$ 87.25
AIR FILTER/CONTROL Total				**$ 87.25**
AIRGAS, INC.	2/4/2022	4011131	050	$ 142.40
AIRGAS, INC. Total				**$ 142.40**
ALBAELENA MARIA DIAZ TAMAYO	2/4/2022	4011162	130	$ 313.42
ALBAELENA MARIA DIAZ TAMAYO Total				**$ 313.42**
ALLIANCE FOR YOUTH ACHIEVEMENT	2/25/2022	4011438	010	$ 30.00
ALLIANCE FOR YOUTH ACHIEVEMENT Total				**$ 30.00**
ALLIED REFRIGERATION INC.	2/11/2022	4011218	050	$ 275.37
		4011309	050	$ 474.67
ALLIED REFRIGERATION INC. Total				**$ 750.04**
ALPHA BLANCA ALVARADO(ALPHA1)	2/11/2022	4011299	010	$ 70,698.00
ALPHA BLANCA ALVARADO(ALPHA1) Total				**$ 70,698.00**
ALPHA JOSE HERNANDEZ (ALPHA	2/11/2022	4011300	010	$ 72,091.00
ALPHA JOSE HERNANDEZ (ALPHA Total				**$ 72,091.00**
ALUM ROCK #305	2/25/2022	4011439	010	$ 438.00
ALUM ROCK #305 Total				**$ 438.00**
ALUM ROCK ADMINISTRATORS ASSOC	2/25/2022	4011440	010	$ 505.00
ALUM ROCK ADMINISTRATORS ASSOC Total				**$ 505.00**
AMALIA ALVAREZ-CARRILLO	2/4/2022	4011177	060	$ 500.00
AMALIA ALVAREZ-CARRILLO Total				**$ 500.00**
AMAZON WEB SERVICES INC.	2/11/2022	4011249	010	$ 571.45
AMAZON WEB SERVICES INC. Total				**$ 571.45**
AMAZON.COM LLC	2/4/2022	4011147	010	$ 73.02
		4011163	130	$ 479.75
	2/8/2022	4011215	050	$ 17.48
	2/24/2022	4011420	010	$ 453.15
AMAZON.COM LLC Total				**$ 1,023.40**
AMERICAN FIDELITY ASSURANCE	2/25/2022	4011441	010	$ 15,080.00
AMERICAN FIDELITY ASSURANCE Total				**$ 15,080.00**
AMERICAN FIDELITY ASSURANCE CO	2/25/2022	4011442	010	$ 29,198.06
AMERICAN FIDELITY ASSURANCE CO Total				**$ 29,198.06**
AMRITA DHALIWAL	2/4/2022	4011164	010	$ 65.61
AMRITA DHALIWAL Total				**$ 65.61**
AMY ELIZABETH RODRIGUES	2/11/2022	4011232	010	$ 2.34
AMY ELIZABETH RODRIGUES Total				**$ 2.34**
ANDRES QUINTERO QUINTERO	2/11/2022	4011233	010	$ 367.88
ANDRES QUINTERO QUINTERO Total				**$ 367.88**
ANGEL GUZMAN CRUZ	2/17/2022	4011322	010	$ 2,609.72

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
ANGEL GUZMAN CRUZ Total				$ 2,609.72
ANGELINA GONZALES	2/17/2022	4011323	010	$ 82.02
ANGELINA GONZALES Total				$ 82.02
ANNYA R ARTIGAS	2/17/2022	4011324	010	$ 43.23
ANNYA R ARTIGAS Total				$ 43.23
APPLE INC.	2/4/2022	4011155	010	$ 1,204.47
APPLE INC. Total				$ 1,204.47
ARAMARK UNIFORM & CAREER	2/22/2022	4011388	130	$ 1,585.60
ARAMARK UNIFORM & CAREER Total				$ 1,585.60
ARELY MARGARITA FLORES	2/24/2022	4011405	010	$ 84.17
	2/17/2022	4011325	010	$ 28.56
ARELY MARGARITA FLORES Total				$ 112.73
ARTS ATTACK	2/11/2022	4011250	060	$ 4,984.22
	2/24/2022	4011406	060	$ 318.00
ARTS ATTACK Total				$ 5,302.22
ARUESD - REVOLVING FUND	2/24/2022	4011436	010	$ 379.46
ARUESD - REVOLVING FUND Total				$ 379.46
ASSOCIATION OF CALIFORNIA	2/25/2022	4011443	010	$ 3,047.48
ASSOCIATION OF CALIFORNIA Total				$ 3,047.48
AT&T	2/11/2022	4011251	010	$ 3,455.20
AT&T Total				$ 3,455.20
AXIOM COMMUNICATIONS SYSTEMS	2/4/2022	4011132	050	$ 6,077.22
AXIOM COMMUNICATIONS SYSTEMS Total				$ 6,077.22
BARNES AND NOBLE	2/11/2022	4011252	060	$ 821.68
BARNES AND NOBLE Total				$ 821.68
BAY AREA FLOOR MACHINE	2/4/2022	4011205	010	$ 117.91
	2/11/2022	4011271	010	$ 436.55
BAY AREA FLOOR MACHINE Total				$ 554.46
BIANCA ORTIZ	2/11/2022	4011234	080	$ 68.80
BIANCA ORTIZ Total				$ 68.80
BINAIFER PATEL	2/11/2022	4011235	010	$ 58.00
BINAIFER PATEL Total				$ 58.00
BIOMETRICS4ALL INC.	2/4/2022	4011196	010	$ 27.75
BIOMETRICS4ALL INC. Total				$ 27.75
BLUETRITION BRANDS INC.	2/4/2022	4011161	010	$ 48.08
			130	$ 18.47
	2/8/2022	4011216	060	$ 1,569.61
	2/24/2022	4011435	060	$ 520.71
	2/17/2022	4011377	060	$ 5,879.14
		4011378	010	$ 450.97
			050	$ 100.60
			080	$ 58.87
BLUETRITION BRANDS INC. Total				$ 8,646.45
BOSCO CONSTRUCTION SERVICES	2/4/2022	4011206	050	$ 18,057.85
BOSCO CONSTRUCTION SERVICES Total				$ 18,057.85
CALIFORNIA CONSULTING INC	2/17/2022	4011354	010	$ 24,000.00
CALIFORNIA CONSULTING INC Total				$ 24,000.00

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
CALIFORNIA DEPARTMENT OF	2/24/2022	4011395	010	$ 39.51
CALIFORNIA DEPARTMENT OF Total				$ 39.51
CALIFORNIA UNITED MECHANICAL,	2/4/2022	4011134	050	$ 1,812.88
CALIFORNIA UNITED MECHANICAL, Total				$ 1,812.88
CAL-STEAM INC.	2/4/2022	4011133	050	$ 447.98
	2/11/2022	4011219	050	$ 164.82
		4011272	050	$ 571.35
CAL-STEAM INC. Total				$ 1,184.15
CAMBIUM LEARNING INC.	2/4/2022	4011165	060	$ 4,601.94
CAMBIUM LEARNING INC. Total				$ 4,601.94
CANON FINANCIAL SERVICES INC.	2/17/2022	4011355	060	$ 140.00
CANON FINANCIAL SERVICES INC. Total				$ 140.00
CELIA BINEY RUIZ	2/24/2022	4011396	010	$ 822.06
CELIA BINEY RUIZ Total				$ 822.06
CELLCO PARTNERSHIP	2/4/2022	4011213	010	$ 4,754.51
	2/17/2022	4011356	060	$ 22.82
CELLCO PARTNERSHIP Total				$ 4,777.33
CHRISTINE GARCIA-COGLIANDRO	2/11/2022	4011273	130	$ 74.78
CHRISTINE GARCIA-COGLIANDRO Total				$ 74.78
CINTAS CORPORATION	2/11/2022	4011220	010	$ 441.11
			050	$ 85.57
		4011274	010	$ 418.52
			050	$ 85.57
	2/17/2022	4011381	010	$ 464.34
			050	$ 85.57
CINTAS CORPORATION Total				$ 1,580.68
CITY OF SAN JOSE	2/17/2022	4011357	060	$ 31,703.44
CITY OF SAN JOSE Total				$ 31,703.44
COMMUNITY SCHOOL OF MUSIC AND	2/4/2022	4011186	060	$ 1,245.00
COMMUNITY SCHOOL OF MUSIC AND Total				$ 1,245.00
CORINA HERRERA-LOERA	2/11/2022	4011236	010	$ 151.94
CORINA HERRERA-LOERA Total				$ 151.94
CROWN CASTLE INTERNATIONAL	2/4/2022	4011207	010	$ 1,173.09
CROWN CASTLE INTERNATIONAL Total				$ 1,173.09
CSEA VICTORY CLUB	2/25/2022	4011444	010	$ 43.00
CSEA VICTORY CLUB Total				$ 43.00
DANIEL SANCHEZ	2/4/2022	4011156	060	$ 5,000.00
		4011166	060	$ 4,857.15
		4011197	010	$ 3,000.00
			060	$ 2,000.00
	2/11/2022	4011253	060	$ 16,050.00
		4011275	060	$ 857.15
DANIEL SANCHEZ Total				$ 31,764.30
DANNIS WOLIVER KELLY	2/4/2022	4011178	010	$ 11,933.00
DANNIS WOLIVER KELLY Total				$ 11,933.00
DAYLIGHT FOODS INC	2/22/2022	4011389	130	$ 25,165.80
DAYLIGHT FOODS INC Total				$ 25,165.80

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
DELL MARKETING L.P.	2/4/2022	4011208	060	$ 3,829.64
	2/24/2022	4011407	010	$ 3,130.61
	2/17/2022	4011358	060	$ 36,589.44
DELL MARKETING L.P. Total				$ 43,549.69
DELTA DENTAL	2/11/2022	4011291	670	$ 570.30
DELTA DENTAL Total				$ 570.30
DEPARTMENT OF INDUSTRIAL	2/11/2022	4011292	050	$ 450.00
DEPARTMENT OF INDUSTRIAL Total				$ 450.00
DOUGLAS KLEINHENZ	2/17/2022	4011326	010	$ 157.49
DOUGLAS KLEINHENZ Total				$ 157.49
EAST BAY RESTAURANT SUPPLY INC	2/11/2022	4011254	130	$ 5,178.08
EAST BAY RESTAURANT SUPPLY INC Total				$ 5,178.08
EAST SIDE UNION HIGH SCHOOL	2/11/2022	4011310	010	$ 423.00
EAST SIDE UNION HIGH SCHOOL Total				$ 423.00
EDGES ELECTRICAL GROUP LLC	2/4/2022	4011135	050	$ 1,192.15
	2/11/2022	4011221	050	$ 1,260.40
		4011276	050	$ 441.48
		4011311	050	$ 112.10
EDGES ELECTRICAL GROUP LLC Total				$ 3,006.13
EINSTEIN NOAH RESTAURANT	2/4/2022	4011187	010	$ 503.58
	2/24/2022	4011408	010	$ 210.34
EINSTEIN NOAH RESTAURANT Total				$ 713.92
ENVIRONMENTAL SYSTEMS INC	2/11/2022	4011222	050	$ 9,608.00
	2/17/2022	4011344	050	$ 10,700.00
ENVIRONMENTAL SYSTEMS INC Total				$ 20,308.00
ERIN DEVINE	2/11/2022	4011255	080	$ 17,550.00
ERIN DEVINE Total				$ 17,550.00
eSpark INC.	2/11/2022	4011270	060	$ 1,860.00
eSpark INC. Total				$ 1,860.00
FEDERAL EXPRESS	2/4/2022	4011179	010	$ 167.56
	2/17/2022	4011327	010	$ 40.61
FEDERAL EXPRESS Total				$ 208.17
FIRST STUDENT INC.	2/4/2022	4011157	060	$ 1,188.50
FIRST STUDENT INC. Total				$ 1,188.50
FOSTER DAIRY FARMS	2/22/2022	4011390	130	$ 50,120.62
FOSTER DAIRY FARMS Total				$ 50,120.62
FOUNDATION FOR EDUCATIONAL	2/17/2022	4011372	010	$ 3,750.00
FOUNDATION FOR EDUCATIONAL Total				$ 3,750.00
GARDA CL WEST	2/11/2022	4011277	130	$ 232.47
GARDA CL WEST Total				$ 232.47
GARDENLAND CENTER INC.	2/4/2022	4011136	050	$ 677.38
	2/11/2022	4011223	050	$ 207.64
	2/17/2022	4011345	050	$ 40.00
GARDENLAND CENTER INC. Total				$ 925.02
GERARDO GARCIA GARCIA	2/4/2022	4011180	080	$ 82.82
GERARDO GARCIA GARCIA Total				$ 82.82
GLORIA YOLANDA HAYES-PERKINS	2/17/2022	4011328	010	$ 302.73

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
GLORIA YOLANDA HAYES-PERKINS Total				$ 302.73
GOLD STAR FOODS	2/22/2022	4011391	130	$ 166,769.84
GOLD STAR FOODS Total				$ 166,769.84
GREAT LAKES SPORTS	2/11/2022	4011256	010	$ 128.58
GREAT LAKES SPORTS Total				$ 128.58
GREENESPORT ASSOCIATION	2/17/2022	4011342	010	$ 850.00
		4011382	010	$ 850.00
GREENESPORT ASSOCIATION Total				$ 1,700.00
GROTH MUSIC	2/11/2022	4011312	010	$ 753.51
GROTH MUSIC Total				$ 753.51
HAROLD DAVID TURNER	2/24/2022	4011397	010	$ 822.06
HAROLD DAVID TURNER Total				$ 822.06
HARRY L. MURPHY INC.	2/4/2022	4011137	050	$ 2,057.01
HARRY L. MURPHY INC. Total				$ 2,057.01
HAZEL DELA CRUZ	2/11/2022	4011237	080	$ 109.89
HAZEL DELA CRUZ Total				$ 109.89
HOME DEPOT U.S.A. INC.	2/4/2022	4011138	050	$ 5,106.25
		4011158	010	$ 10,954.60
	2/11/2022	4011224	050	$ 491.95
		4011225	010	$ 3,481.67
		4011278	010	$ 1,858.95
		4011313	010	$ 157.69
	2/17/2022	4011346	050	$ 4,595.14
HOME DEPOT U.S.A. INC. Total				$ 26,646.25
HORIZON DISTRIBUTORS INC	2/11/2022	4011226	050	$ 665.78
HORIZON DISTRIBUTORS INC Total				$ 665.78
ICONIX WATERWORKS (US) INC.	2/11/2022	4011279	050	$ 242.62
ICONIX WATERWORKS (US) INC. Total				$ 242.62
IDN INC	2/11/2022	4011314	050	$ 350.12
IDN INC Total				$ 350.12
IMEE ALMAZAN	2/24/2022	4011409	010	$ 136.53
IMEE ALMAZAN Total				$ 136.53
IT MANAGEMENT CORPORATION	2/4/2022	4011209	010	$ 2,957.49
IT MANAGEMENT CORPORATION Total				$ 2,957.49
ITSAVVY LLC	2/4/2022	4011198	010	$ 1,511.30
ITSAVVY LLC Total				$ 1,511.30
JILLIAN C CINTAS	2/24/2022	4011410	010	$ 140.63
JILLIAN C CINTAS Total				$ 140.63
JOHN F. FONT PHD & ASSOCIATES	2/11/2022	4011257	080	$ 7,392.00
JOHN F. FONT PHD & ASSOCIATES Total				$ 7,392.00
JOSEPH MATTHEW MANLUCO	2/17/2022	4011329	060	$ 90.00
JOSEPH MATTHEW MANLUCO Total				$ 90.00
JOURNEYED.COM INC.	2/24/2022	4011411	010	$ 267.97
JOURNEYED.COM INC. Total				$ 267.97
JULIANNE HARRISON	2/4/2022	4011167	010	$ 65.56
JULIANNE HARRISON Total				$ 65.56
JULIO CESAR VILLALOBOS	2/17/2022	4011330	010	$ 112.10

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
JULIO CESAR VILLALOBOS Total				$ 112.10
KAISER	2/22/2022	4011394	670	$ 261.00
	2/11/2022	4011293	670	$ 191,391.98
KAISER Total				$ 191,652.98
KAISER PERMANENTE	2/11/2022	4011294	670	$ 412.66
KAISER PERMANENTE Total				$ 412.66
KEENAN & ASSOCIATES	2/11/2022	4011295	670	$ 116,589.00
KEENAN & ASSOCIATES Total				$ 116,589.00
KELLY-MOORE PAINT COMPANY INC.	2/4/2022	4011139	050	$ 316.82
	2/11/2022	4011227	050	$ 130.09
KELLY-MOORE PAINT COMPANY INC. Total				$ 446.91
KENNETH MCBRIAN	2/11/2022	4011238	010	$ 95.23
KENNETH MCBRIAN Total				$ 95.23
KEVIN DAVID WEBSTER	2/11/2022	4011239	080	$ 83.08
KEVIN DAVID WEBSTER Total				$ 83.08
KIPP HEARTWOOD ACADEMY	2/11/2022	4011301	010	$ 84,245.00
KIPP HEARTWOOD ACADEMY Total				$ 84,245.00
KIPP PRIZE PREPARATORY ACADEMY	2/11/2022	4011302	010	$ 84,020.00
KIPP PRIZE PREPARATORY ACADEMY Total				$ 84,020.00
KRISTA KEYES	2/24/2022	4011412	010	$ 246.99
KRISTA KEYES Total				$ 246.99
KRISTIN WALKER	2/17/2022	4011331	010	$ 93.73
KRISTIN WALKER Total				$ 93.73
LABOR LAW CENTER INC.	2/17/2022	4011383	670	$ 1,145.21
LABOR LAW CENTER INC. Total				$ 1,145.21
LAKESHORE EQUIPMENT COMPANY	2/11/2022	4011258	010	$ 355.27
LAKESHORE EQUIPMENT COMPANY Total				$ 355.27
LAURA JANE HINSCH	2/4/2022	4011168	010	$ 86.03
LAURA JANE HINSCH Total				$ 86.03
LAURIE ANN HERSEY	2/17/2022	4011332	010	$ 229.02
LAURIE ANN HERSEY Total				$ 229.02
LAZEL INC	2/4/2022	4011188	080	$ 318.00
LAZEL INC Total				$ 318.00
LDP INC	2/11/2022	4011259	060	$ 4,730.71
LDP INC Total				$ 4,730.71
LITTLE HEROES INC.	2/4/2022	4011189	010	$ 5,600.00
		4011199	060	$ 5,600.00
	2/11/2022	4011260	010	$ 2,800.00
			060	$ 14,700.00
	2/24/2022	4011398	060	$ 2,800.00
	2/17/2022	4011359	060	$ 2,800.00
LITTLE HEROES INC. Total				$ 34,300.00
LORETTA LYNN TANNER	2/11/2022	4011240	010	$ 375.05
LORETTA LYNN TANNER Total				$ 375.05
LOWES COMPANIES INC.	2/4/2022	4011140	050	$ 394.78
	2/11/2022	4011280	050	$ 743.87
		4011315	050	$ 127.68

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
LOWES COMPANIES INC. Total				**$ 1,266.33**
LOWE'S COMPANIES, INC.	2/11/2022	4011296	140	$ 9,032.79
LOWE'S COMPANIES, INC. Total				**$ 9,032.79**
LOZANO SMITH LLP	2/4/2022	4011148	080	$ 5,895.50
LOZANO SMITH LLP Total				**$ 5,895.50**
MAGDALENA GRIMALDO	2/17/2022	4011384	010	$ 185.03
MAGDALENA GRIMALDO Total				**$ 185.03**
MALONEY, BECKI	2/17/2022	4011333	010	$ 124.32
MALONEY, BECKI Total				**$ 124.32**
MANN, PARVEEN	2/17/2022	4011334	010	$ 285.72
MANN, PARVEEN Total				**$ 285.72**
MARIA L STASI	2/11/2022	4011281	130	$ 9.95
MARIA L STASI Total				**$ 9.95**
MATTHEW WARNER	2/17/2022	4011335	010	$ 329.42
MATTHEW WARNER Total				**$ 329.42**
MAXIM HEALTHCARE SERVICES	2/4/2022	4011149	080	$ 18,836.50
		4011181	010	$ 5,685.00
			080	$ 38,605.50
		4011200	010	$ 4,410.60
	2/17/2022	4011385	010	$ 5,590.20
MAXIM HEALTHCARE SERVICES Total				**$ 73,127.80**
MAY TIFFANY TOLIAO	2/4/2022	4011182	060	$ 222.11
MAY TIFFANY TOLIAO Total				**$ 222.11**
MCSIG	2/4/2022	4011183	670	$ 7,789.85
MCSIG Total				**$ 7,789.85**
MELVIN RIVERA	2/4/2022	4011150	010	$ 75.00
	2/17/2022	4011336	010	$ 150.00
MELVIN RIVERA Total				**$ 225.00**
METLIFE SMALL MARKET	2/11/2022	4011297	010	$ 2,062.74
METLIFE SMALL MARKET Total				**$ 2,062.74**
MICHELLE MATRO WRIGHT	2/17/2022	4011360	060	$ 117.32
MICHELLE MATRO WRIGHT Total				**$ 117.32**
MICHELLE MEDINA	2/11/2022	4011241	010	$ 98.55
MICHELLE MEDINA Total				**$ 98.55**
MID AMERICA ADMINISTRATION	2/25/2022	4011445	010	$ 8,818.22
MID AMERICA ADMINISTRATION Total				**$ 8,818.22**
MUS VIL INC.	2/17/2022	4011361	010	$ 2,657.71
		4011373	010	$ 902.65
MUS VIL INC. Total				**$ 3,560.36**
NADIA G MIRANDA	2/11/2022	4011282	130	$ 54.44
NADIA G MIRANDA Total				**$ 54.44**
NAJMUN RAHMAN	2/24/2022	4011413	010	$ 36.45
NAJMUN RAHMAN Total				**$ 36.45**
NCS PEARSON INC.	2/24/2022	4011414	080	$ 45.50
	2/17/2022	4011374	080	$ 670.73
NCS PEARSON INC. Total				**$ 716.23**
NEXTEL OF CALIFORNIA INC.	2/4/2022	4011210	010	$ 2,337.56

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
NEXTEL OF CALIFORNIA INC. Total				$ 2,337.56
OFFICE DEPOT	2/4/2022	4011169	010	$ 766.26
		4011190	010	$ 306.99
			060	$ 75.70
		4011194	010	$ 470.00
			060	$ 169.74
		4011195	010	$ 2,002.32
		4011201	010	$ 1,377.11
			060	$ 81.98
		4011211	010	$ 550.91
			130	$ 242.94
		4011214	010	$ 1,326.94
	2/24/2022	4011415	010	$ 936.42
		4011421	010	$ 545.04
		4011425	010	$ 921.69
		4011426	010	$ 347.11
			060	$ 89.59
		4011427	010	$ 1,625.51
		4011428	010	$ 814.31
		4011429	010	$ 2,318.76
		4011430	010	$ 659.21
		4011431	010	$ 489.19
		4011432	010	$ 2,205.14
	2/17/2022	4011350	010	$ 375.70
		4011351	010	$ 2,723.12
		4011352	010	$ 814.11
		4011353	010	$ 696.44
		4011371	010	$ 893.35
			130	$ 50.53
		4011376	010	$ 2,323.93
			060	$ 586.35
		4011379	010	$ 675.19
		4011380	010	$ 328.81
OFFICE DEPOT Total				$ 27,790.39
ONE STONE APPAREL INC.	2/4/2022	4011170	088	$ 9,026.20
ONE STONE APPAREL INC. Total				$ 9,026.20
OTC BRANDS INC.	2/4/2022	4011191	010	$ 65.52
OTC BRANDS INC. Total				$ 65.52
P & R PAPER SUPPLY COMPANY	2/22/2022	4011392	130	$ 22,644.77
P & R PAPER SUPPLY COMPANY Total				$ 22,644.77
PACIFIC EDUCATORS INC.	2/25/2022	4011446	010	$ 98.58
PACIFIC EDUCATORS INC. Total				$ 98.58
PAR INC.	2/11/2022	4011261	080	$ 317.52
PAR INC. Total				$ 317.52
PARTRIDGE CONSULTING INC.	2/11/2022	4011262	080	$ 5,500.00
PARTRIDGE CONSULTING INC. Total				$ 5,500.00
PATRICIA RODRIGUEZ	2/24/2022	4011416	010	$ 176.75

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
PATRICIA RODRIGUEZ Total				$ 176.75
PG&E	2/4/2022	4011171	010	$ 50.17
	2/11/2022	4011305	010	$ 160,231.84
PG&E Total				$ 160,282.01
POWELL, MATTHEW	2/11/2022	4011242	010	$ 20.01
POWELL, MATTHEW Total				$ 20.01
PRE-PAID LEGAL SERVICES INC.	2/25/2022	4011447	010	$ 299.74
PRE-PAID LEGAL SERVICES INC. Total				$ 299.74
PRO-ED	2/11/2022	4011263	080	$ 360.53
PRO-ED Total				$ 360.53
R & S ERECTION OF SANTA CLARA	2/4/2022	4011212	050	$ 358.00
R & S ERECTION OF SANTA CLARA Total				$ 358.00
RANDAL VERNON BARBER	2/11/2022	4011243	010	$ 16.34
RANDAL VERNON BARBER Total				$ 16.34
RANDALL E. KLEIN	2/4/2022	4011202	060	$ 115.00
RANDALL E. KLEIN Total				$ 115.00
RAQUEL D HUMMEL	2/17/2022	4011337	010	$ 174.40
RAQUEL D HUMMEL Total				$ 174.40
RAYMOND WAI TOM	2/4/2022	4011151	010	$ 822.06
RAYMOND WAI TOM Total				$ 822.06
REACH COMPANIES LLC	2/11/2022	4011228	060	$ 37,593.60
REACH COMPANIES LLC Total				$ 37,593.60
RECOLOGY SOUTH BAY	2/11/2022	4011306	010	$ 18,122.05
	2/17/2022	4011347	010	$ 837.14
RECOLOGY SOUTH BAY Total				$ 18,959.19
REHON & ROBERTS APC	2/11/2022	4011283	010	$ 11,569.00
			210	$ 15,308.00
	2/25/2022	4011437	010	$ 8,210.40
			210	$ 19,795.00
REHON & ROBERTS APC Total				$ 54,882.40
RESOURCE AREA FOR TEACHERS	2/24/2022	4011422	010	$ 25.00
RESOURCE AREA FOR TEACHERS Total				$ 25.00
RICK DELONG	2/4/2022	4011141	010	$ 990.00
	2/11/2022	4011284	010	$ 550.00
RICK DELONG Total				$ 1,540.00
RIVERA, AIDA A.	2/4/2022	4011152	010	$ 214.10
RIVERA, AIDA A. Total				$ 214.10
RMC A RAY MORGAN COMPANY	2/11/2022	4011264	010	$ 20,386.17
			060	$ 56.36
	2/24/2022	4011417	060	$ 523.16
	2/17/2022	4011375	010	$ 461.37
			060	$ 390.95
RMC A RAY MORGAN COMPANY Total				$ 21,818.01
RO HEALTH INC.	2/4/2022	4011203	010	$ 7,165.95
	2/17/2022	4011362	010	$ 4,109.55
		4011386	010	$ 7,823.85
RO HEALTH INC. Total				$ 19,099.35

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
ROCKETSHIP FUERZA	2/11/2022	4011303	010	$ 123,646.00
ROCKETSHIP FUERZA Total				$ 123,646.00
ROCKETSHIP SI SE PUEDE	2/11/2022	4011304	010	$ 76,994.00
ROCKETSHIP SI SE PUEDE Total				$ 76,994.00
ROSELLE GILDORE ANDACA	2/17/2022	4011338	010	$ 38.00
ROSELLE GILDORE ANDACA Total				$ 38.00
SABINA MURESAN	2/11/2022	4011244	010	$ 69.03
SABINA MURESAN Total				$ 69.03
SAINI BHISHAM KUMAR	2/24/2022	4011399	010	$ 214.10
SAINI BHISHAM KUMAR Total				$ 214.10
SAN JOSE BOILER WORKS	2/14/2022	4011321	050	$ 1,051.50
			140	$ 13,749.72
SAN JOSE BOILER WORKS Total				$ 14,801.22
SAN JOSE WATER COMPANY	2/8/2022	4011217	010	$ 23,795.46
SAN JOSE WATER COMPANY Total				$ 23,795.46
SANTARINA, TRAVIS	2/11/2022	4011245	080	$ 52.42
SANTARINA, TRAVIS Total				$ 52.42
SAVE MART SUPERMARKETS	2/17/2022	4011363	080	$ 199.30
SAVE MART SUPERMARKETS Total				$ 199.30
SCHOOL NURSE SUPPLY INC.	2/11/2022	4011316	010	$ 372.54
SCHOOL NURSE SUPPLY INC. Total				$ 372.54
SCHOOL SERVICES OF CALIFORNIA	2/11/2022	4011265	010	$ 340.00
	2/17/2022	4011364	010	$ 520.00
SCHOOL SERVICES OF CALIFORNIA Total				$ 860.00
SCHOOL SPECIALTY LLC	2/4/2022	4011159	060	$ 537.99
	2/11/2022	4011285	060	$ 411,754.00
SCHOOL SPECIALTY LLC Total				$ 412,291.99
SECOND START LEARNING	2/4/2022	4011172	080	$ 3,166.34
	2/17/2022	4011365	080	$ 5,321.66
SECOND START LEARNING Total				$ 8,488.00
SELF INSURED SCHOOLS OF	2/11/2022	4011289	670	$ 809,627.00
SELF INSURED SCHOOLS OF Total				$ 809,627.00
SELWAY CONSTRUCTION INC	2/4/2022	4011192	140	$ 7,875.00
	2/11/2022	4011317	010	$ 57,485.00
SELWAY CONSTRUCTION INC Total				$ 65,360.00
SEVERIN INTERMEDIATE HOLDINGS	2/24/2022	4011400	010	$ 30,330.18
SEVERIN INTERMEDIATE HOLDINGS Total				$ 30,330.18
SHARP ELECTRONICS CORPORATION	2/4/2022	4011160	060	$ 368.30
	2/11/2022	4011266	060	$ 510.28
SHARP ELECTRONICS CORPORATION Total				$ 878.58
SILICON VALLEY SECURITY &	2/4/2022	4011142	010	$ 9,773.36
SILICON VALLEY SECURITY & Total				$ 9,773.36
SITHAN LY	2/11/2022	4011286	130	$ 44.46
SITHAN LY Total				$ 44.46
SPECTRUM CENTER INC	2/4/2022	4011184	080	$ 4,442.00
	2/17/2022	4011387	080	$ 5,179.00
SPECTRUM CENTER INC Total				$ 9,621.00

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund		Sum of Amount
SPURR	2/17/2022	4011366	010	$	20,754.17
SPURR Total				**$**	**20,754.17**
STANDARD INSURANCE CO.	2/25/2022	4011448	010	$	16,459.88
STANDARD INSURANCE CO. Total				**$**	**16,459.88**
STARFALL EDUCATION FOUNDATION	2/24/2022	4011401	010	$	82.72
STARFALL EDUCATION FOUNDATION Total				**$**	**82.72**
STATE OF CALIFORNIA	2/24/2022	4011402	010	$	1,220.00
STATE OF CALIFORNIA Total				**$**	**1,220.00**
STATEWIDE TRAFFIC SAFETY AND	2/4/2022	4011204	050	$	41.27
	2/17/2022	4011367	010	$	323.15
STATEWIDE TRAFFIC SAFETY AND Total				**$**	**364.42**
STLR CORPORATION	2/17/2022	4011368	010	$	262.50
STLR CORPORATION Total				**$**	**262.50**
SUGIMURA FINNEY ARCHITECTS	2/11/2022	4011229	060	$	12,745.00
SUGIMURA FINNEY ARCHITECTS Total				**$**	**12,745.00**
SUNBELT RENTALS INC.	2/11/2022	4011230	050	$	836.24
SUNBELT RENTALS INC. Total				**$**	**836.24**
SUNBELT STAFFING LLC	2/4/2022	4011153	080	$	8,166.25
SUNBELT STAFFING LLC Total				**$**	**8,166.25**
SUPER AUTO CARE SERVICES LLC	2/24/2022	4011433	050	$	499.65
SUPER AUTO CARE SERVICES LLC Total				**$**	**499.65**
SUZANNE CICALA	2/11/2022	4011246	010	$	78.18
SUZANNE CICALA Total				**$**	**78.18**
SWING EDUCATION INC.	2/11/2022	4011267	010	$	5,160.10
SWING EDUCATION INC. Total				**$**	**5,160.10**
TALTON, VERONICA	2/11/2022	4011247	010	$	26.68
TALTON, VERONICA Total				**$**	**26.68**
TAN HO	2/24/2022	4011403	010	$	214.10
TAN HO Total				**$**	**214.10**
TEAMSTERS LOCAL #150	2/25/2022	4011449	010	$	9,904.00
TEAMSTERS LOCAL #150 Total				**$**	**9,904.00**
TEAMSTERS MANAGED TRUST FUNDS	2/11/2022	4011290	670	$	226,193.00
TEAMSTERS MANAGED TRUST FUNDS Total				**$**	**226,193.00**
TEXAS LIFE INSURANCE	2/25/2022	4011450	010	$	6,595.36
TEXAS LIFE INSURANCE Total				**$**	**6,595.36**
THE LIBRARY STORE INC.	2/4/2022	4011173	060	$	575.60
THE LIBRARY STORE INC. Total				**$**	**575.60**
THE PROPHET CORPORATION	2/4/2022	4011154	010	$	66.05
	2/11/2022	4011318	010	$	84.33
	2/24/2022	4011423	010	$	1,533.51
THE PROPHET CORPORATION Total				**$**	**1,683.89**
THINK TOGETHER	2/4/2022	4011174	010	$	78,000.00
			060	$	9,750.00
		4011185	120	$	10,800.00
	2/11/2022	4011268	120	$	43,911.60
THINK TOGETHER Total				**$**	**142,461.60**
THINKING SOCIAL PUBLISHING INC	2/4/2022	4011193	010	$	106.85

AP Check Register - Pivot Table Summary by Vendor
February 2022

Vendor Name	Date	Warrant #	Fund	Sum of Amount
THINKING SOCIAL PUBLISHING INC Total				$ 106.85
THOMAS, DEEPA	2/4/2022	4011175	010	$ 72.57
THOMAS, DEEPA Total				$ 72.57
THU HONG THI TRAN	2/24/2022	4011418	010	$ 62.99
THU HONG THI TRAN Total				$ 62.99
TIME CLOCK SALES & SERVICE CO	2/24/2022	4011434	010	$ 211.79
TIME CLOCK SALES & SERVICE CO Total				$ 211.79
TSURUDA MARSHALL	2/24/2022	4011404	010	$ 214.10
TSURUDA MARSHALL Total				$ 214.10
TURF AND INDUSTRIAL EQUIPMENT	2/4/2022	4011143	050	$ 148.64
	2/17/2022	4011348	050	$ 385.55
TURF AND INDUSTRIAL EQUIPMENT Total				$ 534.19
U.S. BANK	2/17/2022	4011343	010	$ 980.95
U.S. BANK Total				$ 980.95
UMA RAVISHANKER	2/17/2022	4011339	010	$ 109.43
UMA RAVISHANKER Total				$ 109.43
UNITED PARCEL SERVICE	2/17/2022	4011369	010	$ 180.00
UNITED PARCEL SERVICE Total				$ 180.00
UNITED REFRIGERATION INC.	2/4/2022	4011144	050	$ 1,479.84
	2/11/2022	4011231	050	$ 1,852.21
	2/17/2022	4011349	050	$ 589.43
UNITED REFRIGERATION INC. Total				$ 3,921.48
UNITEDHEALTHCARE INSURANCE	2/22/2022	4011393	670	$ 18,545.59
UNITEDHEALTHCARE INSURANCE Total				$ 18,545.59
W.W. GRAINGER INC.	2/4/2022	4011145	050	$ 608.89
	2/11/2022	4011287	050	$ 30.46
		4011319	050	$ 845.07
W.W. GRAINGER INC. Total				$ 1,484.42
WATER QUALITY PLUMBING INC	2/4/2022	4011146	050	$ 475.00
	2/11/2022	4011288	050	$ 535.00
		4011320	050	$ 195.00
WATER QUALITY PLUMBING INC Total				$ 1,205.00
WAY OF THE WORLD INC.	2/4/2022	4011176	060	$ 1,273.84
WAY OF THE WORLD INC. Total				$ 1,273.84
WEX Health Inc	2/11/2022	4011269	670	$ 60.00
WEX Health Inc Total				$ 60.00
WOODWIND & BRASSWIND INC.	2/24/2022	4011419	010	$ 1,255.08
	2/17/2022	4011370	010	$ 926.41
WOODWIND & BRASSWIND INC. Total				$ 2,181.49
YENY ROSALES	2/17/2022	4011340	010	$ 228.07
YENY ROSALES Total				$ 228.07
YMCA OF SILICON VALLEY	2/24/2022	4011424	010	$ 42,100.70
			060	$ 24,365.18
YMCA OF SILICON VALLEY Total				$ 66,465.88
ZINAIDA ADIL ENGINEER	2/17/2022	4011341	010	$ 44.83
ZINAIDA ADIL ENGINEER Total				$ 44.83
Grand Total				**$ 3,986,709.75**

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

14.05

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION - BOARD OF TRUSTEES

To the Board of Trustees: Date: February 28, 2022

Subject: **Santa Clara County Treasury Investment Portfolio Status**

Staff Analysis: In compliance with the State of California Government Code as amended by Chapters 783 and 784, Statues of 1995 and in compliance with county-policy, the Santa Clara County Treasury Investment Portfolio Report as of December 31, 2021 is submitted for the Board of Trustee's review and acceptance.

Recommendation: Staff recommends that the Board of Trustees approve the SCC Investment Portfolio Report as of December 31, 2021.

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

To the Board of Trustees:

Recommend Approval

14.05
Agenda Placement

Meeting: March 10, 2021
Regular Board Meeting

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: _____ Seconded by: _____

Approved: _____ Not Approved: _____ Tabled: _____

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County of Santa Clara

Finance Agency
Controller-Treasurer Department

County Government Center
70 W. Hedding Street, East Wing, 2nd Floor
San Jose, California 95110-1705
(408) 299-5200 FAX (408) 288-9237

February 10, 2022

Submitted by: DocuSigned by: Margaret Olaiya 88C20E0A14E143D...
Margaret Olaiya, Finance Director

TO: BOARD OF TRUSTEES, SANTA CLARA COUNTY SCHOOL DISTRICTS
BOARDS OF DIRECTORS, SANTA CLARA COUNTY SPECIAL PURPOSE DISTRICTS

FROM: MARK R. RASIAH, CONTROLLER-TREASURER DocuSigned by: Mark R. Rasiah E5C1530E45814D0...

SUBJECT: COUNTY OF SANTA CLARA TREASURY INVESTMENT PORTFOLIO STATUS

RECOMMENDATION

Receive and file the December 31, 2021 Detailed Investment Portfolio Listing.

DISCUSSION

In compliance with the State of California Government Code as amended by Chapters 783 and 784, Statutes of 1995 and in compliance with County Policy, the Santa Clara County Treasury Investment Portfolio Report as of December 31, 2021 is submitted for your review and acceptance.

The attached detailed investment reports list each investment of the County Treasury Pool, as well as individual reports for specific investment funds that each school district or special district has in the County Treasury. The reports include the respective purchase and maturity dates, par value, amortized cost, market value, and yield to maturity for each investment.

A summary of market value versus cost is provided below for Commingled Investments of the County Pool.

	Cost	Market Value	Increase (Decrease)	Percent
Commingled Investments	$ 11,179,559,958	$ 11,156,719,785	$ -22,840,173	-0.20%

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The yield of the Pool on December 31, 2021 was .65%. As a comparison, on December 31, 2021 the yield of a 6-month Treasury Bill was .18%. A two-year Treasury Note was .73%. The State of California Local Agency Investment Fund (LAIF) yield was .22%.

Attached with the current investment-economic outlook is a schedule that lists the average weighted maturities and yield for the Commingled Investment Pool. Charts outlining investment concentration and distribution of bond maturities are provided for the Pool. Also included is a chart showing the one-year history of the Pool along with interest rates offered by selected comparable instruments.

Securities are purchased with the expectation that they will generally be held to maturity, hence unrealized gains or losses are not reflected in the yield calculations.

The market values of Pool securities were taken from pricing services provided by Bank of New York Mellon, Bloomberg Analytics, dealer quotes, and an independent pricing service.

A combination of maturing securities, new revenues, and tax receipts will adequately cover the anticipated cash flow needs for the next six months. Cash flows are continually monitored and are considered paramount in the selection of securities purchased for the Pool.

Attachments:

December 31, 2021 Quarterly Investment Report

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Quarterly Investment Report

December 31, 2021

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Quarterly Investment Review Table of Contents

Quarterly Investment Report
Table of Contents

Summary of Cost Values versus Market Values and Yields	1
Economic Update and Portfolio Strategy	2
Liquidity Adequacy and Review and Monitoring	4
Commingled Pool: Allocation by Security Types	5
Commingled Pool: Allocation by Ratings	6
Commingled Pool: Holdings by Issuer	7
Commingled Pool: Historical Month End Book Values	8
Commingled Pool: Distribution by Maturity	9
Commingled Pool: Yield to Maturity and Weighted Average Maturity	10
Approved Issuers and Broker/Dealers	11
Commingled Pool: Compliance with Investment Policy	12
Commingled Pool: Month Ended October 31, 2021	13
Commingled Pool: Month Ended November 30, 2021	14
Holdings Report: Commingled Pool	15
Holdings Report: Worker's Compensation	32
Holdings Report: Park Charter Fund	33
Holdings Report: San Jose-Evergreen	34
Transaction Activity Report	36

Board of Supervisors: Mike Wasserman, Cindy Chavez, Dave Cortese, Susan Ellenberg, S. Joseph Simitian

County Executive: Jeffrey V. Smith

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Santa Clara County Commingled Pool and Segregated Investments

December 31, 2021

Fund	Cost Value**	Market Value	Variance	% Variance
Commingled Investment Pool	$11,179,559,958	$11,156,719,785	-$22,840,173	-0.20%
Worker's Compensation	$30,032,782	$30,043,440	$10,658	0.04%
Park Charter Fund	$4,422,060	$4,415,526	-$6,534	-0.15%
San Jose-Evergreen	$21,194,834	$21,314,123	$119,289	0.56%
Medical Malpractice Insurance Fund (1)	$9,775,624	$9,827,408	$51,784	0.53%
Total	**$11,244,985,258**	**$11,222,320,281**	**-$22,664,977**	**-0.20%**

(1) Managed by Chandler Asset Management, Inc.

Summary of Yields* for Select Santa Clara County Investment Funds

Fund	2021			2020
	Oct 31	Nov 30	Dec 31	Dec 31
Commingled Investment Pool	0.74%	0.72%	0.65%	0.92%
Worker's Compensation	0.94%	0.94%	0.87%	1.42%
Weighted Yield	**0.74%**	**0.72%**	**0.65%**	**0.93%**

*Yield to maturity (YTM) is the rate of return paid on a bond, note, or other fixed income security if the investor buys and holds it to its maturity date and if the coupon interest paid over the life of the bond is reinvested at the same rate as the coupon rate. The calculation for YTM is based on the coupon rate, length of time to maturity, and market price at time of purchase.

Yield is a snapshot measure of the yield of the portfolio on the day it was measured based on the current portfolio holdings on that day. This is not a measure of total return, and is not intended to be, since it does not factor in unrealized capital gains and losses and reinvestment rates are dependent upon interest rate changes

**Cost Value is the amortized book value of the securities as of the date of this report.

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Santa Clara County Commingled Pool and Segregated Investments

Economic Update and Portfolio Strategy

December 31, 2021

The outlook for the U.S. domestic economy continues to be bolstered by falling unemployment, accelerating wage growth and the unprecedented level of savings accumulated over the course of the pandemic. All of which support consumer demand. The December unemployment rate dropped to 3.9 percent; a rate barely higher than the decades low rate of 3.9 percent prevailing prior to the pandemic. Fourth quarter average hourly earnings increased 4.7 percent from a year ago, a reflection of increasingly competitive job markets. Employers are willing to pay higher wages to retain and attract workers. Consumer demand has been further supported by home prices and stocks which have soared, in part because of stimulus from the Federal Reserve Bank (Fed.) From the start of 2020 through September 2021, U.S. households' total assets climbed 22 percent to nearly $163 trillion, according to Federal Reserve data.

Economists expect that the fourth will outpace the third quarter. Consensus forecasts indicate that gross domestic product (GDP) expanded 5.2 percent over the period. In contrast, third quarter GDP significantly slowed to 2.1 percent from a robust 6.7 percent in the prior. Third quarter growth was curtailed by the inability of fractured supply lines to keep pace with strong consumer demand and by the impact of the Delta variant on hospitality and other related sectors. With holiday shopping having occurred earlier to avoid supply chain and inventory problems, economists expect less of an impact from supply constraints on fourth quarter economic activity. Importantly, the newest Covid-19 variant wave, Omicron was only in its beginning stages as the fourth quarter closed.

Persistently high prices mostly due to disruptions in supply chains, as manufacturers attempted to keep pace with unusually strong consumer demand has surprised Fed policy makers and prodded them to take more aggressive actions against inflationary pressures. Inflation has proven more stubborn and widespread than the Fed initially forecasted. The consumer price index increased 7 percent in 2021, the largest 12-month gain since June 1982, according to Labor Department reports. The costs of used cars, shelter and food were underscored as those increasing most quickly. Over the past year, the median cost of rent has risen by nearly 20 percent in a handful of areas including Phoenix, Tampa and Boise according to analysis conducted by the Urban Institute.

Likewise, the producer price index (PPI) rose 9.6 percent in November from a year ago. The core PPI index which excludes often volatile food and energy components climbed 7.7 percent over the same period. The rising PPI index indicates consumer inflation may stay elevated well into 2022 as price pressures persist.

So far in response, policy makers have accelerated their timetable to March for ending the bond purchase program. The Fed has bought at least $120 billion a month in Treasury and mortgage securities to provide additional stimulus to the economy and to lessen the impact of the pandemic. Most recently, policy makers clearly signaled they intend to begin raising interest rates as soon as March 2022, which is two years after the Fed reduced rates to nearly zero at the onset of the pandemic in March 2020. Economists expect the Fed to hike its policy rate, fed funds, potentially three or four times in 2022.

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Santa Clara County Commingled Pool and Segregated Investments

Economic Update and Portfolio Strategy

December 31, 2021

A strong likelihood exists that rate hikes will be a source of market volatility. Nevertheless, rates are extremely low in absolute terms and should continue to support economic growth even as they drift somewhat higher. It is important to note that the long-term structural influence of demographics, technology and productivity that have kept rates low for so long are still in place.

Even though the unemployment rate declined to 3.9 percent, employers in December only added 199,000 jobs which was below the average monthly job increase of 537,000 in 2021 according to the Labor Department. Economists conclude slower job growth mostly reflects the inability of companies to find workers given the current limited labor supply. At the start of 2021, the labor market was nearly 10.0 million jobs short of pre-pandemic levels. Now, there are still close to 4 million jobs not yet recovered.

Several factors contribute to today's tight labor market. Labor-force participation, the percentage of Americans that are either working or are actively looking for work has fallen sharply and has remained stubbornly low. At 61.8 percent in November, it was 1.5 percentage points below its pre-pandemic level. Many older workers have retired early over the last two years. Even among prime-age workers, that is those between 25 and 54, participation remains down more than a percentage point. Strong equity returns, large home price gains, fiscal stimulus and savings are probably leading some people to stay home rather than return to work, as perhaps some couples transition from dual- to single-income households. That is consistent with past research showing that willingness to work depends on one's finances.

Labor trends will not change quickly. In December about 1.7 million workers were employed but absent from work because of illness. As the new highly infectious Covid variant Omicron spreads, labor shortages will be exacerbated by illnesses or disruption of childcare arrangements.

The portfolio strategy continues to focus on the:
(1) acquisition of high-quality issuers;
(2) identifying and selecting bonds with attractive valuations;
(3) appropriately sizing the liquidity portion of the portfolio to ensure adequate cash for near term obligations; and
(4) ensuring that monies targeted for longer term investments are deployed in vehicles with favorable risk-adjusted yields.

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Santa Clara County Commingled Pool and Segregated Investments

Portfolio Liquidity Adequacy, Review, and Monitoring

December 31, 2021

Yield and Weighted Average Maturity

The yield of the Commingled Pool is 0.65 and the weighted average life is 616 days.

Liquidity Adequacy

The County Treasurer believes the Commingled Pool contains sufficient cash flow from liquid and maturing securities, bank deposits and incoming cash to meet the next six months of expected expenditures.

Review and Monitoring

FHN Financial Main Street Advisors, the County's investment advisor, currently monitors the Treasury Department's investment activities.

Additional Information

Securities are purchased with the expectation that they will be held to maturity, so unrealized gains or losses are not reflected in the yield calculations.

The market values of securities were taken from pricing services provided by the Bank of New York Mellon, Bloomberg Analytics, dealer quotes, and an independent pricing service.

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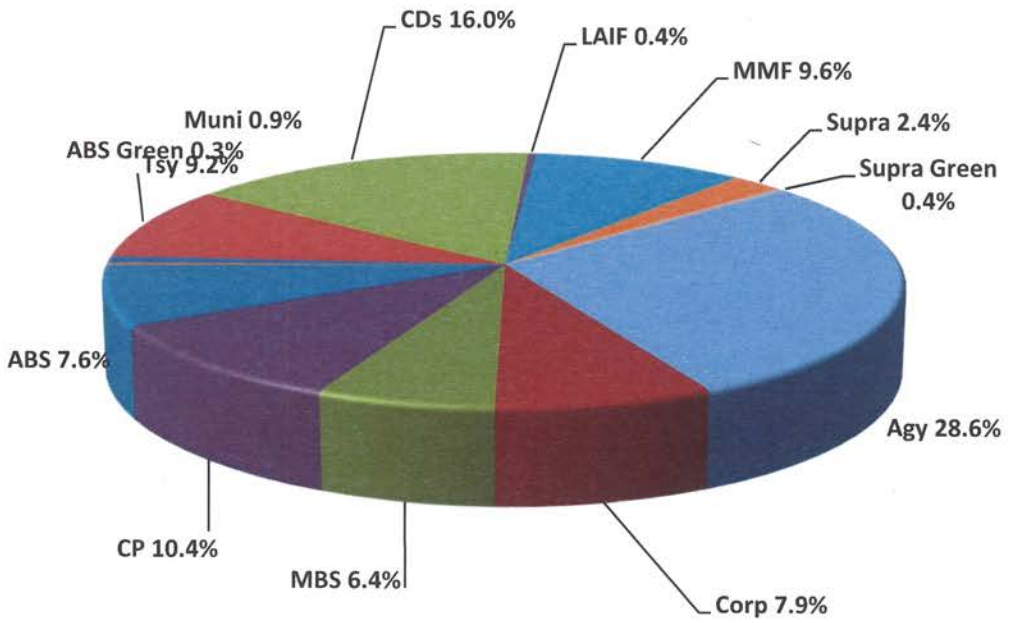
Santa Clara County Commingled Pool

Allocation by Security Types

December 31, 2021

Sector	12/31/2021	9/30/2021	% Chng
Federal Agencies	28.60%	35.02%	-6.4%
Corporate Bonds	7.87%	9.71%	-1.8%
Mortgage Backed Securities	6.41%	7.49%	-1.1%
Commercial Paper	10.37%	7.94%	2.4%
ABS	7.60%	9.26%	-1.7%
ABS Green Bonds	0.27%	0.34%	-0.1%
Municipal Securities	0.92%	1.25%	-0.3%
U.S. Treasuries	9.17%	4.82%	4.3%
Negotiable CDs	15.97%	14.76%	1.2%
LAIF	0.39%	0.49%	-0.1%
Money Market Funds	9.58%	6.12%	3.5%
Supranationals	2.43%	2.52%	-0.1%
Supranationals Green Bonds	0.44%	0.28%	0.2%
Total	100.00%	100.00%	

Sector	12/31/2021	9/30/2021
Federal Agencies	3,197,295,230	3,084,861,158
Corporate Bonds	879,370,076	854,897,389
Mortgage Backed Securities	716,177,570	659,746,838
Commercial Paper	1,158,777,524	699,690,397
ABS	849,793,066	815,584,343
ABS Green Bonds	29,996,769	29,996,769
Municipal Securities	102,555,590	110,410,038
U.S. Treasuries	1,025,162,662	424,622,284
Negotiable CDs	1,784,901,678	1,299,899,997
LAIF	43,187,537	43,161,255
Money Market Funds	1,071,065,184	538,891,947
Supranational	271,852,631	221,869,712
Supranationals Green Bonds	49,424,441	25,000,000
Total	11,179,559,958	8,808,632,126



Amounts are based on book value

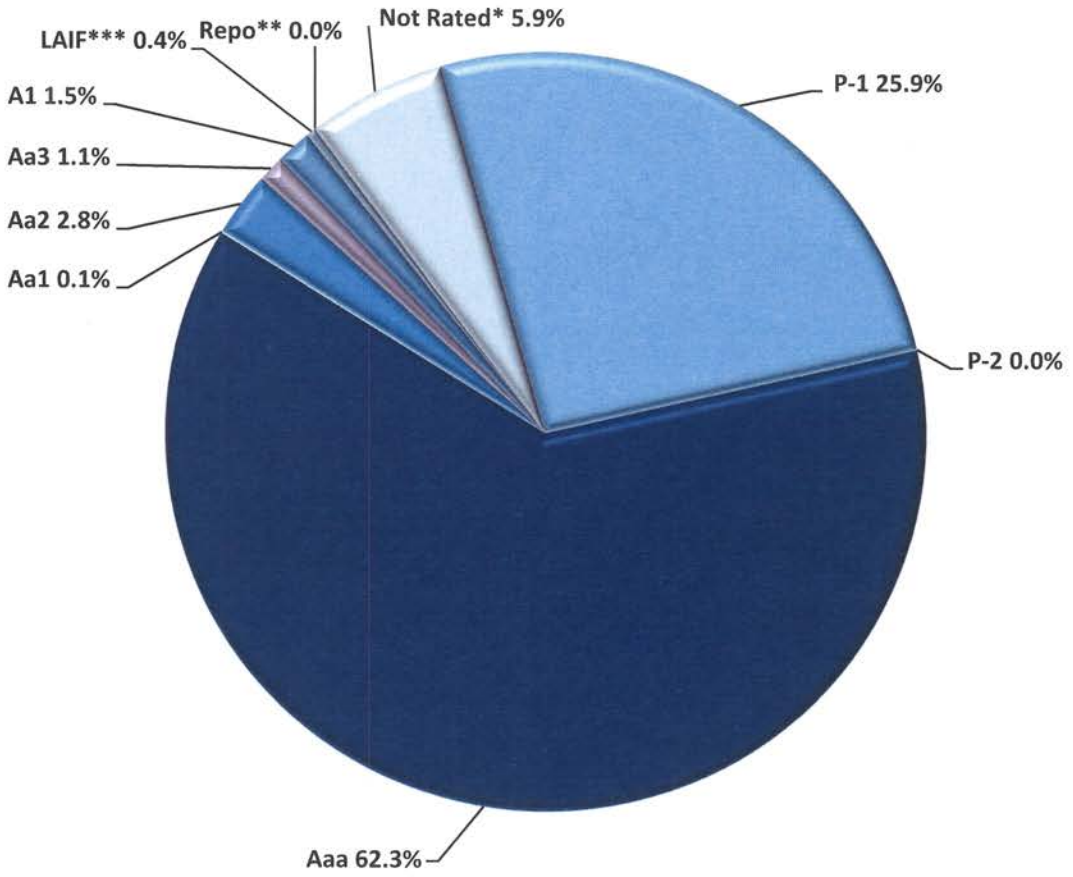
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Santa Clara County Commingled Pool

Allocation by Ratings

December 31, 2021

Moody's Rating	Portfolio $	Portfolio %
P-1	2,893,837,662	25.9%
P-2	-	0.0%
Aaa	6,965,215,969	62.3%
Aa1	7,538,635	0.1%
Aa2	309,780,865	2.8%
Aa3	125,531,438	1.1%
A1	170,003,444	1.5%
A2	2,495,000	0.0%
A3	-	0.0%
LAIF***	43,187,537	0.4%
Repo**	-	0.0%
Not Rated*	661,969,408	5.9%
Total	11,179,559,958	100.0%



*Not Rated by Moody's but A-1+ by S&P

**Repurchase Agreements are not rated, but are collateralized by U.S. Treasury securities or securities issued by the Federal Agencies of the U.S.

***LAIF is not rated, but is comprised of State Code allowable securities

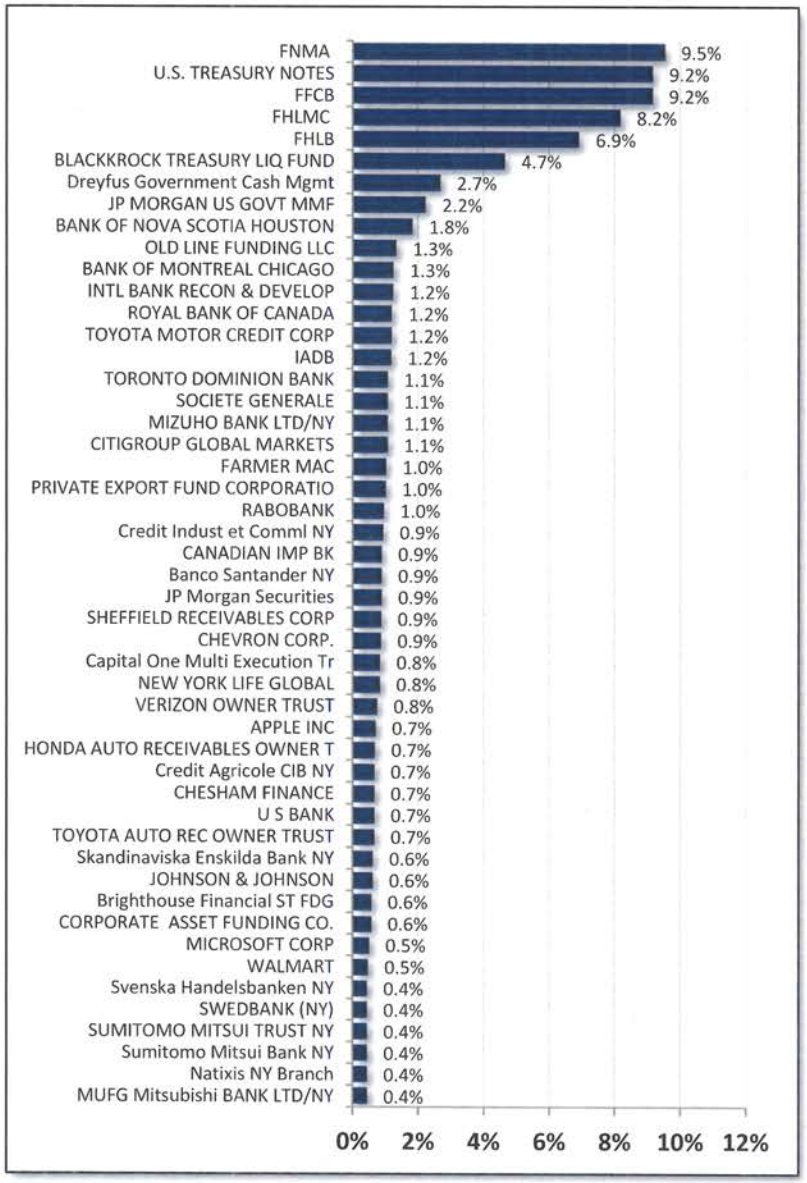
Amounts are based on book values

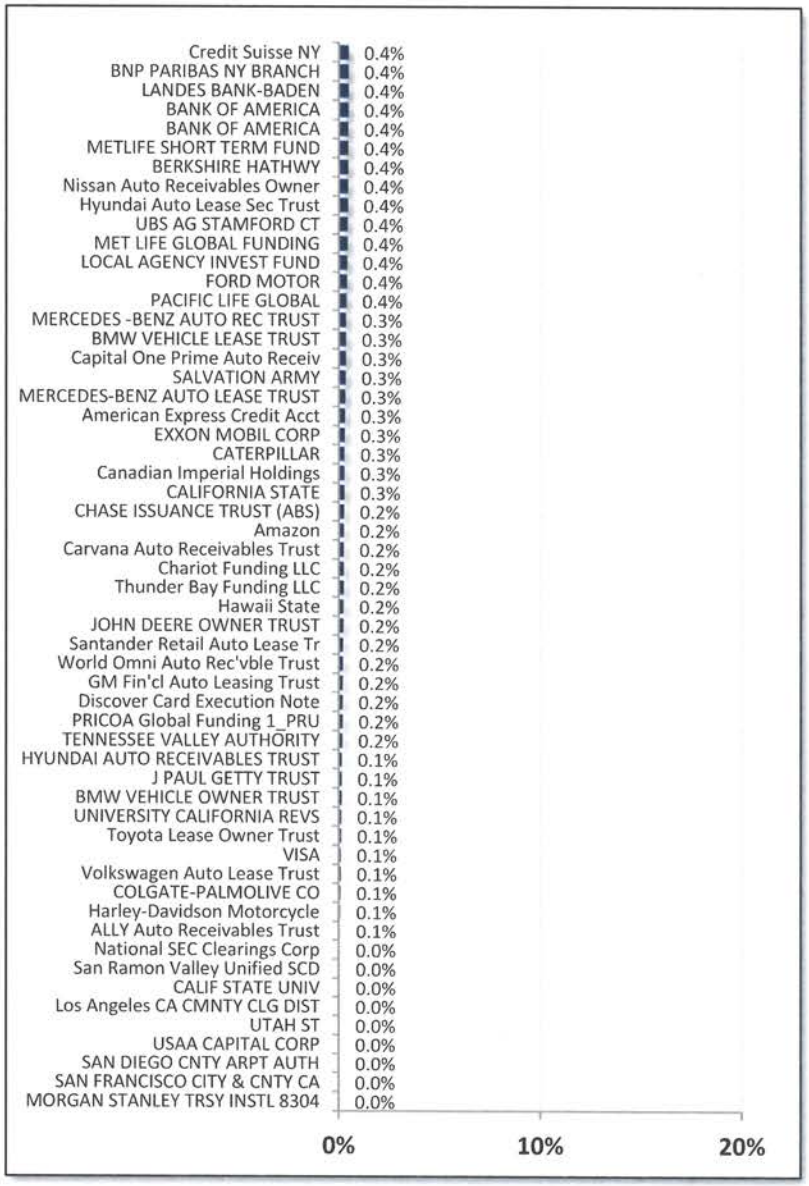
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Santa Clara County Commingled Pool

Holdings by Issuer - Percent of Commingled Pool

December 31, 2021





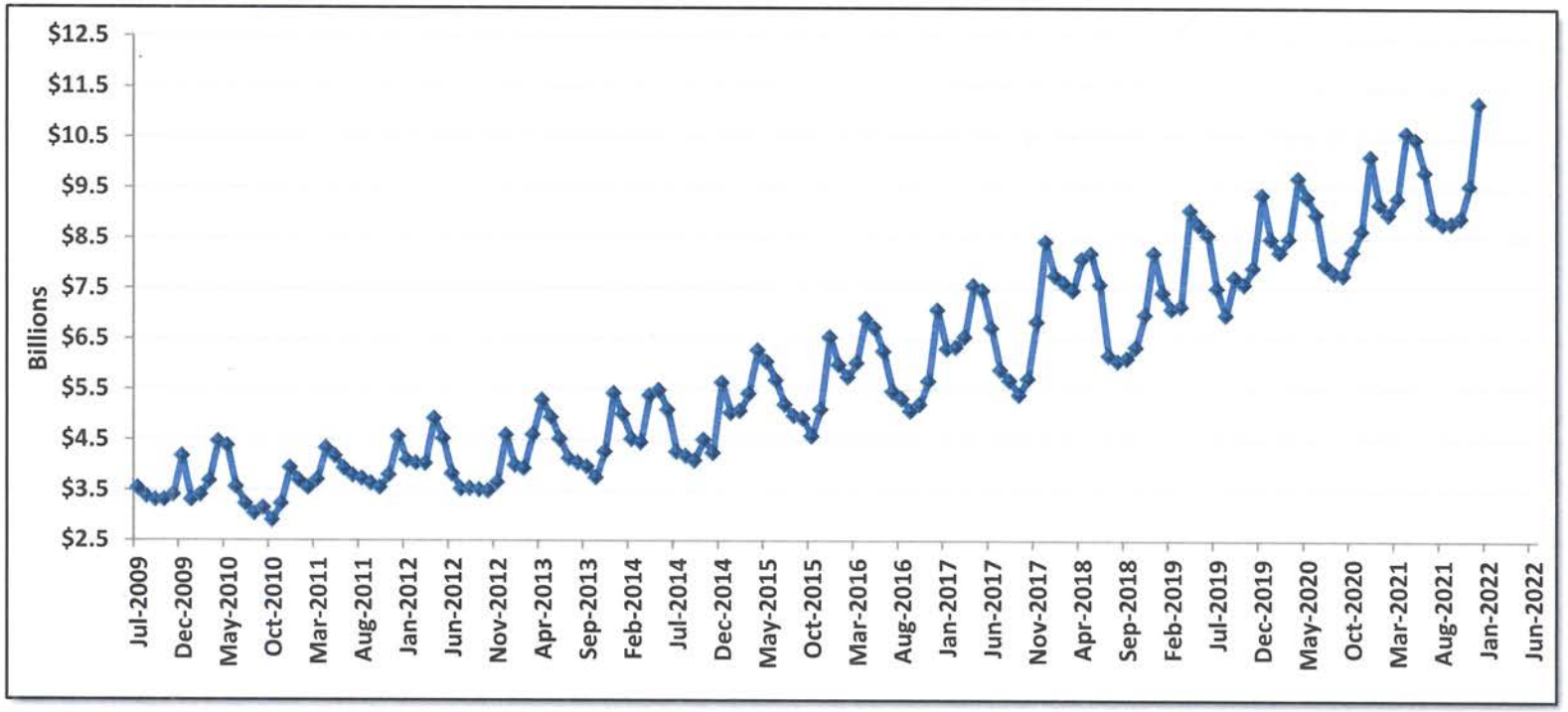
Amounts are based on book values

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Santa Clara County Commingled Pool

Historical Month End Book Values

December 31, 2021



Fiscal Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 2012	$3.801	$3.736	$3.637	$3.555	$3.805	$4.567	$4.097	$4.040	$4.032	$4.926	$4.525	$3.833
FY 2013	$3.508	$3.517	$3.515	$3.469	$3.645	$4.600	$3.918	$3.982	$4.606	$5.286	$4.952	$4.521
FY 2014	$4.133	$4.052	$3.975	$3.758	$4.271	$5.419	$5.019	$4.520	$4.461	$5.386	$5.487	$5.108
FY 2015	$4.267	$4.194	$4.096	$4.051	$4.247	$5.639	$5.045	$5.085	$5.420	$6.284	$6.065	$5.690
FY 2016	$5.212	$4.990	$4.941	$4.587	$5.120	$6.543	$5.997	$5.752	$6.040	$6.911	$6.728	$6.263
FY 2017	$5.469	$5.328	$5.088	$5.220	$5.671	$7.082	$6.319	$6.348	$6.550	$7.556	$7.469	$6.730
FY 2018	$5.898	$5.689	$5.408	$5.720	$6.850	$8.427	$7.754	$7.608	$7.472	$8.079	$8.192	$7.584
FY 2019	$6.180	$6.068	$6.127	$6.350	$6.987	$8.199	$7.425	$7.105	$7.151	$9.054	$8.767	$8.565
FY 2020	$7.510	$6.984	$7.179	$7.583	$7.909	$9.363	$8.487	$8.219	$8.494	$9.705	$9.321	$8.977
FY 2021	$7.976	$7.814	$7.767	$8.234	$8.653	$10.129	$9.174	$8.981	$9.296	$10.594	$10.473	$9.829
FY 2022	$8.922	$8.794	$8.809	$8.909	$9.553	$11.180						

Amounts in billions

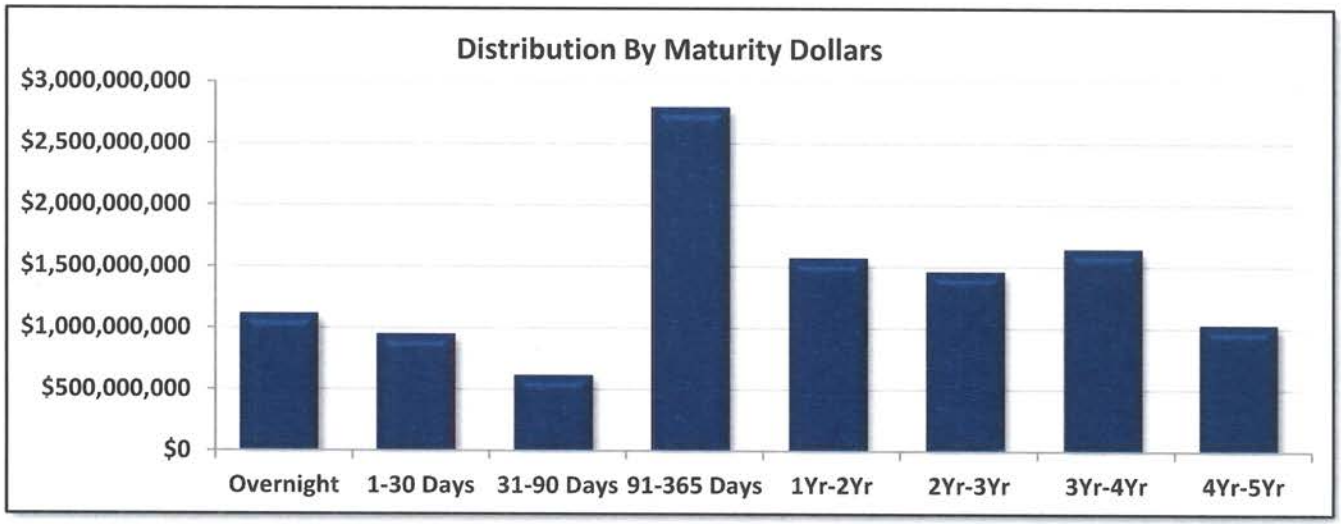
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Santa Clara County Commingled Pool

Distribution by Maturity

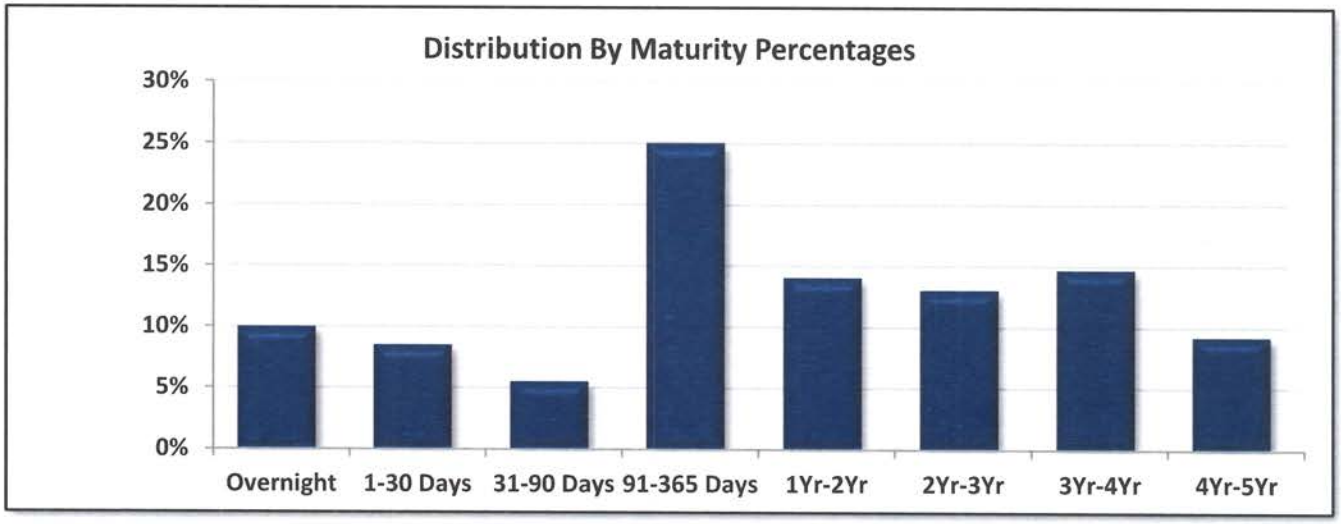
December 31, 2021

Maturity	Amount*
Overnight	1,114,252,720
1-30 Days	950,499,352
31-90 Days	616,619,651
91-365 Days	2,795,030,063
1Yr-2Yr	1,570,593,053
2Yr-3Yr	1,459,985,777
3Yr-4Yr	1,644,578,118
4Yr-5Yr	1,028,001,224
	11,179,559,958



Maturity	Amount*
Overnight	9.97%
1-30 Days	8.50%
31-90 Days	5.52%
91-365 Days	25.00%
1Yr-2Yr	14.05%
2Yr-3Yr	13.06%
3Yr-4Yr	14.71%
4Yr-5Yr	9.20%
	100.00%

*Amounts are based on book value

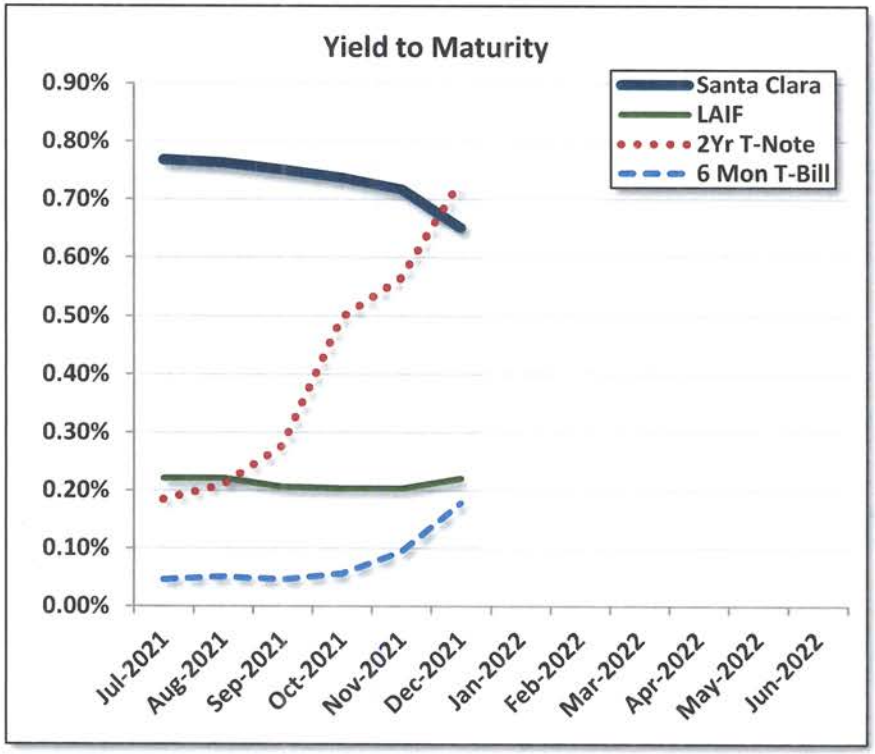


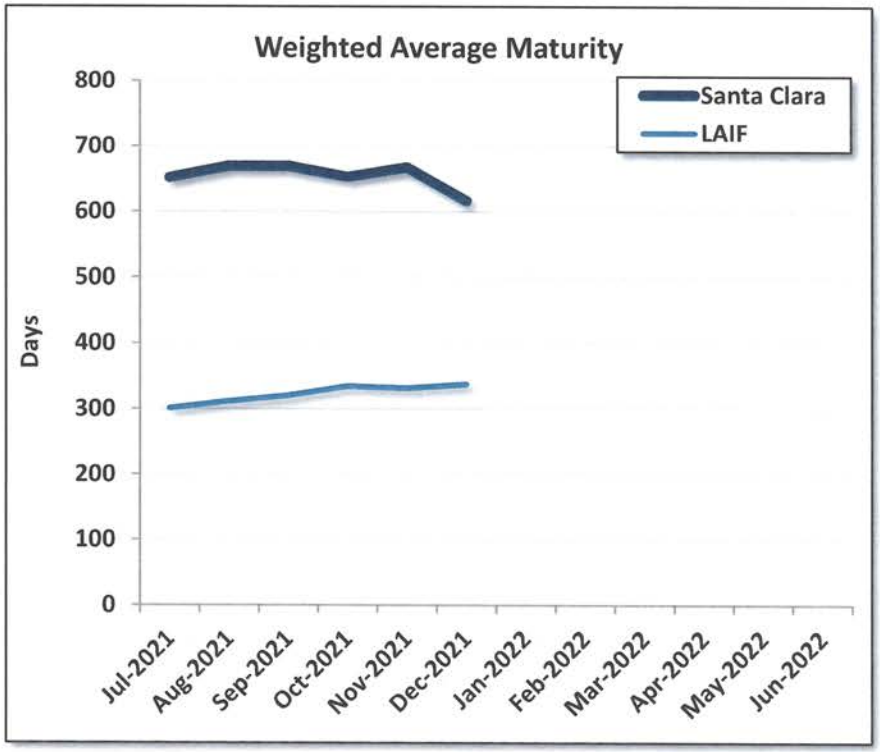
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Santa Clara County Commingled Pool

Yield to Maturity and Weighted Average Maturity

December 31, 2021





Item	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
SCC YTM	0.77%	0.76%	0.75%	0.74%	0.72%	0.65%						
LAIF YTM	0.22%	0.22%	0.21%	0.20%	0.20%	0.22%						
6 Mon T-Bill	0.05%	0.05%	0.05%	0.06%	0.09%	0.18%						
2Yr T-Note	0.18%	0.21%	0.28%	0.50%	0.57%	0.73%						
SCC WAM	652	670	670	653	668	616						
LAIF WAM	301	312	321	335	332	338						
SCC Duration*	1.20	1.27	1.30	1.34	1.41	1.23						
LAIF Duration	0.79	0.82	0.84	0.88	0.87	0.89						

*Duration is expressed in years. The Duration for LAIF is an estimate

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Santa Clara County

Approved Issuers and Broker/Dealers

December 31, 2021

Direct Commercial Paper Issuers

Toyota Motor Credit

Broker/Dealers

Academy Securities, Inc
Bank of America Merrill Lynch
Barclays Capital, Inc
BMO Capital Markets
BNP Paribas Securities Corp
BNY Mellon Capital Markets, LLC
BOK Financial Securities (Bank of Oklahoma)
Brean Capital LLC
Cantor Fitzgerald & Co
Citigroup Global Markets Inc
Daiwa Capital Markets America Inc
Deutsche Bank Securities Inc
INSPEREX
Jefferies & Co
JP Morgan Securities, Inc
Keybanc Capital Markets, Inc
Loop Capital Markets LLC
Mizuho Securities USA, Inc
MUFG Securities USA LLC
Raymond James, Inc.
RBC Capital Markets, Inc
UBS Financial Serviec Inc
Vining Sparks LP
Williams Capital

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Santa Clara County Commingled Pool
Compliance with Investment Policy
December 31, 2021

Item/Sector	Parameters	In Compliance
Maturity	Weighted Average Maturity (WAM) must be less than 24 months	Yes
Interest Periods	Securities must pay interest within one year of the initial investment and at least semiannually in subsequent years	Yes
Investment Swaps	Similar maturity swaps, so as not to affect cash flow needs, should have minimum 5 basis point gain	Yes
Issuer Limits	No more than 5% of the portfolio shall be invested in aggregate of any single institution of the following types: Bankers Acceptances, CP, Negotiable CDs, and Corporate Notes	Yes
U.S. Treasuries	No sector limit, no issuer limit, max maturity 5 years	Yes
U.S. Federal Agencies	No sector limit, no issuer limit, max maturity 5 years	Yes
LAIF	No sector limit, no issuer limit, CA State's deposit limit $65 million	Yes
Repurchase Agreements	No sector limit, no Issuer limit, max maturity 92 days, treasury and agency collateral at 102% of investment, if maturity exceeds 15 days, must be collateralized by securities with 5 years or less maturities	Yes
Commercial Paper	Sector limit 40%, issuer limit 5%, max maturity 270 days, rated by at least two: A-1 (S&P), P-1 (Moody's), F-1 (Fitch), issued by domestic corporation w/ at least $500 mil of assets, and long term debt rated by at least two: AA- (S&P/Fitch)/Aa3 (Moody's)	Yes
Corporate Bonds	Sector limit 30%, issuer limit 5%, max maturity 5 years, rated by at least two: AA- (S&P/Fitch)/Aa3 (Moody's), issued by domestic corps/depositories	Yes
Money Market Funds	Sector limit 20%, issuer limit 10%, rated by at least two: AAA-m (S&P/Fitch)/Aaa-mf (Moody's), MMF has at least $500 mil managed	Yes
Negotiable Certificates of Deposit	Sector limit 30%, issuer limit 5%, max maturity 5 years, if under 1 year rated by at least two: A-1 (S&P), P-1 (Moody's), F-1 (Fitch), if greater than 1 year rated by at least two: AA- (S&P/Fitch)/Aa3 (Moody's)	Yes
Municipal Securities	Sector limit 10%, no issuer limit, State of CA, local CA agencies, and other municipal securities of the other 49 states, if long-term rated, then by at least two: A- (S&P/Fitch)/A3 (Moody's), if short-term rated, then by at least two: SP-1 (S&P), MIG-1 (Moody's), F-1 (Fitch), revenue based bonds payable solely out of the States' or local agencies' revenues	Yes
Mortgage-Backed Securities	Sector limit 20% in aggregate with ABS, no issuer limit, max maturity 5 years, collateralized by pools of conforming residential mortgage loans insured by FHLMC/FNMA and residential mortgages guaranteed by FHA (GNMA)	Yes
Asset-Backed Securities	Sector limit 20% in aggregate with ABS, no issuer limit, max maturity 5 years, collateralized by pools of loans such as installment/receivables, security must be rated by at least two: AA- (S&P/Fitch), Aa3 (Moody's), issuer rated by at least two: A- (S&P/Fitch), A3 (Moody's)	Yes
Supranational Debt Obligations	Sector limit 10%, max maturity 5 years, issued or unconditionally gauranteed by the IBRD, rated by at least two: AAA (S&P/Fitch), Aaa (Moody's)	Yes
Bankers' Acceptances	Sector limit 40%, issuer limit 5%, max maturity 180 days, rated by at least two: A-1 (S&P), P-1 (Moody's), F-1 (Fitch), issued by commercial banks , collateral must exceed market value of security by 2%	Yes, None in Portfolio
Securities Lending	Sector limit 20%, max maturity 92 days for loans and reinvestment, loan counterparty must be a primary dealer, loaned securities must be owned for at least 30 days	Yes, None in Portfolio

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Santa Clara County Commingled Pool

Allocation by Security Types

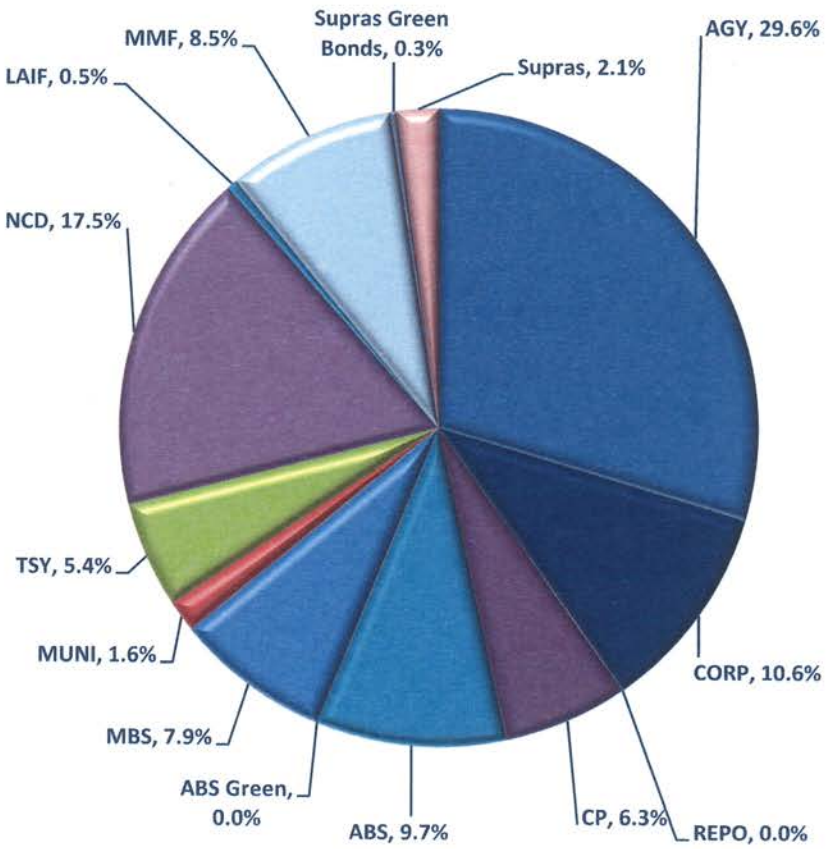
For the Month Ended October 31, 2021

Average Daily Balance	**$ 8,702,797,581.66**
Book Yield	**0.737%**
Weighted Average Maturity	**653 Days**

Investment Type	Par Value (Millions)	Book Value* (Millions)	Value (Millions)
Federal Agencies	$ 2,459.39	$ 2,461.60	$ 2,460.94
Corporate Bonds	876.42	879.75	885.11
Repurchase Agreements	-	-	-
Commercial Paper	524.90	524.73	524.73
Asset-Backed Securities	803.01	802.78	803.10
Asset-Backed Sec Green Bds	-	-	-
Mortgage Backed Securities	638.52	656.68	653.97
Municipal Securities	131.49	134.24	134.07
U.S. Treasuries	450.00	448.85	447.01
Negotiable CDs	1,454.90	1,454.90	1,454.52
LAIF	43.19	43.19	43.19
Money Market Funds	707.40	707.40	707.40
Supranationals Green Bonds	25.00	25.00	25.00
Supranationals	176.75	176.86	177.36
Total	**$ 8,290.96**	**$ 8,315.98**	**$ 8,316.41**

*Represents Amortized Book Value

Asset Allocation By Market Value



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Santa Clara County Commingled Pool

Allocation by Security Types

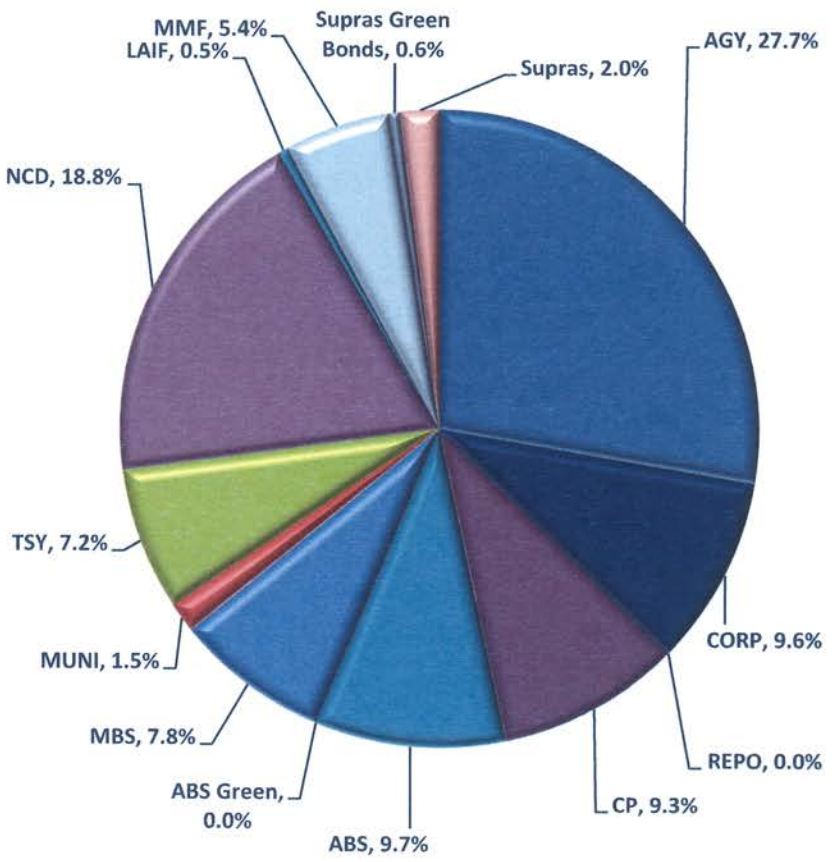
For the Month Ended November 30, 2021

Average Daily Balance	**$ 9,226,485,642.36**
Book Yield	**0.717%**
Weighted Average Maturity	**668 Days**

Investment Type	Par Value (Millions)	Book Value* (Millions)	Value (Millions)
Federal Agencies	$ 2,479.42	$ 2,481.11	$ 2,475.81
Corporate Bonds	856.42	859.53	863.08
Repurchase Agreements	-	-	-
Commercial Paper	833.25	832.97	832.93
Asset-Backed Securities	869.70	869.48	868.61
Asset-Backed Sec Green Bds	-	-	-
Mortgage Backed Securities	686.73	705.39	700.80
Municipal Securities	131.49	134.12	133.91
U.S. Treasuries	645.00	647.49	646.05
Negotiable CDs	1,679.90	1,679.90	1,679.05
LAIF	43.19	43.19	43.19
Money Market Funds	480.53	480.53	480.53
Supranationals Green Bonds	50.00	49.41	49.41
Supranationals	176.75	176.86	177.33
Total	**$ 8,932.37**	**$ 8,959.97**	**$ 8,950.68**

*Represents Amortized Book Value

Asset Allocation By Market Value



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SANTA CLARA COUNTY INVESTMENTS
Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Negotiable CDs											
05966DC67	41257	Banco Santander NY	07/28/2021	50,000,000.00	50,000,000.00	49,964,601.00	0.190	0.190	0.192	07/15/2022	195
05966DD58	41480	Banco Santander NY	10/29/2021	50,000,000.00	50,000,000.00	49,979,550.00	0.270	0.270	0.273	07/29/2022	209
06367CGT8	41198	BANK OF MONTREAL CHICAGO	06/21/2021	25,000,000.00	25,000,000.00	24,982,425.00	0.190	0.190	0.192	06/21/2022	171
06367CK89	41316	BANK OF MONTREAL CHICAGO	08/24/2021	64,899,997.51	64,900,000.00	64,823,418.00	0.200	0.200	0.202	08/19/2022	230
06367CKP1	41335	BANK OF MONTREAL CHICAGO	08/31/2021	50,000,000.00	50,000,000.00	49,922,400.00	0.200	0.200	0.202	09/30/2022	272
05586FUU9	41492	BNP PARIBAS NY BRANCH	11/03/2021	50,000,000.00	50,000,000.00	49,967,150.00	0.210	0.210	0.212	08/05/2022	216
06417MNV3	41082	BANK OF NOVA SCOTIA HOUSTON	04/20/2021	40,000,000.00	40,000,000.00	39,998,720.00	0.230	0.230	0.233	04/20/2022	109
06417MTF2	41556	BANK OF NOVA SCOTIA HOUSTON	11/24/2021	75,000,000.00	75,000,000.00	74,997,225.00	0.250	0.250	0.253	05/27/2022	146
06417MTS4	41607	BANK OF NOVA SCOTIA HOUSTON	11/30/2021	50,000,000.00	50,000,000.00	49,974,200.00	0.300	0.300	0.304	08/26/2022	237
06417MUH6	41641	BANK OF NOVA SCOTIA HOUSTON	12/09/2021	40,000,000.00	40,000,000.00	39,999,760.00	0.320	0.320	0.324	06/30/2022	180
22535CXS5	41068	Credit Agricole CIB NY	04/14/2021	25,000,000.00	25,000,000.00	25,000,900.00	0.190	0.190	0.192	01/14/2022	13
22535C5N7	41497	Credit Agricole CIB NY	11/04/2021	50,000,000.00	50,000,000.00	49,945,850.00	0.240	0.240	0.243	09/30/2022	272
13606CVB7	41281	CANADIAN IMP BK	08/05/2021	50,000,000.00	50,000,000.00	49,931,950.00	0.200	0.200	0.202	09/01/2022	243
13606CVT8	41303	CANADIAN IMP BK	08/18/2021	50,000,000.00	50,000,000.00	49,932,900.00	0.200	0.200	0.202	08/31/2022	242
22536UV80	41151	Credit Indust et Comml NY	05/28/2021	75,000,000.00	75,000,000.00	75,004,650.00	0.140	0.140	0.141	01/28/2022	27
22536U2J8	41634	Credit Indust et Comml NY	12/07/2021	30,000,000.00	30,000,000.00	30,003,630.00	0.320	0.320	0.324	06/24/2022	174
22552G4K3	41338	Credit Suisse NY	09/01/2021	50,000,000.00	50,000,000.00	49,948,400.00	0.210	0.210	0.212	07/29/2022	209
60710RZA6	41270	MIZUHO BANK LTD/NY	07/30/2021	50,000,000.00	50,000,000.00	49,988,300.00	0.180	0.180	0.182	04/25/2022	114
60710R7K5	41414	MIZUHO BANK LTD/NY	09/30/2021	70,000,000.00	70,000,000.00	69,941,830.00	0.170	0.170	0.172	06/27/2022	177
55380TQX1	41021	MUFG Mitsubishi BANK LTD/NY	03/26/2021	50,000,000.00	50,000,000.00	50,004,650.00	0.240	0.236	0.240	01/21/2022	20
21684XSN7	41269	RABOBANK	07/30/2021	50,000,000.00	50,000,000.00	49,945,450.00	0.170	0.170	0.172	07/29/2022	209
21684XTP1	41470	RABOBANK	10/26/2021	50,000,000.00	50,000,000.00	49,927,850.00	0.280	0.280	0.283	10/21/2022	293
78012UR31	41271	ROYAL BANK OF CANADA	07/30/2021	50,000,000.00	50,000,000.00	49,962,050.00	0.190	0.190	0.192	07/29/2022	209
78012UU94	41416	ROYAL BANK OF CANADA	09/30/2021	50,000,000.00	50,000,000.00	49,941,650.00	0.180	0.180	0.182	08/31/2022	242
78012U2Q7	41673	ROYAL BANK OF CANADA	12/16/2021	35,000,000.00	35,000,000.00	34,999,125.00	0.280	0.280	0.283	06/24/2022	174
83050PTQ2	41047	Skandinaviska Enskilda Bank NY	04/08/2021	70,000,000.00	70,000,000.00	70,006,580.00	0.210	0.210	0.212	02/01/2022	31
83369X2J6	41069	SOCIETE GENERALE	04/14/2021	70,000,000.00	70,000,000.00	70,005,460.00	0.190	0.190	0.192	01/28/2022	27
83369X4S4	41272	SOCIETE GENERALE	07/30/2021	50,000,000.00	50,000,000.00	49,935,850.00	0.190	0.190	0.192	07/29/2022	209
86565FBY7	41482	Sumitomo Mitsui Bank NY	10/29/2021	50,000,000.00	50,000,000.00	49,983,100.00	0.270	0.270	0.273	07/15/2022	195
86564G3T6	41471	SUMITOMO MITSUI TRUST NY	10/26/2021	50,000,000.00	50,000,000.00	49,983,850.00	0.200	0.200	0.202	05/20/2022	139

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Negotiable CDs											
86959RVF4	41606	Svenska Handelsbanken NY	11/29/2021	50,001,680.88	50,000,000.00	49,995,900.00	0.315	0.305	0.309	08/31/2022	242
87019V2V8	41315	SWEDBANK (NY)	08/23/2021	50,000,000.00	50,000,000.00	49,969,950.00	0.190	0.190	0.192	07/29/2022	209
89114WDX0	41264	TORONTO DOMINION BANK	07/28/2021	50,000,000.00	50,000,000.00	49,956,250.00	0.190	0.190	0.192	07/29/2022	209
89114WF59	41325	TORONTO DOMINION BANK	08/26/2021	70,000,000.00	70,000,000.00	69,934,690.00	0.180	0.180	0.182	07/29/2022	209
90275DNC0	40953	UBS AG STAMFORD CT	02/18/2021	45,000,000.00	45,000,000.00	44,918,910.00	0.250	0.250	0.253	08/16/2022	227
		Subtotal and Average		**1,784,901,678.39**	**1,784,900,000.00**	**1,783,779,174.00**		**0.217**	**0.220**		**176**
Mortgage Backed Securities (MBS)											
3133LJAN1	41524	FHLMC Single Family Pool	11/16/2021	15,990,925.79	15,725,557.02	15,911,381.52	1.500	0.932	0.945	11/01/2031	3,591
3133LPUA3	41675	FHLMC Single Family Pool	12/16/2021	22,240,625.00	22,000,000.00	22,203,940.00	1.500	1.127	1.142	01/01/2032	3,652
3137AYCE9	38387	FHLMC Multi-Family	01/12/2018	20,069,931.64	19,913,609.80	20,175,505.63	2.682	2.443	2.477	10/25/2022	297
3137AYCE9	38391	FHLMC Multi-Family	01/16/2018	7,522,443.90	7,467,603.68	7,565,814.62	2.682	2.454	2.488	10/25/2022	297
3137AWQH1	38465	FHLMC Multi-Family	02/22/2018	5,460,553.13	5,580,000.00	5,630,532.48	2.307	3.155	3.198	08/25/2022	236
3137B36J2	38643	FHLMC Multi-Family	03/20/2018	19,771,499.00	19,435,925.60	19,919,598.33	3.320	2.880	2.920	02/25/2023	420
3137AYCE9	38666	FHLMC Multi-Family	04/17/2018	11,566,361.31	11,694,267.36	11,848,065.69	2.682	2.879	2.919	10/25/2022	297
3137AYCE9	38744	FHLMC Multi-Family	06/05/2018	19,702,805.57	19,913,609.80	20,175,505.63	2.682	2.877	2.917	10/25/2022	297
3137B4WB8	38854	FHLMC Multi-Family	09/12/2018	4,768,285.16	4,775,000.00	4,917,576.25	3.060	2.968	3.009	07/25/2023	570
3137B5JM6	38864	FHLMC Multi-Family	09/25/2018	10,135,937.50	10,000,000.00	10,363,556.00	3.531	3.145	3.189	07/25/2023	570
3137B3NA2	38945	FHLMC Multi-Family	11/02/2018	10,565,495.20	10,565,495.20	10,840,130.46	3.250	3.173	3.217	04/25/2023	479
3137B5KW2	39026	FHLMC Multi-Family	12/03/2018	10,092,187.50	10,000,000.00	10,367,681.00	3.458	3.164	3.208	08/25/2023	601
3137B04Y7	39295	FHLMC Multi-Family	03/11/2019	26,755,312.50	27,000,000.00	27,526,184.10	2.615	2.792	2.831	01/25/2023	389
3137BP4J5	39654	FHLMC Multi-Family	07/01/2019	15,758,828.46	15,543,286.82	16,002,793.01	2.446	1.911	1.938	03/25/2026	1,544
3137BUWM6	40385	FHLMC Multi-Family	03/16/2020	6,656,121.23	6,379,032.03	6,489,119.45	2.932	1.185	1.202	01/25/2023	389
3137BHCY1	40390	FHLMC Multi-Family	03/17/2020	11,331,300.00	10,590,000.00	11,053,045.63	2.811	1.026	1.040	01/25/2025	1,120
3137BSP64	40526	FHLMC Multi-Family	07/01/2020	15,973,938.43	15,127,730.98	15,560,680.59	2.340	0.651	0.661	07/25/2026	1,666
3132XHM68	40527	FHLMC Multi-Family	07/09/2020	19,805,977.75	19,408,705.80	19,110,782.17	1.100	0.671	0.680	09/01/2025	1,339
3137BKGH7	40539	FHLMC Multi-Family	07/28/2020	4,291,834.98	4,103,337.90	4,203,134.77	2.712	0.472	0.479	07/25/2025	1,301
3137FUZN7	40540	FHLMC Multi-Family	07/30/2020	3,467,555.52	3,467,621.40	3,417,763.94	0.526	0.509	0.517	01/25/2025	1,120
3138LJWY2	40630	FHLMC Multi-Family	10/02/2020	14,313,317.45	13,052,450.71	13,693,370.03	2.800	0.541	0.549	10/01/2025	1,369
3137BYLE8	40638	FHLMC Multi-Family	10/08/2020	7,231,875.00	6,650,000.00	6,939,985.89	2.700	0.875	0.888	10/25/2025	1,393
3137F72W4	40784	FHLMC Multi-Family	11/30/2020	9,119,001.29	9,119,001.29	9,125,864.25	0.344	0.355	0.360	09/25/2029	2,824
3132XFFH6	40812	FHLMC Multi-Family	12/09/2020	45,330,468.75	45,000,000.00	44,054,660.70	0.770	0.609	0.618	10/01/2025	1,369

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Mortgage Backed Securities (MBS)											
3137FATE8	40976	FHLMC Multi-Family	03/01/2021	32,412,890.63	30,000,000.00	31,261,050.00	2.982	0.410	0.415	08/25/2024	967
3137FF3W5	40983	FHLMC Multi-Family	03/04/2021	4,187,727.55	4,187,811.31	4,093,946.96	0.602	0.585	0.593	09/25/2027	2,093
3137BVYN0	41026	FHLMC Multi-Family	03/29/2021	11,365,687.77	10,792,744.77	11,122,956.35	3.035	0.424	0.430	08/25/2024	967
3137BYLE8	41131	FHLMC Multi-Family	05/13/2021	5,406,445.31	5,000,000.00	5,218,034.50	2.700	0.775	0.786	10/25/2025	1,393
3137FYZG4	41133	FHLMC Multi-Family	05/13/2021	6,994,234.60	6,994,416.45	6,862,852.88	0.861	0.838	0.850	06/25/2027	2,001
3137FPJ55	41164	FHLMC Multi-Family	06/07/2021	22,276,237.50	20,680,000.00	21,597,418.57	2.606	0.821	0.832	07/25/2027	2,031
3137FBAB2	41192	FHLMC Multi-Family	06/17/2021	10,837,500.00	10,000,000.00	10,491,010.00	3.038	0.705	0.715	08/25/2027	2,062
3137H14A1	41222	FHLMC Multi-Family	06/30/2021	19,349,709.75	19,350,000.00	18,991,477.40	0.854	0.831	0.842	01/25/2028	2,215
3132XFD47	41319	FHLMC Multi-Family	08/24/2021	15,703,125.00	15,000,000.00	15,305,192.25	2.100	0.624	0.633	11/01/2026	1,765
3138LGKH8	39319	FNMA Multi-Family	03/19/2019	24,609,375.00	25,000,000.00	25,432,603.75	2.470	2.794	2.833	01/01/2024	730
3138EKX67	39457	FNMA Multi-Family	04/18/2019	4,943,347.52	4,963,317.12	5,024,369.05	2.513	2.578	2.614	03/01/2023	424
3138LEYD7	39587	FNMA Multi-Family	05/30/2019	17,637,008.26	17,956,864.92	18,229,638.14	1.970	2.656	2.693	11/01/2023	669
3138LGFF8	39609	FNMA Multi-Family	06/11/2019	4,976,953.13	5,000,000.00	5,006,261.10	2.150	2.249	2.280	01/01/2024	730
3138L2BU0	39632	FNMA Multi-Family	06/24/2019	6,442,892.17	6,450,955.86	6,448,320.13	2.310	2.315	2.347	12/01/2022	334
3138L0U90	39734	FNMA Multi-Family	08/13/2019	5,085,937.50	5,000,000.00	5,025,061.80	2.590	1.983	2.011	09/01/2022	243
31381VBJ3	39735	FNMA Multi-Family	08/13/2019	4,838,867.04	4,741,082.22	4,739,969.25	2.830	2.010	2.038	06/01/2022	151
3138L0RM5	39844	FNMA Multi-Family	09/13/2019	8,359,052.92	8,302,943.19	8,355,381.59	2.135	1.872	1.898	11/01/2022	304
3136A9MN5	40056	FNMA Multi-Family	11/19/2019	5,144,310.58	5,093,376.82	5,137,102.44	2.301	1.834	1.859	09/25/2022	267
3138L0RC7	40293	FNMA Multi-Family	01/28/2020	6,515,139.28	6,424,790.66	6,471,201.87	2.350	1.778	1.803	11/01/2022	304
3136AXVB8	40511	FNMA Multi-Family	06/17/2020	16,879,461.90	15,765,988.93	16,197,545.04	2.554	0.660	0.670	07/25/2024	936
3138L0RM5A	40517	FNMA Multi-Family	06/24/2020	882,875.68	854,245.11	859,640.21	2.135	0.649	0.658	11/01/2022	304
3138L7CU8	40541	FNMA Multi-Family	07/31/2020	20,854,901.64	19,321,275.40	20,083,412.58	2.950	0.530	0.537	07/01/2024	912
3136AY6S7	40743	FNMA Multi-Family	11/12/2020	19,698,654.19	18,377,753.18	18,970,415.50	2.578	0.670	0.680	11/25/2024	1,059
3138LEC33	40905	FNMA Multi-Family	01/22/2021	10,768,781.33	9,930,149.20	10,273,696.12	2.380	0.600	0.609	07/01/2026	1,642
3140HWXG2	41200	FNMA Multi-Family	06/22/2021	5,116,314.40	4,825,289.15	4,986,075.65	2.470	0.651	0.660	12/01/2026	1,795
3136AUG21	41228	FNMA Multi-Family	07/07/2021	22,768,828.63	21,354,118.30	22,179,019.35	2.415	1.072	1.086	10/25/2026	1,758
3138LNKZ3	41491	FNMA Multi-Family	11/02/2021	2,754,541.25	2,639,081.44	2,728,477.95	3.440	0.628	0.637	06/01/2025	1,247
3140QMQJ6	41525	FNMA Single Family Pool	11/16/2021	15,029,642.41	14,853,259.95	14,989,167.87	1.500	1.092	1.107	11/01/2031	3,591
3140XDHF6	41526	FNMA Single Family Pool	11/16/2021	26,354,797.91	25,893,568.71	26,199,194.64	1.500	0.899	0.911	09/01/2031	3,530
31418EAD2	41676	FNMA Single Family Pool	12/16/2021	20,059,746.94	19,799,873.60	20,016,055.15	1.500	1.055	1.070	12/01/2031	3,621
		Subtotal and Average		**716,177,569.85**	**697,065,141.68**	**709,393,220.23**		**1.406**	**1.425**		**1,420**

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Bonds											
31422BWJ5	40391	FARMER MAC	03/17/2020	20,000,000.00	20,000,000.00	20,006,486.00	0.230	0.210	0.212	04/01/2022	90
3133EG5D3	37378	FFCB NOTES	01/27/2017	5,000,000.00	5,000,000.00	5,006,291.40	2.030	2.002	2.030	01/27/2022	26
3133EJPX1	38718	FFCB NOTES	05/21/2018	4,995,322.73	5,000,000.00	5,132,888.95	2.875	3.253	3.299	12/21/2022	354
3133EJZH5	38878	FFCB NOTES	10/05/2018	13,978,080.62	14,000,000.00	14,261,467.78	2.800	2.997	3.038	09/13/2022	255
3133EJY60	39105	FFCB NOTES	12/24/2018	12,529,748.34	12,500,000.00	12,905,379.13	3.020	2.765	2.803	03/03/2023	426
3133EJ5V7	39165	FFCB NOTES	01/18/2019	14,867,367.06	14,875,000.00	15,250,919.96	2.625	2.640	2.676	01/18/2023	382
3133EJ5P0	39173	FFCB NOTES	01/25/2019	9,999,763.93	10,000,000.00	10,011,257.60	2.600	2.615	2.652	01/18/2022	17
3133EKEW2	39357	FFCB NOTES	03/28/2019	19,998,888.33	20,000,000.00	20,099,728.20	2.280	2.272	2.303	03/28/2022	86
3133EKLA2	39565	FFCB NOTES	05/22/2019	9,592,611.72	9,590,000.00	9,851,346.68	2.300	2.247	2.279	05/15/2023	499
3133EKNR3	39594	FFCB NOTES	06/03/2019	10,000,661.48	10,000,000.00	10,086,532.40	2.200	2.153	2.183	06/03/2022	153
3133EKSN7	39639	FFCB NOTES	06/26/2019	9,984,878.82	10,000,000.00	10,211,296.90	1.770	1.850	1.876	06/26/2023	541
3133EKVD5	39693	FFCB NOTES	07/18/2019	11,249,753.50	11,250,000.00	11,258,129.25	1.875	1.896	1.922	01/18/2022	17
3133ELCS1	40135	FFCB NOTES	12/11/2019	14,423,140.00	14,450,000.00	14,757,503.66	1.550	1.615	1.638	03/11/2024	800
3133ELAE4	40136	FFCB NOTES	12/11/2019	19,992,863.03	20,000,000.00	20,173,870.60	1.625	1.659	1.682	08/22/2022	233
3133ELDK7	40162	FFCB NOTES	12/16/2019	24,999,758.38	25,000,000.00	25,170,580.25	1.630	1.609	1.632	06/15/2022	165
3133ELDK7	40163	FFCB NOTES	12/16/2019	24,999,758.38	25,000,000.00	25,170,580.25	1.630	1.609	1.632	06/15/2022	165
3133ELDK7	40164	FFCB NOTES	12/16/2019	24,999,758.38	25,000,000.00	25,170,580.25	1.630	1.609	1.632	06/15/2022	165
3133ELHR8	40267	FFCB NOTES	01/21/2020	24,999,902.78	25,000,000.00	25,018,235.75	1.600	1.585	1.607	01/21/2022	20
3133ELT95	40531	FFCB NOTES	07/15/2020	7,999,187.08	8,000,000.00	7,999,626.00	0.200	0.216	0.219	07/13/2022	193
3133EJVC0	40535	FFCB NOTES	07/22/2020	15,993,249.13	15,000,000.00	15,857,337.45	2.950	0.342	0.347	07/24/2024	935
3133ELVQ4	40585	FFCB NOTES	09/11/2020	15,248,268.29	15,000,000.00	15,011,450.55	0.950	0.429	0.435	04/01/2025	1,186
3133EMTW2	41015	FFCB NOTES	03/24/2021	16,390,750.64	16,400,000.00	16,300,777.05	0.300	0.321	0.325	03/18/2024	807
3133EMVP4	41058	FFCB NOTES	04/13/2021	34,970,355.00	35,000,000.00	34,825,288.75	0.125	0.188	0.191	04/13/2023	467
3133EMF64	41171	FFCB NOTES	06/09/2021	24,999,909.59	25,000,000.00	24,993,233.25	0.060	0.059	0.060	06/09/2022	159
3133ELG99	41327	FFCB NOTES	08/27/2021	7,815,536.51	7,825,000.00	7,772,797.08	0.375	0.419	0.424	06/10/2024	891
3133EM4X7	41408	FFCB NOTES	09/29/2021	12,671,494.85	12,796,000.00	12,520,701.99	0.800	0.999	1.013	09/10/2026	1,713
3133ENEJ5	41536	FFCB NOTES	11/18/2021	24,972,394.68	25,000,000.00	24,948,601.50	0.875	0.901	0.913	11/18/2024	1,052
313378CR0	37726	FHLB NOTES	04/19/2017	25,019,943.25	25,000,000.00	25,101,385.75	2.250	1.794	1.819	03/11/2022	69
3130AFE78	39016	FHLB NOTES	11/29/2018	14,348,360.93	14,350,000.00	14,701,565.39	3.000	2.970	3.012	12/09/2022	342
3130A0F70	39069	FHLB NOTES	12/14/2018	10,080,850.45	10,000,000.00	10,507,335.40	3.375	2.883	2.923	12/08/2023	706
3130A0F70	39106	FHLB NOTES	12/24/2018	3,535,047.30	3,500,000.00	3,677,567.39	3.375	2.778	2.817	12/08/2023	706
3130ABFD3	39138	FHLB NOTES	01/08/2019	15,000,514.08	15,000,000.00	15,152,111.25	2.625	2.580	2.616	06/07/2022	157

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Bonds											
3130AB3H7	39362	FHLB NOTES	03/29/2019	14,280,826.38	14,250,000.00	14,726,402.72	2.375	2.238	2.269	03/08/2024	797
313379Q69	39545	FHLB NOTES	05/16/2019	24,992,006.79	25,000,000.00	25,206,564.00	2.125	2.169	2.200	06/10/2022	160
3130A5P45	39552	FHLB NOTES	05/20/2019	15,009,908.59	15,000,000.00	15,147,253.95	2.375	2.188	2.219	06/10/2022	160
3133834G3	39559	FHLB NOTES	05/21/2019	9,984,722.91	10,000,000.00	10,218,578.50	2.125	2.205	2.236	06/09/2023	524
3133834G3	39592	FHLB NOTES	06/03/2019	9,995,952.01	10,000,000.00	10,218,578.50	2.125	2.124	2.154	06/09/2023	524
3133834G3	39665	FHLB NOTES	07/08/2019	21,564,599.10	21,505,000.00	21,975,053.06	2.125	1.897	1.923	06/09/2023	524
3130A2UW4	39852	FHLB NOTES	09/16/2019	10,276,130.22	10,000,000.00	10,510,511.20	2.875	1.776	1.801	09/13/2024	986
3130A3DL5	39936	FHLB NOTES	10/16/2019	10,058,907.14	9,940,000.00	10,231,644.77	2.375	1.617	1.639	09/08/2023	615
3130A2UW4	39985	FHLB NOTES	10/29/2019	30,860,003.88	30,000,000.00	31,531,533.60	2.875	1.737	1.762	09/13/2024	986
313379Q69	40459	FHLB NOTES	04/14/2020	10,077,430.54	10,000,000.00	10,082,625.60	2.125	0.358	0.363	06/10/2022	160
3130A2UW4	40501	FHLB NOTES	05/14/2020	5,319,438.23	5,000,000.00	5,255,255.60	2.875	0.474	0.481	09/13/2024	986
3130AJ7E3	40597	FHLB NOTES	09/17/2020	20,266,466.67	20,000,000.00	20,214,688.60	1.375	0.187	0.190	02/17/2023	412
3130AMRY0	41160	FHLB NOTES	06/04/2021	19,986,904.74	20,000,000.00	19,859,295.80	0.125	0.168	0.171	06/02/2023	517
3130AN4T4	41376	FHLB NOTES	09/17/2021	10,030,893.20	10,000,000.00	9,851,682.00	0.875	0.793	0.804	06/12/2026	1,623
3130ANYM6	41475	FHLB NOTES	10/27/2021	24,867,910.36	25,000,000.00	24,783,578.00	0.125	0.439	0.445	08/28/2023	604
3130A8ZQ9	41509	FHLB NOTES	11/09/2021	20,559,539.70	20,000,000.00	20,435,549.00	1.750	0.963	0.977	09/12/2025	1,350
3130AQF40	41694	FHLB NOTES	12/22/2021	14,992,562.62	15,000,000.00	15,012,709.50	1.000	1.003	1.017	12/20/2024	1,084
3137EADB2	40083	FHLMC NOTES	11/27/2019	20,004,931.59	20,000,000.00	20,012,979.00	2.375	1.596	1.619	01/13/2022	12
3137EAEP0	40331	FHLMC NOTES	02/14/2020	24,987,998.19	25,000,000.00	25,366,040.50	1.500	1.497	1.517	02/12/2025	1,138
3137EAEV7	40554	FHLMC NOTES	08/26/2020	14,991,913.64	15,000,000.00	14,904,054.30	0.250	0.279	0.282	08/24/2023	600
3137EAEW5	40571	FHLMC NOTES	09/04/2020	34,993,532.43	35,000,000.00	34,765,865.75	0.250	0.257	0.261	09/08/2023	615
3137EAEW5	40576	FHLMC NOTES	09/08/2020	19,994,941.67	20,000,000.00	19,866,209.00	0.250	0.261	0.265	09/08/2023	615
3137EAEX3	40612	FHLMC NOTES	09/25/2020	9,977,533.82	10,000,000.00	9,731,497.40	0.375	0.430	0.435	09/23/2025	1,361
3137EAEV7	40620	FHLMC NOTES	09/28/2020	25,009,779.40	25,000,000.00	24,840,090.50	0.250	0.223	0.226	08/24/2023	600
3137EAEV7	40815	FHLMC NOTES	12/09/2020	20,005,838.77	20,000,000.00	19,872,072.40	0.250	0.229	0.232	08/24/2023	600
3135G0S38	37582	FNMA NOTES	02/09/2017	10,000,113.93	10,000,000.00	10,001,074.60	2.000	1.866	1.892	01/05/2022	4
3135G0T45	37783	FNMA NOTES	04/10/2017	39,990,594.76	40,000,000.00	40,164,702.00	1.875	1.943	1.970	04/05/2022	94
3135G0S38	38079	FNMA NOTES	10/25/2017	9,999,992.05	10,000,000.00	10,001,074.60	2.000	1.979	2.007	01/05/2022	4
3135G0S38	38142	FNMA NOTES	11/16/2017	11,394,987.45	11,395,000.00	11,396,224.51	2.000	1.982	2.010	01/05/2022	4
3135G0T78	38163	FNMA NOTES	11/22/2017	4,993,560.30	5,000,000.00	5,063,532.90	2.000	2.149	2.179	10/05/2022	277
3135G0V75	40044	FNMA NOTES	11/14/2019	25,006,211.93	25,000,000.00	25,552,733.25	1.750	1.715	1.739	07/02/2024	913
3135G0X24	40233	FNMA NOTES	01/10/2020	14,971,082.30	15,000,000.00	15,274,107.60	1.625	1.668	1.691	01/07/2025	1,102

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Bonds											
3135G03M3	40473	FNMA NOTES	04/20/2020	50,000,000.00	50,000,000.00	50,008,092.50	0.390	0.384	0.390	01/20/2022	19
3135G03U5	40489	FNMA NOTES	04/30/2020	7,012,282.19	7,000,000.00	6,904,744.14	0.625	0.563	0.571	04/22/2025	1,207
3135G04Z3	40514	FNMA NOTES	06/19/2020	19,971,310.12	20,000,000.00	19,605,349.60	0.500	0.534	0.542	06/17/2025	1,263
3135G05X7	40555	FNMA NOTES	08/27/2020	29,897,393.99	30,000,000.00	29,186,740.80	0.375	0.463	0.469	08/25/2025	1,332
3135G04Z3	40635	FNMA NOTES	10/06/2020	15,033,268.42	15,000,000.00	14,704,012.20	0.500	0.429	0.435	06/17/2025	1,263
3135G06H1	40774	FNMA NOTES	11/25/2020	44,967,475.23	45,000,000.00	44,610,475.50	0.250	0.284	0.288	11/27/2023	695
3135G05G4	40832	FNMA NOTES	12/11/2020	25,010,194.03	25,000,000.00	24,866,011.25	0.250	0.220	0.223	07/10/2023	555
3135G05G4	40867	FNMA NOTES	12/23/2020	15,017,781.13	15,000,000.00	14,919,606.75	0.250	0.169	0.172	07/10/2023	555
3135G05X7	40971	FNMA NOTES	02/26/2021	14,828,222.30	15,000,000.00	14,593,370.40	0.375	0.684	0.694	08/25/2025	1,332
3135G05X7	40998	FNMA NOTES	03/15/2021	14,794,153.69	15,000,000.00	14,593,370.40	0.375	0.747	0.758	08/25/2025	1,332
3135G06G3	41005	FNMA NOTES	03/19/2021	9,878,101.80	10,000,000.00	9,759,162.20	0.500	0.812	0.823	11/07/2025	1,406
3135G05X7	41006	FNMA NOTES	03/19/2021	14,782,399.62	15,000,000.00	14,593,370.40	0.375	0.769	0.780	08/25/2025	1,332
3135G04Z3	41094	FNMA NOTES	04/23/2021	23,596,250.83	23,703,000.00	23,235,280.08	0.500	0.623	0.632	06/17/2025	1,263
3135G05X7	41537	FNMA NOTES	11/18/2021	24,368,418.20	25,000,000.00	24,322,284.00	0.375	1.068	1.083	08/25/2025	1,332
3135G05X7	41559	FNMA NOTES	11/26/2021	9,701,257.38	10,000,000.00	9,728,913.60	0.375	1.198	1.214	08/25/2025	1,332
880591EW8	40799	TENNESSEE VALLEY AUTHORITY	12/03/2020	19,237,619.73	19,075,000.00	18,844,085.30	0.750	0.487	0.494	05/15/2025	1,230
		Subtotal and Average		**1,403,201,463.23**	**1,401,404,000.00**	**1,405,461,485.64**		**1.143**	**1.159**		**616**
Federal Agency Bonds - CALLABLE											
3133ELJN5	40281	FFCB NOTES	01/24/2020	19,998,226.85	20,000,000.00	20,010,328.60	1.640	1.625	1.648	01/24/2023	388
3133ELVX9	40445	FFCB NOTES	04/08/2020	15,000,000.00	15,000,000.00	14,983,858.95	0.875	0.863	0.875	04/08/2024	828
3133EL5S9	40568	FFCB NOTES	09/03/2020	20,000,000.00	20,000,000.00	19,878,746.80	0.480	0.473	0.480	09/03/2024	976
3133EL6E9	40581	FFCB NOTES	09/09/2020	15,000,000.00	15,000,000.00	14,795,729.70	0.420	0.414	0.420	09/09/2024	982
3133EMBE1	40720	FFCB NOTES	11/04/2020	14,431,898.54	14,450,000.00	14,288,077.35	0.300	0.351	0.356	03/28/2024	817
3133EMHE5	40831	FFCB NOTES	12/11/2020	15,217,528.09	15,220,000.00	15,197,901.63	0.170	0.185	0.187	11/30/2022	333
3133EMLE0	40864	FFCB NOTES	12/22/2020	20,000,000.00	20,000,000.00	19,896,591.60	0.190	0.187	0.190	09/22/2023	629
3133EMLP5	40870	FFCB NOTES	12/24/2020	15,000,000.00	15,000,000.00	14,707,188.60	0.320	0.315	0.320	12/23/2024	1,087
3133EMVS8	41063	FFCB NOTES	04/14/2021	40,000,000.00	40,000,000.00	39,442,114.80	0.690	0.680	0.690	04/14/2025	1,199
3133ENJC5	41695	FFCB NOTES	12/22/2021	12,000,000.00	12,000,000.00	11,968,519.80	1.290	1.272	1.290	12/22/2026	1,816
3133ENJC5	41696	FFCB NOTES	12/22/2021	12,000,000.00	12,000,000.00	11,968,519.80	1.290	1.272	1.290	12/22/2026	1,816
3130AJLA5	40502	FHLB NOTES	05/19/2020	5,000,000.00	5,000,000.00	4,938,085.10	0.750	0.739	0.750	05/19/2025	1,234
3130ALDL5	40968	FHLB NOTES	02/25/2021	35,000,000.00	35,000,000.00	34,444,709.25	0.625	0.616	0.625	02/25/2026	1,516

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Bonds - CALLABLE											
3130ALMM3	41031	FHLB NOTES	03/30/2021	9,200,000.00	9,200,000.00	9,100,712.31	1.000	0.986	1.000	03/30/2026	1,549
3130ALCV4	41057	FHLB NOTES	04/13/2021	14,881,566.13	15,000,000.00	14,683,206.60	0.750	0.932	0.945	02/24/2026	1,515
3130ALZ31	41110	FHLB NOTES	04/28/2021	35,000,000.00	35,000,000.00	34,690,778.85	0.625	0.616	0.625	10/28/2024	1,031
3130AM4N9	41113	FHLB NOTES	04/29/2021	15,000,000.00	15,000,000.00	14,867,893.20	1.000	0.986	1.000	04/29/2026	1,579
3130ANA42	41260	FHLB NOTES	07/28/2021	11,994,680.00	12,000,000.00	11,813,971.56	0.650	0.654	0.663	04/28/2025	1,213
3130ALEY6	41278	FHLB NOTES	08/04/2021	24,720,989.29	24,730,000.00	24,371,662.79	0.800	0.797	0.808	03/04/2026	1,523
3130ANWF3	41332	FHLB NOTES	08/30/2021	45,000,000.00	45,000,000.00	43,939,783.35	0.970	0.956	0.970	08/25/2026	1,697
3130ANVR8	41365	FHLB NOTES	09/14/2021	24,000,000.00	24,000,000.00	23,749,074.48	1.000	0.986	1.000	08/14/2026	1,686
3130AKZ25	41640	FHLB NOTES	12/08/2021	17,850,513.18	18,300,000.00	17,832,239.92	0.650	1.241	1.259	02/26/2026	1,517
3130ANMH0	41652	FHLB NOTES	12/13/2021	24,703,200.95	25,000,000.00	24,708,004.75	1.100	1.346	1.365	08/20/2026	1,692
3130AQDY6	41716	FHLB NOTES	12/30/2021	16,040,000.00	16,040,000.00	16,027,464.90	1.000	0.986	1.000	12/30/2024	1,094
3134GA5T7	37578	FHLMC NOTES	02/28/2017	3,500,000.00	3,500,000.00	3,510,162.67	2.125	2.095	2.125	01/26/2022	25
3134GA5T7	37579	FHLMC NOTES	02/28/2017	20,000,000.00	20,000,000.00	20,058,072.40	2.125	2.096	2.125	01/26/2022	25
3134GBGZ9	37669	FHLMC NOTES	04/27/2017	15,000,000.00	15,000,000.00	15,017,788.20	2.000	1.972	2.000	01/27/2022	26
3134GBPM8	37817	FHLMC NOTES	05/24/2017	15,000,000.00	15,000,000.00	15,037,132.20	2.000	1.972	2.000	02/24/2022	54
3134GUQ94	40234	FHLMC NOTES	01/10/2020	20,000,000.00	20,000,000.00	20,187,413.00	1.800	1.775	1.800	01/10/2025	1,105
3134GVVX3	40506	FHLMC NOTES	05/28/2020	6,000,000.00	6,000,000.00	5,914,263.66	0.750	0.739	0.750	05/28/2025	1,243
3134GVYX0	40508	FHLMC NOTES	06/03/2020	10,000,000.00	10,000,000.00	9,930,442.20	0.500	0.493	0.500	06/03/2024	884
3134GVYX0	40509	FHLMC NOTES	06/03/2020	10,000,000.00	10,000,000.00	9,930,442.20	0.500	0.493	0.500	06/03/2024	884
3134GWUD6	40625	FHLMC NOTES	09/30/2020	15,000,000.00	15,000,000.00	14,731,716.60	0.400	0.394	0.400	12/30/2024	1,094
3134GWWR3	40626	FHLMC NOTES	09/30/2020	24,500,000.00	24,500,000.00	23,939,085.73	0.520	0.512	0.520	09/30/2025	1,368
3134GWZR0	40657	FHLMC NOTES	10/21/2020	8,765,386.61	8,770,000.00	8,633,052.50	0.400	0.413	0.418	10/21/2024	1,024
3134GW6E1	40706	FHLMC NOTES	11/02/2020	60,000,000.00	60,000,000.00	59,607,933.60	0.320	0.315	0.320	11/02/2023	670
3134GW6E1	40707	FHLMC NOTES	11/02/2020	5,000,000.00	5,000,000.00	4,967,327.80	0.320	0.315	0.320	11/02/2023	670
3134GXBL7	40754	FHLMC NOTES	11/18/2020	13,866,484.97	13,873,000.00	13,771,852.51	0.300	0.320	0.325	11/16/2023	684
3134GXDK7	40783	FHLMC NOTES	11/30/2020	30,000,000.00	30,000,000.00	29,576,948.70	0.325	0.320	0.325	05/30/2024	880
3134GXEX8	40805	FHLMC NOTES	12/07/2020	21,321,958.68	21,325,000.00	21,276,296.69	0.250	0.256	0.260	06/01/2023	516
3136G4XZ1	40522	FNMA NOTES	06/30/2020	15,000,000.00	15,000,000.00	14,789,452.80	0.740	0.729	0.740	06/30/2025	1,276
3136G4XZ1	40523	FNMA NOTES	06/30/2020	5,000,000.00	5,000,000.00	4,929,817.60	0.740	0.729	0.740	06/30/2025	1,276
3136G4YU1	40528	FNMA NOTES	07/15/2020	10,000,000.00	10,000,000.00	9,855,230.00	0.730	0.720	0.730	07/15/2025	1,291
3136G4YU1	40529	FNMA NOTES	07/15/2020	5,518,000.00	5,518,000.00	5,438,115.91	0.730	0.720	0.730	07/15/2025	1,291
3136G4A45	40534	FNMA NOTES	07/22/2020	20,000,000.00	20,000,000.00	19,695,287.60	0.710	0.700	0.710	07/22/2025	1,298

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Bonds - CALLABLE											
3136G4B77	40543	FNMA NOTES	08/04/2020	20,000,000.00	20,000,000.00	19,687,474.80	0.700	0.690	0.700	08/04/2025	1,311
3135G05P4	40546	FNMA NOTES	08/10/2020	24,995,335.51	25,000,000.00	24,856,925.25	0.300	0.307	0.311	08/03/2023	579
3136G4H63	40550	FNMA NOTES	08/19/2020	11,500,000.00	11,500,000.00	11,250,290.73	0.550	0.542	0.550	08/19/2025	1,326
3136G4H63	40551	FNMA NOTES	08/19/2020	10,000,000.00	10,000,000.00	9,782,861.50	0.550	0.542	0.550	08/19/2025	1,326
3136G4H63	40552	FNMA NOTES	08/19/2020	15,000,000.00	15,000,000.00	14,674,292.25	0.550	0.542	0.550	08/19/2025	1,326
3136G4X40	40575	FNMA NOTES	09/08/2020	12,637,675.95	12,640,000.00	12,387,104.06	0.600	0.596	0.605	08/26/2025	1,333
3136G43H4	40592	FNMA NOTES	09/16/2020	11,685,000.00	11,685,000.00	11,541,722.15	0.400	0.394	0.400	09/16/2024	989
3136G43C5	40611	FNMA NOTES	09/24/2020	10,000,000.00	10,000,000.00	9,955,847.50	0.300	0.295	0.300	10/24/2023	661
3136G46K4	40685	FNMA NOTES	10/28/2020	35,000,000.00	35,000,000.00	34,206,106.90	0.500	0.493	0.500	07/28/2025	1,304
3136G46K4	40686	FNMA NOTES	10/28/2020	14,000,000.00	14,000,000.00	13,682,442.76	0.500	0.493	0.500	07/28/2025	1,304
3136G46K4	40687	FNMA NOTES	10/28/2020	26,000,000.00	26,000,000.00	25,410,250.84	0.500	0.493	0.500	07/28/2025	1,304
3136G45C3	40749	FNMA NOTES	11/17/2020	9,985,698.88	10,000,000.00	9,772,667.60	0.540	0.570	0.577	10/27/2025	1,395
3135GA2Z3	40780	FNMA NOTES	11/27/2020	24,985,377.09	25,000,000.00	24,463,696.50	0.560	0.567	0.575	11/17/2025	1,416
3135GA7F2	40847	FNMA NOTES	12/15/2020	39,800,000.00	39,800,000.00	39,472,105.31	0.350	0.345	0.350	03/15/2024	804
3135GAAJ0	40873	FNMA NOTES	12/28/2020	40,000,000.00	40,000,000.00	39,618,782.40	0.360	0.355	0.359	07/26/2024	937
3135GAAJ0	40874	FNMA NOTES	12/28/2020	20,000,000.00	20,000,000.00	19,809,391.20	0.360	0.355	0.359	07/26/2024	937
		Subtotal and Average		**1,136,099,520.72**	**1,137,051,000.00**	**1,123,674,961.01**		**0.699**	**0.709**		**1,084**
US Treasury Notes											
9128286Z8	40155	U.S. TREASURY NOTES	12/13/2019	30,004,499.13	30,000,000.00	30,659,760.00	1.750	1.719	1.743	06/30/2024	911
9128282P4	40210	U.S. TREASURY NOTES	12/31/2019	40,060,133.88	40,000,000.00	40,375,000.00	1.875	1.586	1.608	07/31/2022	211
91282CBH3	41010	U.S. TREASURY NOTES	03/23/2021	29,426,109.38	30,000,000.00	29,036,730.00	0.375	0.842	0.854	01/31/2026	1,491
91282CAJ0	41011	U.S. TREASURY NOTES	03/23/2021	29,468,321.32	30,000,000.00	29,073,060.00	0.250	0.732	0.743	08/31/2025	1,338
912828ZW3	41016	U.S. TREASURY NOTES	03/24/2021	24,636,322.86	25,000,000.00	24,296,875.00	0.250	0.663	0.672	06/30/2025	1,276
912828XB1	41023	U.S. TREASURY NOTES	03/26/2021	26,269,537.71	25,000,000.00	25,886,725.00	2.125	0.588	0.596	05/15/2025	1,230
91282CAB7	41024	U.S. TREASURY NOTES	03/26/2021	34,498,133.71	35,000,000.00	33,962,320.00	0.250	0.647	0.656	07/31/2025	1,307
91282CBE0	41048	U.S. TREASURY NOTES	04/08/2021	44,846,215.72	45,000,000.00	44,439,255.00	0.125	0.289	0.293	01/15/2024	744
912828V80	41054	U.S. TREASURY NOTES	04/12/2021	46,809,516.91	45,000,000.00	46,388,655.00	2.250	0.303	0.307	01/31/2024	760
912828ZW3	41062	U.S. TREASURY NOTES	04/13/2021	39,374,281.19	40,000,000.00	38,875,000.00	0.250	0.695	0.705	06/30/2025	1,276
91282CAJ0	41067	U.S. TREASURY NOTES	04/14/2021	29,474,730.47	30,000,000.00	29,073,060.00	0.250	0.726	0.736	08/31/2025	1,338
912828ZT0	41075	U.S. TREASURY NOTES	04/15/2021	29,581,428.33	30,000,000.00	29,191,410.00	0.250	0.656	0.665	05/31/2025	1,246
912828H86	41190	U.S. TREASURY NOTES	06/16/2021	20,023,863.65	20,000,000.00	20,021,980.00	1.500	0.040	0.040	01/31/2022	30

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
US Treasury Notes											
91282CBH3	41484	U.S. TREASURY NOTES	10/29/2021	24,305,213.78	25,000,000.00	24,197,275.00	0.375	1.058	1.073	01/31/2026	1,491
9128287B0	41496	U.S. TREASURY NOTES	11/03/2021	25,855,944.39	25,000,000.00	25,712,900.00	1.875	1.076	1.091	06/30/2026	1,641
91282CAJ0	41517	U.S. TREASURY NOTES	11/12/2021	29,171,958.87	30,000,000.00	29,073,060.00	0.250	1.006	1.020	08/31/2025	1,338
9128285Z9	41541	U.S. TREASURY NOTES	11/19/2021	36,378,084.14	35,000,000.00	36,257,830.00	2.500	0.584	0.592	01/31/2024	760
9128286X3	41550	U.S. TREASURY NOTES	11/23/2021	25,927,736.15	25,000,000.00	25,980,475.00	2.125	1.239	1.257	05/31/2026	1,611
912828P46	41602	U.S. TREASURY NOTES	11/26/2021	40,605,830.50	40,000,000.00	40,706,240.00	1.625	1.229	1.246	02/15/2026	1,506
9128282D1	41613	U.S. TREASURY NOTES	11/30/2021	40,617,449.14	40,000,000.00	40,476,560.00	1.375	0.434	0.440	08/31/2023	607
9128286A3	41619	U.S. TREASURY NOTES	12/01/2021	31,856,326.23	30,000,000.00	31,735,500.00	2.625	1.055	1.070	01/31/2026	1,491
912828P46	41623	U.S. TREASURY NOTES	12/02/2021	25,527,576.45	25,000,000.00	25,441,400.00	1.625	1.084	1.099	02/15/2026	1,506
912828YD6	41656	U.S. TREASURY NOTES	12/13/2021	40,309,051.97	40,000,000.00	40,256,240.00	1.375	1.187	1.203	08/31/2026	1,703
912828P79	41658	U.S. TREASURY NOTES	12/13/2021	40,521,871.46	40,000,000.00	40,473,440.00	1.500	0.367	0.372	02/28/2023	423
91282CAT8	41659	U.S. TREASURY NOTES	12/13/2021	38,665,005.73	40,000,000.00	38,676,560.00	0.250	1.127	1.143	10/31/2025	1,399
91282CBM2	41660	U.S. TREASURY NOTES	12/13/2021	39,513,489.85	40,000,000.00	39,484,360.00	0.125	0.693	0.703	02/15/2024	775
91282CBM2	41682	U.S. TREASURY NOTES	12/17/2021	39,532,486.16	40,000,000.00	39,484,360.00	0.125	0.671	0.680	02/15/2024	775
9128284U1	41686	U.S. TREASURY NOTES	12/20/2021	41,271,992.82	40,000,000.00	41,212,480.00	2.625	0.483	0.490	06/30/2023	545
9128284U1	41687	U.S. TREASURY NOTES	12/20/2021	20,631,409.90	20,000,000.00	20,606,240.00	2.625	0.498	0.505	06/30/2023	545
		Subtotal and Average		**965,164,521.80**	**960,000,000.00**	**961,054,750.00**		**0.795**	**0.806**		**1,054**
Corporate Bonds											
037833DL1	39831	APPLE INC	09/11/2019	6,999,724.54	7,000,000.00	7,070,499.03	1.700	1.682	1.705	09/11/2022	253
037833CU2	40165	APPLE INC	12/16/2019	10,182,227.13	10,000,000.00	10,417,095.10	2.850	2.010	2.038	05/11/2024	861
037833DF4	40274	APPLE INC	01/23/2020	5,119,753.97	5,000,000.00	5,225,402.70	2.750	1.892	1.918	01/13/2025	1,108
037833DV9	40499	APPLE INC	05/11/2020	6,991,361.48	7,000,000.00	7,019,657.26	0.750	0.830	0.842	05/11/2023	495
037833DX5	40553	APPLE INC	08/20/2020	29,948,512.67	30,000,000.00	29,195,516.70	0.550	0.589	0.597	08/20/2025	1,327
037833EB2	40926	APPLE INC	02/08/2021	19,981,783.67	20,000,000.00	19,601,967.80	0.700	0.712	0.722	02/08/2026	1,499
023135BW5	41175	Amazon	06/10/2021	25,055,209.84	25,000,000.00	24,759,543.00	0.450	0.351	0.355	05/12/2024	862
084670BJ6	39496	BERKSHIRE HATHWY	04/30/2019	10,549,437.18	10,500,000.00	10,768,000.85	3.000	2.517	2.552	02/11/2023	406
084670BR8	39544	BERKSHIRE HATHWY	05/16/2019	16,650,054.96	16,624,000.00	16,974,803.47	2.750	2.576	2.611	03/15/2023	438
084670BR8	40080	BERKSHIRE HATHWY	11/26/2019	21,842,731.87	21,623,000.00	22,079,293.52	2.750	1.850	1.876	03/15/2023	438
19416QEL0	39553	COLGATE-PALMOLIVE CO	05/20/2019	9,495,909.81	9,506,000.00	9,648,288.28	2.250	2.344	2.377	11/15/2022	318
166764BN9	39573	CHEVRON CORP.	05/24/2019	8,884,287.56	8,885,000.00	8,900,702.73	2.498	2.510	2.545	03/03/2022	61
166764AB6	40454	CHEVRON CORP.	04/13/2020	23,457,729.69	23,318,000.00	23,613,585.73	2.355	1.668	1.691	12/05/2022	338

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Corporate Bonds											
166764BV1	40500	CHEVRON CORP.	05/11/2020	5,000,000.00	5,000,000.00	5,028,530.45	1.141	1.125	1.141	05/11/2023	495
166756AE6	40548	CHEVRON CORP.	08/12/2020	15,000,000.00	15,000,000.00	14,679,979.20	0.687	0.677	0.687	08/12/2025	1,319
166764BV1	40674	CHEVRON CORP.	10/26/2020	31,702,120.88	31,370,000.00	31,549,000.04	1.141	0.353	0.358	05/11/2023	495
166756AJ5	41097	CHEVRON CORP.	04/26/2021	13,828,135.27	13,800,000.00	13,739,759.27	0.426	0.294	0.298	08/11/2023	587
478160CD4	40031	JOHNSON & JOHNSON	11/12/2019	19,458,680.76	19,445,000.00	19,478,028.30	2.250	1.805	1.830	03/03/2022	61
59217GEE5	40238	MET LIFE GLOBAL FUNDING	01/13/2020	10,003,100.00	10,000,000.00	10,128,872.40	1.950	1.892	1.918	01/13/2023	377
58989V2C7	41073	MET LIFE GLOBAL FUNDING	04/15/2021	10,002,662.62	10,000,000.00	9,911,109.10	0.700	0.678	0.688	04/05/2024	825
59217GEN5	41168	MET LIFE GLOBAL FUNDING	06/08/2021	14,987,334.94	15,000,000.00	14,771,713.65	0.550	0.577	0.585	06/07/2024	888
59217GEK1	41342	MET LIFE GLOBAL FUNDING	09/01/2021	9,808,709.61	9,793,000.00	9,736,877.00	0.450	0.348	0.353	09/01/2023	608
594918BW3	39355	MICROSOFT CORP	03/27/2019	20,001,129.25	20,000,000.00	20,002,427.20	2.400	2.305	2.337	02/06/2022	36
594918BW3	39361	MICROSOFT CORP	03/29/2019	20,002,426.48	20,000,000.00	20,002,427.20	2.400	2.235	2.266	02/06/2022	36
594918BX1	39489	MICROSOFT CORP	04/29/2019	6,525,723.65	6,500,000.00	6,766,342.96	2.875	2.635	2.672	02/06/2024	766
594918BQ6	40005	MICROSOFT CORP	11/01/2019	10,850,546.92	10,815,000.00	11,021,060.14	2.000	1.762	1.786	08/08/2023	584
637639AB1	41103	National SEC Clearings Corp	04/27/2021	5,076,409.19	5,000,000.00	5,032,078.30	1.500	1.013	1.027	04/23/2025	1,208
64952WDT7	41081	NEW YORK LIFE GLOBAL	04/19/2021	18,602,684.89	18,611,000.00	18,465,583.88	0.400	0.419	0.424	10/21/2023	658
64952WEB5	41104	NEW YORK LIFE GLOBAL	04/27/2021	29,986,298.89	30,000,000.00	29,620,856.70	0.550	0.562	0.569	04/27/2024	847
64952WED1	41174	NEW YORK LIFE GLOBAL	06/09/2021	19,982,777.11	20,000,000.00	19,722,651.00	1.150	1.154	1.170	06/09/2026	1,620
64952WEJ8	41483	NEW YORK LIFE GLOBAL	10/29/2021	24,969,365.74	25,000,000.00	24,833,858.50	0.900	0.931	0.944	10/29/2024	1,032
6944PL2C2	41330	PACIFIC LIFE GLOBAL	08/27/2021	40,079,709.38	40,000,000.00	39,737,053.20	0.500	0.378	0.384	09/23/2023	630
742651DP4	40337	PRIVATE EXPORT FUND CORPORATIO	02/18/2020	11,636,000.30	11,385,000.00	11,778,310.88	2.450	1.526	1.548	07/15/2024	926
742651DX7	40379	PRIVATE EXPORT FUND CORPORATIO	03/13/2020	11,869,936.17	11,610,000.00	11,824,546.30	1.750	0.938	0.951	11/15/2024	1,049
74274TAH3	41117	PRIVATE EXPORT FUND CORPORATIO	04/29/2021	34,975,619.26	35,000,000.00	34,778,877.00	0.300	0.348	0.353	04/28/2023	482
74274TAG5	41284	PRIVATE EXPORT FUND CORPORATIO	08/05/2021	20,041,653.77	20,000,000.00	19,745,122.40	0.550	0.462	0.468	07/30/2024	941
74274TAG5	41558	PRIVATE EXPORT FUND CORPORATIO	11/23/2021	9,916,226.68	10,000,000.00	9,872,561.20	0.550	0.867	0.879	07/30/2024	941
74153WCQ0	41639	PRICOA Global Funding 1_PRU	12/08/2021	19,979,839.52	20,000,000.00	19,967,720.20	1.150	1.168	1.185	12/06/2024	1,070
21688AAQ5	40892	RABOBANK	01/12/2021	6,996,730.81	7,000,000.00	6,909,190.89	0.375	0.392	0.398	01/12/2024	741
89236TFX8	39439	TOYOTA MOTOR CREDIT CORP	04/12/2019	24,998,527.08	25,000,000.00	25,157,029.00	2.650	2.635	2.671	04/12/2022	101
89236TFX8	39452	TOYOTA MOTOR CREDIT CORP	04/17/2019	14,998,435.67	15,000,000.00	15,094,217.40	2.650	2.652	2.688	04/12/2022	101
89236TGT6	40326	TOYOTA MOTOR CREDIT CORP	02/13/2020	29,987,471.00	30,000,000.00	30,461,050.80	1.800	1.789	1.814	02/13/2025	1,139
90327QD48	40477	USAA CAPITAL CORP	04/21/2020	2,498,634.86	2,500,000.00	2,524,860.33	1.500	1.520	1.542	05/01/2023	485
90331HPC1	39569	U S BANK	05/23/2019	14,997,909.44	15,000,000.00	15,107,388.15	2.650	2.650	2.687	05/23/2022	142
90331HPF4	40117	U S BANK	12/09/2019	28,991,923.89	29,000,000.00	29,375,021.33	1.950	1.950	1.977	01/09/2023	373

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Corporate Bonds											
90331HPF4	40154	U S BANK	12/13/2019	11,000,000.00	11,000,000.00	11,142,249.47	1.950	1.922	1.949	01/09/2023	373
90331HPL1	40268	U S BANK	01/21/2020	19,973,966.67	20,000,000.00	20,462,374.20	2.050	2.066	2.095	01/21/2025	1,116
92826CAC6	39527	VISA	05/09/2019	11,174,172.22	11,156,000.00	11,362,240.19	2.800	2.583	2.619	12/14/2022	347
931142EL3	39714	WALMART	07/29/2019	5,079,764.00	5,000,000.00	5,225,711.55	2.850	2.148	2.178	07/08/2024	919
931142EK5	39996	WALMART	10/30/2019	10,213,674.77	10,000,000.00	10,403,358.10	3.400	1.878	1.904	06/26/2023	541
931142DV2	40315	WALMART	02/07/2020	28,672,477.57	27,975,000.00	29,279,708.96	2.650	1.741	1.765	12/15/2024	1,079
931142ER0	41379	WALMART	09/17/2021	9,982,192.00	10,000,000.00	9,893,622.70	1.050	1.074	1.088	09/17/2026	1,720
30231GBB7	39747	EXXON MOBIL CORP	08/16/2019	5,000,000.00	5,000,000.00	5,043,803.20	1.902	1.875	1.902	08/16/2022	227
30231GAC6	39998	EXXON MOBIL CORP	10/31/2019	5,125,985.71	5,000,000.00	5,225,788.55	3.176	1.950	1.977	03/15/2024	804
30231GBH4	40403	EXXON MOBIL CORP	03/19/2020	15,000,000.00	15,000,000.00	15,769,998.30	2.992	2.951	2.992	03/19/2025	1,173
30231GAF9	40505	EXXON MOBIL CORP	05/26/2020	5,232,395.06	5,000,000.00	5,200,795.05	2.709	1.184	1.200	03/06/2025	1,160
		Subtotal and Average		**879,370,076.40**	**876,416,000.00**	**881,108,110.81**		**1.366**	**1.385**		**712**
ABS - Green Bonds											
89190GAC1	41182	TOYOTA AUTO REC OWNER TRUST	06/14/2021	29,996,769.00	30,000,000.00	29,710,473.00	0.260	0.261	0.265	11/17/2025	1,416
		Subtotal and Average		**29,996,769.00**	**30,000,000.00**	**29,710,473.00**		**0.261**	**0.265**		**1,416**
Asset Backed Securities (ABS)											
02007TAC9	40134	ALLY Auto Receivables Trust	12/11/2019	6,930,852.28	6,932,045.98	6,971,424.85	1.840	1.829	1.854	06/17/2024	898
02582JJR2	41529	American Express Credit Acct	11/17/2021	32,494,923.50	32,500,000.00	32,242,531.75	0.900	0.895	0.908	11/16/2026	1,780
05591RAC8	40990	BMW VEHICLE LEASE TRUST	03/10/2021	12,099,616.43	12,100,000.00	12,062,359.32	0.290	0.288	0.292	01/25/2024	754
09690AAD5	41368	BMW VEHICLE LEASE TRUST	09/15/2021	25,999,017.20	26,000,000.00	25,677,969.20	0.430	0.593	0.602	01/27/2025	1,122
05588CAC6	39861	BMW VEHICLE OWNER TRUST	09/18/2019	7,109,323.72	7,110,279.34	7,150,913.88	1.920	1.907	1.934	01/25/2024	754
09661RAD3	40530	BMW VEHICLE OWNER TRUST	07/15/2020	7,799,506.62	7,800,095.53	7,796,354.60	0.480	0.477	0.484	10/25/2024	1,028
161571HP2	40336	CHASE ISSUANCE TRUST (ABS)	02/18/2020	26,993,814.30	27,000,000.00	27,258,670.80	1.530	1.523	1.544	01/15/2025	1,110
14041NFU0	39811	Capital One Multi Execution Tr	09/05/2019	34,991,187.00	35,000,000.00	35,288,603.00	1.720	1.711	1.735	08/15/2024	957
14041NFW6	41242	Capital One Multi Execution Tr	07/22/2021	23,499,048.25	23,500,000.00	23,154,728.60	0.550	0.544	0.552	07/15/2026	1,656
14041NFY2	41612	Capital One Multi Execution Tr	11/30/2021	35,995,039.20	36,000,000.00	35,847,997.20	1.040	1.032	1.047	11/16/2026	1,780
14042WAC4	39586	Capital One Prime Auto Receiv	05/30/2019	2,943,710.72	2,944,307.24	2,966,028.28	2.510	2.500	2.535	11/15/2023	683
14043MAC5	40340	Capital One Prime Auto Receiv	02/19/2020	20,881,164.59	20,885,604.87	21,030,335.85	1.600	1.592	1.614	11/15/2024	1,049
14044CAC6	41476	Capital One Prime Auto Receiv	10/27/2021	13,999,735.40	14,000,000.00	13,895,499.80	0.770	0.761	0.772	09/15/2026	1,718
14687TAC1	41209	Carvana Auto Receivables Trust	06/24/2021	14,999,145.00	15,000,000.00	14,893,584.00	0.490	0.486	0.492	03/10/2026	1,529

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Asset Backed Securities (ABS)											
14687JAD1	41406	Carvana Auto Receivables Trust	09/29/2021	9,998,926.00	10,000,000.00	9,977,759.00	0.380	0.381	0.386	01/10/2025	1,105
254683CP8	41402	Discover Card Execution Note	09/27/2021	19,995,718.00	20,000,000.00	19,689,072.00	0.580	0.581	0.589	09/15/2026	1,718
34532NAC9	40958	FORD MOTOR	02/22/2021	19,998,314.00	20,000,000.00	19,868,006.00	0.300	0.299	0.304	08/15/2025	1,322
345329AC0	41397	FORD MOTOR	09/24/2021	20,996,312.40	21,000,000.00	20,852,565.30	0.370	0.376	0.381	10/15/2024	1,018
36259KAD9	40341	GM Fin'cl Auto Leasing Trust	02/19/2020	2,084,317.33	2,084,504.94	2,088,797.35	1.670	1.659	1.682	12/20/2022	353
36259PAD8	40512	GM Fin'cl Auto Leasing Trust	06/17/2020	1,499,805.75	1,500,000.00	1,502,271.00	0.800	0.798	0.809	07/20/2023	565
362569AC9	40623	GM Fin'cl Auto Leasing Trust	09/29/2020	8,499,185.70	8,500,000.00	8,501,161.10	0.450	0.450	0.456	08/21/2023	597
36261RAC2	40964	GM Fin'cl Auto Leasing Trust	02/24/2021	8,249,155.20	8,250,000.00	8,224,237.73	0.260	0.263	0.266	02/20/2024	780
44891VAC5	41187	Hyundai Auto Lease Sec Trust	06/16/2021	22,496,625.00	22,500,000.00	22,359,156.75	0.330	0.335	0.339	06/17/2024	898
44933MAC5	41387	Hyundai Auto Lease Sec Trust	09/22/2021	25,247,714.88	25,250,000.00	25,043,215.13	0.380	0.380	0.386	09/16/2024	989
43815AAC6	39013	HONDA AUTO RECEIVABLES OWNER T	11/28/2018	2,050,798.88	2,051,105.52	2,057,156.69	3.160	3.144	3.188	01/17/2023	381
43814WAC9	39269	HONDA AUTO RECEIVABLES OWNER T	02/27/2019	3,192,353.77	3,192,439.33	3,214,265.72	2.830	2.809	2.848	03/20/2023	443
43815MAC0	39582	HONDA AUTO RECEIVABLES OWNER T	05/29/2019	6,106,049.33	6,106,277.09	6,154,532.56	2.520	2.500	2.535	06/21/2023	536
43815NAC8	39777	HONDA AUTO RECEIVABLES OWNER T	08/27/2019	3,801,003.88	3,801,035.43	3,822,727.94	1.780	1.762	1.787	08/15/2023	591
43813RAC1	40346	HONDA AUTO RECEIVABLES OWNER T	02/26/2020	14,378,932.26	14,381,751.08	14,484,121.82	1.610	1.602	1.625	04/21/2024	841
43813GAC5	40965	HONDA AUTO RECEIVABLES OWNER T	02/24/2021	11,749,784.98	11,750,000.00	11,687,312.58	0.270	0.267	0.271	04/21/2025	1,206
43815EAC8	41321	HONDA AUTO RECEIVABLES OWNER T	08/25/2021	17,999,737.20	18,000,000.00	17,809,968.60	0.410	0.405	0.411	11/18/2025	1,417
43815GAC3	41554	HONDA AUTO RECEIVABLES OWNER T	11/24/2021	13,997,048.80	14,000,000.00	13,966,212.40	0.880	0.879	0.891	01/21/2026	1,481
43815MAD8	41717	HONDA AUTO RECEIVABLES OWNER T	12/30/2021	3,576,100.00	3,520,000.00	3,575,948.99	2.540	1.006	1.020	03/21/2025	1,175
44891JAC2	40017	HYUNDAI AUTO RECEIVABLES TRUST	11/06/2019	6,247,771.25	6,248,059.28	6,288,259.29	1.940	1.923	1.950	02/15/2024	775
44933LAC7	41111	HYUNDAI AUTO RECEIVABLES TRUST	04/28/2021	9,499,000.60	9,500,000.00	9,429,078.70	0.380	0.379	0.385	09/15/2025	1,353
41284UAD6	40294	Harley-Davidson Motorcycle	01/29/2020	6,147,375.44	6,148,716.48	6,185,864.57	1.870	1.861	1.886	10/15/2024	1,018
41284NAB6	40950	Harley-Davidson Motorcycle	02/18/2021	2,067,015.27	2,067,216.82	2,066,954.08	0.220	0.223	0.226	04/15/2024	835
477870AC3	39706	JOHN DEERE OWNER TRUST	07/24/2019	3,793,981.79	3,794,787.42	3,819,782.93	2.210	2.199	2.230	12/15/2023	713
47787NAC3	40533	JOHN DEERE OWNER TRUST	07/22/2020	4,499,314.20	4,500,000.00	4,493,109.15	0.510	0.510	0.517	11/15/2024	1,049
47788UAC6	40991	JOHN DEERE OWNER TRUST	03/10/2021	7,748,510.45	7,750,000.00	7,687,302.50	0.360	0.363	0.369	09/15/2025	1,353
47789QAC4	41240	JOHN DEERE OWNER TRUST	07/21/2021	7,999,286.40	8,000,000.00	7,908,843.20	0.520	0.517	0.524	03/16/2026	1,535
58769QAC5	40062	MERCEDES-BENZ AUTO LEASE TRUST	11/20/2019	2,455,754.51	2,456,145.04	2,460,464.42	2.000	1.991	2.019	10/15/2022	287
58770FAC6	40392	MERCEDES-BENZ AUTO LEASE TRUST	03/17/2020	13,332,716.69	13,381,853.18	13,417,503.78	1.840	2.080	2.109	12/15/2022	348
58770FAC6	40410	MERCEDES-BENZ AUTO LEASE TRUST	03/23/2020	2,629,534.14	2,676,370.63	2,683,500.75	1.840	3.073	3.116	12/15/2022	348
58769EAB4	40608	MERCEDES-BENZ AUTO LEASE TRUST	09/23/2020	1,335,230.50	1,335,352.15	1,335,192.31	0.310	0.313	0.317	02/15/2023	410
58769KAD6	41220	MERCEDES-BENZ AUTO LEASE TRUST	06/29/2021	14,748,886.38	14,750,000.00	14,638,765.83	0.400	0.399	0.404	11/15/2024	1,049

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Asset Backed Securities (ABS)											
58769TAD7	39883	MERCEDES -BENZ AUTO REC TRUST	09/25/2019	13,699,140.54	13,701,027.17	13,779,262.78	1.930	1.917	1.944	03/15/2024	804
58769VAC4	40515	MERCEDES -BENZ AUTO REC TRUST	06/23/2020	4,999,609.50	5,000,000.00	4,997,179.00	0.550	0.546	0.554	02/18/2025	1,144
58772WAC7	41389	MERCEDES -BENZ AUTO REC TRUST	09/22/2021	20,247,351.30	20,250,000.00	20,014,883.33	0.460	0.459	0.466	06/15/2026	1,626
65479HAC1	39578	Nissan Auto Receivables Owner	05/28/2019	8,040,670.11	8,042,488.52	8,108,122.46	2.500	2.489	2.523	11/15/2023	683
65480BAC1	41206	Nissan Auto Receivables Owner	06/23/2021	39,999,324.00	40,000,000.00	39,567,352.00	0.330	0.326	0.331	10/15/2025	1,383
80286DAC2	41207	Santander Retail Auto Lease Tr	06/23/2021	15,448,048.67	15,450,000.00	15,299,878.53	0.510	0.511	0.518	08/20/2024	962
80286CAC4	41391	Santander Retail Auto Lease Tr	09/22/2021	7,499,643.00	7,500,000.00	7,441,791.75	0.500	0.496	0.503	03/20/2025	1,174
89231PAD0	38958	TOYOTA AUTO REC OWNER TRUST	11/07/2018	1,374,506.36	1,374,803.73	1,380,842.01	3.180	3.167	3.211	03/15/2023	438
89233MAD5	40038	TOYOTA AUTO REC OWNER TRUST	11/13/2019	13,185,503.44	13,186,455.50	13,280,009.45	1.920	1.904	1.931	01/15/2024	744
89240BAC2	40930	TOYOTA AUTO REC OWNER TRUST	02/08/2021	15,497,123.20	15,500,000.00	15,422,114.05	0.260	0.265	0.269	05/15/2025	1,230
89238JAC9	41521	TOYOTA AUTO REC OWNER TRUST	11/15/2021	11,499,755.05	11,500,000.00	11,429,312.95	0.710	0.702	0.712	04/15/2026	1,565
89190GAB3	41718	TOYOTA AUTO REC OWNER TRUST	12/30/2021	3,393,613.73	3,397,861.05	3,394,124.42	0.140	0.422	0.428	01/16/2024	745
89238EAC0	41089	Toyota Lease Owner Trust	04/21/2021	12,998,482.90	13,000,000.00	12,935,221.00	0.390	0.392	0.397	04/22/2024	842
92867XAD8	39913	Volkswagen Auto Lease Trust	10/04/2019	3,121,495.99	3,121,545.31	3,127,536.18	1.990	1.971	1.999	11/21/2022	324
92868VAC3	40801	Volkswagen Auto Lease Trust	12/03/2020	7,498,586.25	7,500,000.00	7,489,857.75	0.390	0.750	0.760	01/22/2024	751
92349GAA9	39612	VERIZON OWNER TRUST	06/12/2019	16,092,871.82	16,093,996.79	16,201,705.86	2.330	2.312	2.344	12/20/2023	718
92348AAA3	39920	VERIZON OWNER TRUST	10/08/2019	18,799,894.27	18,801,343.85	18,930,178.18	1.940	1.924	1.951	04/20/2024	840
92290BAA9	40549	VERIZON OWNER TRUST	08/12/2020	29,243,857.50	29,250,000.00	29,172,335.40	0.470	0.473	0.480	02/20/2025	1,146
92348CAA9	40712	VERIZON OWNER TRUST	11/02/2020	20,496,672.85	20,500,000.00	20,406,237.10	0.410	0.412	0.417	04/21/2025	1,206
98164EAC9	40937	World Omni Auto Rec'vble Trust	02/10/2021	13,999,046.60	14,000,000.00	13,917,114.40	0.300	0.298	0.303	01/15/2026	1,475
98163HAB5	41392	World Omni Auto Rec'vble Trust	09/22/2021	7,499,523.75	7,500,000.00	7,479,133.50	0.290	0.289	0.293	02/18/2025	1,144
		Subtotal and Average		**849,793,066.02**	**849,937,469.27**	**847,304,303.40**		**0.905**	**0.917**		**1,157**
Municipal Bonds											
13063DVM7	40577	CALIFORNIA STATE	09/09/2020	28,949,466.53	26,650,000.00	28,936,037.00	5.000	0.266	0.270	11/01/2023	669
13077DQD7	41265	CALIF STATE UNIV	07/29/2021	5,000,000.00	5,000,000.00	4,917,550.00	0.862	0.850	0.862	11/01/2025	1,400
419792F76	41438	Hawaii State	10/12/2021	24,445,000.00	24,445,000.00	24,321,308.30	0.422	0.416	0.422	08/01/2023	577
374288AB4	40910	J PAUL GETTY TRUST	01/28/2021	15,000,000.00	15,000,000.00	14,827,872.90	0.391	0.385	0.391	01/01/2024	730
54438CYH9	40736	Los Angeles CA CMNTY CLG DIST	11/10/2020	4,000,000.00	4,000,000.00	3,985,520.00	0.444	0.437	0.444	08/01/2023	577
79739GPD2	41668	SAN DIEGO CNTY ARPT AUTH	12/08/2021	2,495,000.00	2,495,000.00	2,507,699.55	1.341	1.322	1.340	07/01/2025	1,277
7976466Q4	40498	SAN FRANCISCO CITY & CNTY CA	05/07/2020	1,273,131.46	1,250,000.00	1,277,300.00	5.000	0.877	0.889	06/15/2022	165
799408Z69	40654	San Ramon Valley Unified SCD	10/20/2020	5,040,000.00	5,040,000.00	5,008,600.80	0.367	0.361	0.367	08/01/2023	577

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

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Municipal Bonds											
91412GWY7	39314	UNIVERSITY CALIFORNIA REVS	03/15/2019	4,003,681.47	4,000,000.00	4,038,160.00	2.826	2.530	2.566	05/15/2022	134
91412HEX7	39321	UNIVERSITY CALIFORNIA REVS	03/19/2019	1,000,000.00	1,000,000.00	1,027,740.00	2.657	2.620	2.657	05/15/2023	499
91412HEW9	39322	UNIVERSITY CALIFORNIA REVS	03/19/2019	665,000.00	665,000.00	670,818.75	2.608	2.571	2.606	05/15/2022	134
91412HGE7	40532	UNIVERSITY CALIFORNIA REVS	07/16/2020	5,000,000.00	5,000,000.00	4,944,600.00	0.883	0.870	0.883	05/15/2025	1,230
91412HJK0	40993	UNIVERSITY CALIFORNIA REVS	03/10/2021	2,500,000.00	2,500,000.00	2,464,725.00	0.367	0.361	0.366	05/15/2024	865
917542WF5	40481	UTAH ST	04/23/2020	3,184,310.28	3,000,000.00	3,213,780.00	5.000	0.828	0.840	07/01/2023	546
		Subtotal and Average		**102,555,589.74**	**100,045,000.00**	**102,141,712.30**		**0.568**	**0.576**		**694**
Commercial Paper, Discount											
06054PB47	41421	BANK OF AMERICA	10/04/2021	49,994,918.23	50,000,000.00	49,994,650.00	0.110	0.110	0.111	02/04/2022	34
10924JBU3	41516	Brighthouse Financial ST FDG	11/12/2021	64,984,633.82	65,000,000.00	64,982,060.00	0.150	0.150	0.152	02/28/2022	58
06054PJ23	41635	BANK OF AMERICA	12/08/2021	49,858,370.76	50,000,000.00	49,873,050.00	0.420	0.426	0.432	09/02/2022	244
1247P3A77	41076	CORPORATE ASSET FUNDING CO.	04/16/2021	39,998,874.06	40,000,000.00	39,999,360.00	0.170	0.172	0.175	01/07/2022	6
1247P3EL2	41522	CORPORATE ASSET FUNDING CO.	11/16/2021	24,981,651.02	25,000,000.00	24,971,800.00	0.190	0.191	0.193	05/20/2022	139
13609CHS3	41614	Canadian Imperial Holdings	12/01/2021	29,924,682.01	30,000,000.00	29,935,078.80	0.380	0.385	0.391	08/26/2022	237
14912EAK3	41677	CATERPILLAR	12/17/2021	29,999,119.66	30,000,000.00	29,998,770.00	0.060	0.060	0.060	01/19/2022	18
15963UCG9	41649	Chariot Funding LLC	12/13/2021	24,990,291.79	25,000,000.00	24,988,275.00	0.190	0.190	0.192	03/16/2022	74
16536JA31	41720	CHESHAM FINANCE	12/31/2021	74,999,714.74	75,000,000.00	74,999,475.00	0.070	0.069	0.070	01/03/2022	2
17327BAE5	41083	CITIGROUP GLOBAL MARKETS	04/20/2021	28,798,243.63	28,800,000.00	28,799,107.20	0.170	0.172	0.175	01/14/2022	13
17327BAA3	41091	CITIGROUP GLOBAL MARKETS	04/22/2021	33,998,564.39	34,000,000.00	33,999,286.00	0.170	0.172	0.175	01/10/2022	9
17327BAE5	41098	CITIGROUP GLOBAL MARKETS	04/26/2021	34,997,772.60	35,000,000.00	34,998,915.00	0.180	0.180	0.182	01/14/2022	13
17327BAU9	41120	CITIGROUP GLOBAL MARKETS	05/04/2021	22,097,030.25	22,100,000.00	22,098,475.10	0.180	0.183	0.185	01/28/2022	27
47816GEX3	41610	JOHNSON & JOHNSON	11/30/2021	49,981,455.21	50,000,000.00	49,972,500.00	0.090	0.090	0.091	05/31/2022	150
46640QET4	41337	JP Morgan Securities	08/31/2021	49,965,332.92	50,000,000.00	49,937,100.00	0.170	0.172	0.174	05/27/2022	146
46640QFW6	41487	JP Morgan Securities	11/01/2021	49,945,068.97	50,000,000.00	49,906,700.00	0.220	0.222	0.225	06/30/2022	180
5148X1A37	41721	LANDES BANK-BADEN	12/31/2021	49,999,836.98	50,000,000.00	49,999,650.00	0.060	0.060	0.060	01/03/2022	2
59157UAX8	41646	METLIFE SHORT TERM FUND	12/10/2021	49,442,163.65	49,447,000.00	49,443,884.84	0.120	0.120	0.121	01/31/2022	30
67983UF99	41664	OLD LINE FUNDING LLC	12/14/2021	49,927,920.29	50,000,000.00	49,927,300.00	0.330	0.330	0.335	06/09/2022	159
67983UCW1	41674	OLD LINE FUNDING LLC	12/16/2021	49,973,264.51	50,000,000.00	49,969,300.00	0.220	0.220	0.223	03/30/2022	88
67983UAL7	41698	OLD LINE FUNDING LLC	12/22/2021	49,997,160.94	50,000,000.00	49,997,500.00	0.110	0.110	0.111	01/20/2022	19
7426M3ET2	41415	PRIVATE EXPORT FUND CORPORATIO	09/30/2021	24,991,832.60	25,000,000.00	24,973,650.00	0.080	0.081	0.082	05/27/2022	146
79583TJ89	41655	SALVATION ARMY	12/13/2021	36,628,805.09	36,710,000.00	36,624,597.86	0.320	0.324	0.329	09/08/2022	250

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

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Commercial Paper, Discount											
82124MC40	41549	SHEFFIELD RECEIVABLES CORP	11/23/2021	49,982,874.82	50,000,000.00	49,982,050.00	0.200	0.200	0.202	03/04/2022	62
82124MBB5	41611	SHEFFIELD RECEIVABLES CORP	11/30/2021	18,346,729.46	18,350,000.00	18,346,697.00	0.160	0.160	0.162	02/11/2022	41
82124MCJ7	41618	SHEFFIELD RECEIVABLES CORP	12/01/2021	29,986,775.07	30,000,000.00	29,985,360.00	0.210	0.210	0.213	03/18/2022	76
88602UD49	41719	Thunder Bay Funding LLC	12/30/2021	24,986,589.73	25,000,000.00	24,984,650.00	0.210	0.210	0.213	04/04/2022	93
89233HA79	41074	TOYOTA MOTOR CREDIT CORP	04/15/2021	64,997,847.27	65,000,000.00	64,999,220.00	0.200	0.203	0.206	01/07/2022	6
		Subtotal and Average		**1,158,777,524.47**	**1,159,407,000.00**	**1,158,688,461.80**		**0.182**	**0.184**		**80**
Federal Agency Discount Notes											
313313SE9	41412	FFCB DISCOUNT NOTE	09/30/2021	14,999,714.84	15,000,000.00	14,999,912.55	0.030	0.030	0.030	01/24/2022	23
313385UB0	41722	FHLB DISCOUNT	12/31/2021	49,996,667.25	50,000,000.00	49,995,418.00	0.035	0.035	0.035	03/10/2022	68
		Subtotal and Average		**64,996,382.09**	**65,000,000.00**	**64,995,330.55**		**0.034**	**0.035**		**57**
Treasury Bills											
912796R84	41711	U.S. TREASURY NOTES	12/29/2021	59,998,140.39	60,000,000.00	59,998,020.00	0.025	0.025	0.025	02/15/2022	45
		Subtotal and Average		**59,998,140.39**	**60,000,000.00**	**59,998,020.00**		**0.025**	**0.026**		**45**
Local Agency Investment Fund											
SYS8506	8506	LOCAL AGENCY INVEST FUND	07/01/2021	43,187,536.65	43,187,536.65	43,187,536.65	0.203	0.200	0.203		1
		Subtotal and Average		**43,187,536.65**	**43,187,536.65**	**43,187,536.65**		**0.200**	**0.203**		**1**
Money Market											
SYS40461	40461	Dreyfus Government Cash Mgmt	04/15/2020	300,003,246.90	300,003,246.90	300,003,246.90	0.030	0.029	0.030		1
SYS37590	37590	JP MORGAN US GOVT MMF	02/27/2017	250,000,804.84	250,000,804.84	250,000,804.84	0.010	0.009	0.010		1
SYS34292	34292	MORGAN STANLEY TRSY INSTL 8304	05/21/2013	1,987.08	1,987.08	1,987.08	0.010	0.009	0.010		1
SYS23519	23519	BLACKKROCK TREASURY LIQ FUND	02/01/2008	521,059,144.69	521,059,144.69	521,059,144.69	0.010	0.009	0.010		1
		Subtotal and Average		**1,071,065,183.51**	**1,071,065,183.51**	**1,071,065,183.51**		**0.015**	**0.016**		**1**
Other - Floaters - Daily Reset											
459058JJ3	40600	INTL BANK RECON & DEVELOP	09/18/2020	45,000,000.00	45,000,000.00	45,218,217.60	0.360	0.350	0.354	09/18/2025	1,356
63873QRK2	41627	Natixis NY Branch	12/03/2021	50,000,000.00	50,000,000.00	50,000,000.00	0.330	0.340	0.344	12/02/2022	335
		Subtotal and Average		**95,000,000.00**	**95,000,000.00**	**95,218,217.60**		**0.345**	**0.350**		**818**

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Agency - Floaters - Daily Reset											
31422BM64	40547	FARMER MAC	08/11/2020	25,000,000.00	25,000,000.00	25,011,332.50	0.180	0.181	0.183	08/11/2022	222
31422BR36	40614	FARMER MAC	09/25/2020	35,000,000.00	35,000,000.00	35,045,616.55	0.230	0.230	0.233	09/25/2023	632
31422B2B5	40671	FARMER MAC	10/23/2020	35,000,000.00	35,000,000.00	35,018,404.05	0.170	0.168	0.170	10/23/2023	660
3133EL4V3	40559	FFCB NOTES	08/28/2020	74,997,863.85	75,000,000.00	75,038,436.75	0.135	0.120	0.121	07/25/2022	205
3133EMGG1	40729	FFCB NOTES	11/06/2020	42,000,000.00	42,000,000.00	42,058,834.02	0.185	0.160	0.162	11/06/2023	674
3133EMJH6	40793	FFCB NOTES	12/02/2020	60,000,000.00	60,000,000.00	60,043,713.00	0.150	0.150	0.152	12/02/2022	335
3133EMJV5	40811	FFCB NOTES	12/08/2020	45,000,000.00	45,000,000.00	45,048,487.95	0.170	0.167	0.169	12/08/2023	706
3133EMLK6	40862	FFCB NOTES	12/21/2020	30,000,000.00	30,000,000.00	30,009,174.60	0.110	0.130	0.131	10/21/2022	293
3133EMPZ9	40934	FFCB NOTES	02/09/2021	6,000,000.00	6,000,000.00	6,001,007.40	0.105	0.098	0.100	02/09/2023	404
3133EMXV9	41112	FFCB NOTES	04/29/2021	35,000,000.00	35,000,000.00	35,008,043.00	0.110	0.108	0.109	04/29/2024	849
3133EMH70	41180	FFCB NOTES	06/14/2021	25,000,000.00	25,000,000.00	24,992,695.75	0.080	0.079	0.080	06/14/2023	529
3133ENGX2	41653	FFCB NOTES	12/13/2021	10,000,000.00	10,000,000.00	10,000,002.90	0.110	0.109	0.111	12/13/2023	711
3133ENJB7	41697	FFCB NOTES	12/22/2021	45,000,000.00	45,000,000.00	45,000,269.55	0.110	0.110	0.111	11/22/2023	690
3133ENJQ4	41705	FFCB NOTES	12/27/2021	20,000,000.00	20,000,000.00	20,004,000.00	0.110	0.110	0.111	12/27/2023	725
3130AKEA0	40696	FHLB NOTES	10/29/2020	50,000,000.00	50,000,000.00	50,201,399.50	0.250	0.249	0.252	10/29/2025	1,397
3130AKEA0	40697	FHLB NOTES	10/29/2020	10,000,000.00	10,000,000.00	10,040,279.90	0.250	0.249	0.252	10/29/2025	1,397
3130AKK47	40848	FHLB NOTES	12/15/2020	45,000,000.00	45,000,000.00	45,010,840.95	0.110	0.105	0.106	12/15/2022	348
		Subtotal and Average		**592,997,863.85**	**593,000,000.00**	**593,532,538.37**		**0.150**	**0.152**		**594**
Supranationals - Green Bond											
45818WBU9	38324	IADB	12/21/2017	25,000,000.00	25,000,000.00	25,000,917.50	0.174	1.520	1.541	01/15/2022	14
459058JE4	41545	INTL BANK RECON & DEVELOP	11/22/2021	24,424,441.18	25,000,000.00	24,318,618.25	0.375	1.018	1.032	07/28/2025	1,304
		Subtotal and Average		**49,424,441.18**	**50,000,000.00**	**49,319,535.75**		**1.272**	**1.290**		**651**
Supranationals											
45818WBP0	38317	IADB	12/21/2017	45,004,263.80	45,000,000.00	45,014,620.95	0.194	1.430	1.449	07/15/2022	195
4581X0DF2	39495	IADB	04/29/2019	17,071,641.93	17,000,000.00	17,631,871.81	2.625	2.372	2.405	01/16/2024	745
4581X0DR6	40721	IADB	11/04/2020	45,000,000.00	45,000,000.00	45,140,077.35	0.299	0.290	0.294	02/04/2025	1,130
459058GQ0	39367	INTL BANK RECON & DEVELOP	04/02/2019	5,015,808.17	5,000,000.00	5,182,087.80	2.500	2.315	2.347	03/19/2024	808
45906M2B6	40684	INTL BANK RECON & DEVELOP	10/27/2020	25,108,449.21	25,000,000.00	25,170,250.00	0.440	0.250	0.253	06/17/2024	898
459058JL8	40688	INTL BANK RECON & DEVELOP	10/28/2020	2,497,838.88	2,500,000.00	2,436,548.10	0.500	0.515	0.522	10/28/2025	1,396
459058JL8	40689	INTL BANK RECON & DEVELOP	10/28/2020	14,987,033.25	15,000,000.00	14,619,288.60	0.500	0.515	0.522	10/28/2025	1,396

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Fund COMM - COMMINGLED POOL
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Supranationals											
459058JM6	40773	INTL BANK RECON & DEVELOP	11/24/2020	12,241,633.25	12,250,000.00	12,139,213.94	0.250	0.282	0.286	11/24/2023	692
459058JS3	41153	INTL BANK RECON & DEVELOP	05/28/2021	9,925,962.59	10,000,000.00	9,752,812.00	0.650	0.822	0.834	02/10/2026	1,501
		Subtotal and Average		**176,852,631.08**	**176,750,000.00**	**177,086,770.55**		**0.885**	**0.897**		**829**
		Total Investments and Average		**11,179,559,958.37**	**11,150,228,331.11**	**11,156,719,785.17**		**0.642**	**0.651**		**615**

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Fund WK - WORKERS COMP
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Mortgage Backed Securities (MBS)											
3138LGKH8	39318	FNMA Multi-Family	03/19/2019	2,953,125.00	3,000,000.00	3,051,912.45	2.470	2.794	2.833	01/01/2024	730
3136AEX69	40525	FNMA Multi-Family	06/26/2020	312,582.28	300,944.20	304,615.42	2.389	0.728	0.739	01/25/2023	389
		Subtotal and Average		**3,265,707.28**	**3,300,944.20**	**3,356,527.87**		**2.597**	**2.633**		**697**
Federal Agency Bonds											
3133EJZH5	38879	FFCB NOTES	10/05/2018	998,434.33	1,000,000.00	1,018,676.27	2.800	2.997	3.038	09/13/2022	255
3130A0F70	39114	FHLB NOTES	12/24/2018	1,515,020.27	1,500,000.00	1,576,100.31	3.375	2.778	2.817	12/08/2023	706
3135G03U5	40497	FNMA NOTES	05/07/2020	1,501,531.29	1,500,000.00	1,479,588.03	0.625	0.585	0.593	04/22/2025	1,207
		Subtotal and Average		**4,014,985.89**	**4,000,000.00**	**4,074,364.61**		**2.013**	**2.041**		**781**
Federal Agency Bonds - CALLABLE											
3130AJLA5	40503	FHLB NOTES	05/19/2020	3,000,000.00	3,000,000.00	2,962,851.06	0.750	0.739	0.750	05/19/2025	1,234
3130AJLA5	40504	FHLB NOTES	05/19/2020	2,000,000.00	2,000,000.00	1,975,234.04	0.750	0.739	0.750	05/19/2025	1,234
3134GW6E1	40718	FHLMC NOTES	11/02/2020	2,500,000.00	2,500,000.00	2,483,663.90	0.320	0.315	0.320	11/02/2023	670
		Subtotal and Average		**7,500,000.00**	**7,500,000.00**	**7,421,749.00**		**0.598**	**0.607**		**1,046**
US Treasury Notes											
91282CAM3	41726	U.S. TREASURY NOTES	12/30/2021	2,902,993.38	3,000,000.00	2,902,993.38	0.250	1.118	1.134	09/30/2025	1,368
		Subtotal and Average		**2,902,993.38**	**3,000,000.00**	**2,902,993.38**		**1.119**	**1.134**		**1,368**
Money Market											
SYS34789	34789	BLACKKROCK TREASURY LIQ FUND	12/26/2013	9,851,256.54	9,851,256.54	9,851,256.54	0.010	0.009	0.010		1
		Subtotal and Average		**9,851,256.54**	**9,851,256.54**	**9,851,256.54**		**0.010**	**0.010**		**1**
Supranationals											
459058JL8	40695	INTL BANK RECON & DEVELOP	10/28/2020	2,497,838.88	2,500,000.00	2,436,548.10	0.500	0.515	0.522	10/28/2025	1,396
		Subtotal and Average		**2,497,838.88**	**2,500,000.00**	**2,436,548.10**		**0.516**	**0.523**		**1,396**
		Total Investments and Average		**30,032,781.97**	**30,152,200.74**	**30,043,439.50**		**0.855**	**0.867**		**690**

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Fund PCF - PARK CHARTER FUND
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Bonds - CALLABLE											
3134GW6E1	40717	FHLMC NOTES	11/02/2020	1,000,000.00	1,000,000.00	993,465.56	0.320	0.315	0.320	11/02/2023	670
		Subtotal and Average		**1,000,000.00**	**1,000,000.00**	**993,465.56**		**0.316**	**0.320**		**670**
US Treasury Notes											
91282CAM3	41727	U.S. TREASURY NOTES	12/30/2021	967,664.46	1,000,000.00	967,664.46	0.250	1.118	1.134	09/30/2025	1,368
		Subtotal and Average		**967,664.46**	**1,000,000.00**	**967,664.46**		**1.119**	**1.134**		**1,368**
Money Market											
SYS33657	33657	BLACKKROCK TREASURY LIQ FUND	09/30/2012	2,454,395.55	2,454,395.55	2,454,395.55	0.010	0.009	0.010		1
		Subtotal and Average		**2,454,395.55**	**2,454,395.55**	**2,454,395.55**		**0.010**	**0.010**		**1**
		Total Investments and Average		**4,422,060.01**	**4,454,395.55**	**4,415,525.57**		**0.322**	**0.326**		**451**

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Fund SJE - SAN JOSE- EVERGREEN
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Municipal Bonds											
041042UP5	40021	ARKANSAS ST	11/07/2019	506,954.31	500,000.00	510,695.00	3.000	1.094	1.110	10/01/2022	273
13063C5Q9	37543	CALIFORNIA ST	03/14/2017	508,645.02	500,000.00	514,050.00	5.000	1.844	1.870	08/01/2022	212
13063DSG4	40064	CALIFORNIA ST	11/20/2019	516,032.05	500,000.00	520,075.00	5.000	1.065	1.080	11/01/2022	304
246381NB9	39874	DELAWARE ST	09/23/2019	537,786.99	500,000.00	548,780.00	5.000	1.242	1.260	02/01/2024	761
373385CF8	40048	GEORGIA ST	11/15/2019	509,608.88	500,000.00	512,030.00	5.000	1.075	1.090	07/01/2022	181
419792JY3	39790	Hawaii State	08/30/2019	534,956.22	500,000.00	541,030.00	5.000	0.907	0.920	10/01/2023	638
57582RKW5	37561	MASSACHUSETTS ST	03/16/2017	201,611.17	200,000.00	202,372.00	5.000	1.607	1.630	04/01/2022	90
57582RWB8	39846	MASSACHUSETTS ST	09/13/2019	509,391.07	500,000.00	511,955.00	5.000	1.154	1.170	07/01/2022	181
57582RQU3	40039	MASSACHUSETTS ST	11/13/2019	106,841.26	100,000.00	108,597.00	5.000	1.154	1.170	11/01/2023	669
574193KT4	39795	MARYLAND ST	08/30/2019	102,281.43	100,000.00	102,792.00	5.000	1.006	1.020	08/01/2022	212
574193RL4	39807	MARYLAND ST	09/04/2019	530,809.17	500,000.00	537,285.00	5.000	1.006	1.020	08/01/2023	577
574193PA0	40057	MARYLAND ST	11/19/2019	306,705.09	300,000.00	308,376.00	5.000	1.085	1.100	08/01/2022	212
60412AQP1	39803	MINNESOTA ST	09/03/2019	531,228.55	500,000.00	537,530.00	5.000	0.957	0.970	08/01/2023	577
6041297C4	39813	MINNESOTA ST	09/05/2019	511,407.46	500,000.00	514,050.00	5.000	1.006	1.020	08/01/2022	212
60412ADC4	40040	MINNESOTA ST	11/13/2019	408,824.50	400,000.00	411,240.00	5.000	1.115	1.131	08/01/2022	212
658256Z21	39792	NORTH CAROLINA ST	08/30/2019	527,961.29	500,000.00	533,420.00	5.000	0.956	0.970	06/01/2023	516
647293RQ4	39826	NEW MEXICO ST SEVERANCE TAX	09/10/2019	503,240.74	500,000.00	503,865.00	5.000	1.035	1.050	03/01/2022	59
677522XY5	39812	OHIO ST	09/05/2019	501,633.72	500,000.00	501,830.00	5.000	1.006	1.020	02/01/2022	31
677522Q80	40063	OHIO ST	11/20/2019	521,851.74	500,000.00	527,680.00	5.000	1.155	1.171	03/01/2023	424
68609BSH1	39791	OREGON ST	08/30/2019	545,899.63	500,000.00	554,005.00	5.000	0.948	0.961	05/01/2024	851
882723RA9	40026	TEXAS STATE REFUNDING	11/08/2019	523,660.87	500,000.00	529,735.00	5.000	1.114	1.130	04/01/2023	455
917542UG5	40033	UTAH ST	11/12/2019	528,196.33	500,000.00	535,630.00	5.000	1.134	1.150	07/01/2023	546
9242582V7	39794	VERMONT ST	08/30/2019	522,182.68	500,000.00	527,050.00	5.000	0.956	0.970	02/15/2023	410
93974DM70	40027	WASHINGTON ST	11/08/2019	602,780.91	550,000.00	614,845.00	5.000	1.154	1.170	08/01/2024	943
97705MFT7	37717	WISCONSIN STATE	03/29/2017	505,298.80	500,000.00	507,915.00	5.000	1.647	1.670	05/01/2022	120
956553XU0	40032	West Virginia State	11/12/2019	594,686.88	565,000.00	602,934.10	5.000	1.183	1.200	06/01/2023	516
		Subtotal and Average		**12,200,476.76**	**11,715,000.00**	**12,319,766.10**		**1.131**	**1.146**		**410**
Money Market - Tax Exempt											
SYS33615	33615	Dreyfus Tax Exempt Inst	09/25/2012	8,994,357.15	8,994,357.15	8,994,357.15	0.010	0.009	0.010		1
		Subtotal and Average		**8,994,357.15**	**8,994,357.15**	**8,994,357.15**		**0.010**	**0.010**		**1**

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Fund SJE - SAN JOSE- EVERGREEN
Investments by Fund
December 31, 2021

CUSIP	Investment #	Issuer	Purchase Date	Book Value		Market Value	Current Rate	YTM 360	YTM 365	
		Total Investments and Average		**21,194,833.91**	**20,709,357.15**	**21,314,123.25**		**0.655**	**0.664**	**236**

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SANTA CLARA COUNTY INVESTMENTS
Transaction Activity Report
October 1, 2021 - December 31, 2021
Sorted by Transaction Date - Transaction Date
COMMINGLED POOL Fund

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41418	COMM	16536HX48	CHES DISC NOTE	Purchase	10/01/2021	CHESHAM FINANCE	74,999,562.50			-74,999,562.50
41419	COMM	5148X0X42	LANDES DISC NOTE	Purchase	10/01/2021	LANDES	124,999,166.67			-124,999,166.67
41420	COMM	63873JX47	NATXNY DISC NOTE	Purchase	10/01/2021	Natixis NY Branch	99,999,583.34			-99,999,583.34
37523	COMM	65887PHS7	NORTH DAKOTA	Redemption	10/01/2021	North Dakota State F		500,000.00		500,000.00
41411	COMM	16536HX14	CHES DISC NOTE	Redemption	10/01/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41413	COMM	5148X0X18	LANDES DISC NOTE	Redemption	10/01/2021	LANDES		125,000,000.00		125,000,000.00
37523	COMM	65887PHS7	NORTH DAKOTA	Interest	10/01/2021	North Dakota State F			12,500.00	12,500.00
40391	COMM	31422BWJ5	FEDERAL AGRIC	Interest	10/01/2021	FARMER MAC			11,755.56	11,755.56
40585	COMM	3133ELVQ4	FEDERAL FARM CR	Interest	10/01/2021	FFCB NOTES			71,250.00	71,250.00
		Totals for 10/01/2021					**299,998,312.51**	**200,500,000.00**	**95,505.56**	**-99,402,806.95**
41421	COMM	06054PB47	BA DISC NOTE MAT	Purchase	10/04/2021	BANK OF AMERICA	49,981,208.33			-49,981,208.33
41422	COMM	16536HX55	CHES DISC NOTE	Purchase	10/04/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41423	COMM	5148X0X59	LANDES DISC NOTE	Purchase	10/04/2021	LANDES	124,999,722.22			-124,999,722.22
41424	COMM	63873JX54	NATXNY DISC NOTE	Purchase	10/04/2021	Natixis NY Branch	99,999,861.12			-99,999,861.12
41418	COMM	16536HX48	CHES DISC NOTE	Redemption	10/04/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41419	COMM	5148X0X42	LANDES DISC NOTE	Redemption	10/04/2021	LANDES		125,000,000.00		125,000,000.00
41420	COMM	63873JX47	NATXNY DISC NOTE	Redemption	10/04/2021	Natixis NY Branch		100,000,000.00		100,000,000.00
		Totals for 10/04/2021					**349,980,645.84**	**300,000,000.00**		**-49,980,645.84**
41425	COMM	16536HX63	CHES DISC NOTE	Purchase	10/05/2021	CHESHAM FINANCE	74,999,854.50			-74,999,854.50
41426	COMM	5148X0X67	LANDES DISC NOTE	Purchase	10/05/2021	LANDES	124,999,722.50			-124,999,722.50
41427	COMM	63873JX62	NATXNY DISC NOTE	Purchase	10/05/2021	Natixis NY Branch	99,999,861.00			-99,999,861.00
41422	COMM	16536HX55	CHES DISC NOTE	Redemption	10/05/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41423	COMM	5148X0X59	LANDES DISC NOTE	Redemption	10/05/2021	LANDES		125,000,000.00		125,000,000.00
41424	COMM	63873JX54	NATXNY DISC NOTE	Redemption	10/05/2021	Natixis NY Branch		100,000,000.00		100,000,000.00
37783	COMM	3135G0T45	FEDERAL NATL MTG	Interest	10/05/2021	FNMA NOTES			375,000.00	375,000.00
38163	COMM	3135G0T78	FEDERAL NATL MTG	Interest	10/05/2021	FNMA NOTES			50,000.00	50,000.00
41073	COMM	58989V2C7	MET LI 0.7% MAT	Interest	10/05/2021	MET LIFE GLOBAL			34,611.11	34,611.11
41073	COMM	58989V2C7	MET LI 0.7% MAT	Accr Int	10/05/2021	MET LIFE GLOBAL		1,555.56	-1,555.56	0.00
		Totals for 10/05/2021					**299,999,438.00**	**300,001,555.56**	**458,055.55**	**460,173.11**
41428	COMM	16536HX71	CHES DISC NOTE	Purchase	10/06/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41429	COMM	5148X0X75	LANDES DISC NOTE	Purchase	10/06/2021	LANDES	124,999,722.22			-124,999,722.22
41430	COMM	63873JX70	NATXNY DISC NOTE	Purchase	10/06/2021	Natixis NY Branch	99,999,861.12			-99,999,861.12
41425	COMM	16536HX63	CHES DISC NOTE	Redemption	10/06/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41426	COMM	5148X0X67	LANDES DISC NOTE	Redemption	10/06/2021	LANDES		125,000,000.00		**125,000,000.00**
41427	COMM	63873JX62	NATXNY DISC NOTE	Redemption	10/06/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
		Totals for 10/06/2021					**299,999,437.51**	**300,000,000.00**		**562.49**
41432	COMM	22533TX84	CACPNY DISC NOTE	Purchase	10/07/2021	Credit Agricole Corp	99,999,833.34			**-99,999,833.34**
41431	COMM	16536HX89	CHES DISC NOTE	Purchase	10/07/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41433	COMM	63873JX88	NATXNY DISC NOTE	Purchase	10/07/2021	Natixis NY Branch	99,999,861.12			**-99,999,861.12**
41428	COMM	16536HX71	CHES DISC NOTE	Redemption	10/07/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41429	COMM	5148X0X75	LANDES DISC NOTE	Redemption	10/07/2021	LANDES		125,000,000.00		**125,000,000.00**
41430	COMM	63873JX70	NATXNY DISC NOTE	Redemption	10/07/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
		Totals for 10/07/2021					**274,999,548.63**	**300,000,000.00**		**25,000,451.37**
41434	COMM	16536HXC0	CHES DISC NOTE	Purchase	10/08/2021	CHESHAM FINANCE	74,999,416.67			**-74,999,416.67**
41435	COMM	5148X0XC4	LANDES DISC NOTE	Purchase	10/08/2021	LANDES	124,998,888.90			**-124,998,888.90**
41436	COMM	63873JXC9	NATXNY DISC NOTE	Purchase	10/08/2021	Natixis NY Branch	99,999,444.44			**-99,999,444.44**
41041	COMM	02314PX89	AMZN ZERO CPN	Redemption	10/08/2021	Amazon		50,000,000.00		**50,000,000.00**
41050	COMM	12619TX82	CRCLLC DISC NOTE	Redemption	10/08/2021	CRC FUNDING LLC		50,000,000.00		**50,000,000.00**
41431	COMM	16536HX89	CHES DISC NOTE	Redemption	10/08/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41432	COMM	22533TX84	CACPNY DISC NOTE	Redemption	10/08/2021	Credit Agricole Corp		100,000,000.00		**100,000,000.00**
41433	COMM	63873JX88	NATXNY DISC NOTE	Redemption	10/08/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
40445	COMM	3133ELVX9	FEDERAL FARM CR	Interest	10/08/2021	FFCB NOTES			65,625.00	**65,625.00**
		Totals for 10/08/2021					**299,997,750.01**	**375,000,000.00**	**65,625.00**	**75,067,874.99**
41437	COMM	16536HXD8	CHES DISC NOTE	Purchase	10/12/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41438	COMM	419792F76	HAWAII ST,	Purchase	10/12/2021	Hawaii State	24,445,000.00			**-24,445,000.00**
41440	COMM	5148X0XD2	LANDES DISC NOTE	Purchase	10/12/2021	LANDES	74,999,833.33			**-74,999,833.33**
41439	COMM	63873JXD7	NATXNY DISC NOTE	Purchase	10/12/2021	Natixis NY Branch	99,999,833.34			**-99,999,833.34**
41434	COMM	16536HXC0	CHES DISC NOTE	Redemption	10/12/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41435	COMM	5148X0XC4	LANDES DISC NOTE	Redemption	10/12/2021	LANDES		125,000,000.00		**125,000,000.00**
41436	COMM	63873JXC9	NATXNY DISC NOTE	Redemption	10/12/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
39439	COMM	89236TFX8	TOYOTA MOTOR	Interest	10/12/2021	TOYOTA MOTOR			331,250.00	**331,250.00**
39452	COMM	89236TFX8	TOYOTA MOTOR	Interest	10/12/2021	TOYOTA MOTOR			198,750.00	**198,750.00**
41209	COMM	14687TAC1	CRVNA 0.49% MAT	Interest	10/12/2021	Carvana Auto			6,125.00	**6,125.00**
41209	COMM	14687TAC1	CRVNA 0.49% MAT	Redemption	10/12/2021	Carvana Auto		284,620.01		**284,620.01**
41406	COMM	14687JAD1	CRVNA 0.38% MAT	Interest	10/12/2021	Carvana Auto			1,161.11	**1,161.11**
41406	COMM	14687JAD1	CRVNA 0.38% MAT	Redemption	10/12/2021	Carvana Auto		250,059.48		**250,059.48**
		Totals for 10/12/2021					**274,444,520.84**	**300,534,679.49**	**537,286.11**	**26,627,444.76**
41441	COMM	16536HXE6	CHES DISC NOTE	Purchase	10/13/2021	CHESHAM FINANCE	74,999,854.50			**-74,999,854.50**
41442	COMM	5148X0XE0	LANDES DISC NOTE	Purchase	10/13/2021	LANDES	124,999,722.50			**-124,999,722.50**
41443	COMM	63873JXE5	NATXNY DISC NOTE	Purchase	10/13/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41437	COMM	16536HXD8	CHES DISC NOTE	Redemption	10/13/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41439	COMM	63873JXD7	NATXNY DISC NOTE	Redemption	10/13/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
41440	COMM	5148X0XD2	LANDES DISC NOTE	Redemption	10/13/2021	LANDES		75,000,000.00		**75,000,000.00**
41058	COMM	3133EMVP4	FEDERAL FARM CR	Interest	10/13/2021	FFCB NOTES			21,875.00	**21,875.00**
		Totals for 10/13/2021					**249,999,507.56**	**250,000,000.00**	**21,875.00**	**22,367.44**
41444	COMM	16536HXF3	CHES DISC NOTE	Purchase	10/14/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41445	COMM	5148X0XF7	LANDES DISC NOTE	Purchase	10/14/2021	LANDES	124,999,722.22			**-124,999,722.22**
41446	COMM	63873JXF2	NATXNY DISC NOTE	Purchase	10/14/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41441	COMM	16536HXE6	CHES DISC NOTE	Redemption	10/14/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41442	COMM	5148X0XE0	LANDES DISC NOTE	Redemption	10/14/2021	LANDES		125,000,000.00		**125,000,000.00**
41443	COMM	63873JXE5	NATXNY DISC NOTE	Redemption	10/14/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
41063	COMM	3133EMVS8	FEDERAL FARM CR	Interest	10/14/2021	FFCB NOTES			138,000.00	**138,000.00**
		Totals for 10/14/2021					**249,999,506.95**	**250,000,000.00**	**138,000.00**	**138,493.05**
41447	COMM	16536HXJ5	CHES DISC NOTE	Purchase	10/15/2021	CHESHAM FINANCE	74,999,562.50			**-74,999,562.50**
41448	COMM	5148X0XJ9	LANDES DISC NOTE	Purchase	10/15/2021	LANDES	124,999,166.67			**-124,999,166.67**
41449	COMM	63873JXJ4	NATXNY DISC NOTE	Purchase	10/15/2021	Natixis NY Branch	49,999,791.67			**-49,999,791.67**
8506	COMM	SYS8506	LAIF 1.65%	Purchase	10/15/2021	LOCAL AGENCY	26,282.03			**-26,282.03**
41444	COMM	16536HXF3	CHES DISC NOTE	Redemption	10/15/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41445	COMM	5148X0XF7	LANDES DISC NOTE	Redemption	10/15/2021	LANDES		125,000,000.00		**125,000,000.00**
41446	COMM	63873JXF2	NATXNY DISC NOTE	Redemption	10/15/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
38317	COMM	45818WBP0	IADB 1.42917% MAT	Interest	10/15/2021	IADB			22,500.00	**22,500.00**
38324	COMM	45818WBU9	IADB 1.64203% MAT	Interest	10/15/2021	IADB			11,000.00	**11,000.00**
38958	COMM	89231PAD0	TAOT 3.18% MAT	Interest	10/15/2021	TOYOTA AUTO REC			7,201.31	**7,201.31**
38958	COMM	89231PAD0	TAOT 3.18% MAT	Redemption	10/15/2021	TOYOTA AUTO REC		470,087.94		**470,087.94**
39013	COMM	43815AAC6	HAROT 3.16% MAT	Interest	10/15/2021	HONDA AUTO			12,079.21	**12,079.21**
39013	COMM	43815AAC6	HAROT 3.16% MAT	Redemption	10/15/2021	HONDA AUTO		883,664.22		**883,664.22**
39578	COMM	65479HAC1	NAROT 2.5% MAT	Interest	10/15/2021	Nissan Auto Receivab			22,786.00	**22,786.00**
39578	COMM	65479HAC1	NAROT 2.5% MAT	Redemption	10/15/2021	Nissan Auto Receivab		1,005,393.64		**1,005,393.64**
39586	COMM	14042WAC4	COPAR 2.51% MAT	Interest	10/15/2021	Capital One Prime Au			8,843.63	**8,843.63**
39586	COMM	14042WAC4	COPAR 2.51% MAT	Redemption	10/15/2021	Capital One Prime Au		445,922.99		**445,922.99**
39706	COMM	477870AC3	JDOT 2.21% MAT	Interest	10/15/2021	JOHN DEERE			9,199.69	**9,199.69**
39706	COMM	477870AC3	JDOT 2.21% MAT	Redemption	10/15/2021	JOHN DEERE		354,161.74		**354,161.74**
39777	COMM	43815NAC8	HAROT 1.78% MAT	Interest	10/15/2021	HONDA AUTO			7,667.16	**7,667.16**
39777	COMM	43815NAC8	HAROT 1.78% MAT	Redemption	10/15/2021	HONDA AUTO		474,231.71		**474,231.71**
39811	COMM	14041NFU0	COMET 1.72% MAT	Interest	10/15/2021	Capital One Multi Ex			50,166.66	**50,166.66**
39811	COMM	14041NFU0	COMET 1.72% MAT	Redemption	10/15/2021	Capital One Multi Ex		1,120,684.34		**1,120,684.34**
39883	COMM	58769TAD7	MBART 1.93% MAT	Interest	10/15/2021	MERCEDES -BENZ			30,447.85	**30,447.85**
39883	COMM	58769TAD7	MBART 1.93% MAT	Redemption	10/15/2021	MERCEDES -BENZ		1,752,699.25		**1,752,699.25**
40017	COMM	44891JAC2	HART 1.94% MAT	Interest	10/15/2021	HYUNDAI AUTO			13,519.82	**13,519.82**
40017	COMM	44891JAC2	HART 1.94% MAT	Redemption	10/15/2021	HYUNDAI AUTO		723,796.37		**723,796.37**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
40038	COMM	89233MAD5	TAOT 1.92% MAT	Interest	10/15/2021	TOYOTA AUTO REC			27,312.81	**27,312.81**
40038	COMM	89233MAD5	TAOT 1.92% MAT	Redemption	10/15/2021	TOYOTA AUTO REC		1,339,520.19		**1,339,520.19**
40062	COMM	58769QAC5	MBALT 2.% MAT	Interest	10/15/2021	MERCEDES-BENZ			8,859.19	**8,859.19**
40062	COMM	58769QAC5	MBALT 2.% MAT	Redemption	10/15/2021	MERCEDES-BENZ		909,695.71		**909,695.71**
40134	COMM	02007TAC9	ALLY 1.84% MAT	Interest	10/15/2021	ALLY Auto			13,951.82	**13,951.82**
40134	COMM	02007TAC9	ALLY 1.84% MAT	Redemption	10/15/2021	ALLY Auto		743,041.87		**743,041.87**
40294	COMM	41284UAD6	HDMOT 1.87% MAT	Interest	10/15/2021	Harley-Davidson Moto			12,432.59	**12,432.59**
40294	COMM	41284UAD6	HDMOT 1.87% MAT	Redemption	10/15/2021	Harley-Davidson Moto		649,233.65		**649,233.65**
40336	COMM	161571HP2	CHAIT 1.53% MAT	Interest	10/15/2021	CHASE ISSUANCE			34,425.00	**34,425.00**
40336	COMM	161571HP2	CHAIT 1.53% MAT	Redemption	10/15/2021	CHASE ISSUANCE		747,650.20		**747,650.20**
40340	COMM	14043MAC5	COPAR 1.6% MAT	Interest	10/15/2021	Capital One Prime Au			33,333.33	**33,333.33**
40340	COMM	14043MAC5	COPAR 1.6% MAT	Redemption	10/15/2021	Capital One Prime Au		1,049,504.40		**1,049,504.40**
40392	COMM	58770FAC6	MBALT 1.84% MAT	Interest	10/15/2021	MERCEDES-BENZ			34,424.52	**34,424.52**
40392	COMM	58770FAC6	MBALT 1.84% MAT	Redemption	10/15/2021	MERCEDES-BENZ		2,880,195.30		**2,880,195.30**
40410	COMM	58770FAC6	MBALT 1.84% MAT	Interest	10/15/2021	MERCEDES-BENZ			6,884.90	**6,884.90**
40410	COMM	58770FAC6	MBALT 1.84% MAT	Redemption	10/15/2021	MERCEDES-BENZ		576,039.06		**576,039.06**
40515	COMM	58769VAC4	MBART 0.55% MAT	Interest	10/15/2021	MERCEDES -BENZ			2,291.67	**2,291.67**
40515	COMM	58769VAC4	MBART 0.55% MAT	Redemption	10/15/2021	MERCEDES -BENZ		131,136.29		**131,136.29**
40533	COMM	47787NAC3	JDOT 0.51% MAT	Interest	10/15/2021	JOHN DEERE			1,912.50	**1,912.50**
40533	COMM	47787NAC3	JDOT 0.51% MAT	Redemption	10/15/2021	JOHN DEERE		127,832.54		**127,832.54**
40608	COMM	58769EAB4	MBALT 0.31% MAT	Interest	10/15/2021	MERCEDES-BENZ			738.41	**738.41**
40608	COMM	58769EAB4	MBALT 0.31% MAT	Redemption	10/15/2021	MERCEDES-BENZ		530,705.90		**530,705.90**
40930	COMM	89240BAC2	TOYOTA AUTO	Interest	10/15/2021	TOYOTA AUTO REC			3,358.34	**3,358.34**
40930	COMM	89240BAC2	TOYOTA AUTO	Redemption	10/15/2021	TOYOTA AUTO REC		370,914.35		**370,914.35**
40937	COMM	98164EAC9	WOART 0.3% MAT	Interest	10/15/2021	World Omni Auto Rec'			3,500.00	**3,500.00**
40937	COMM	98164EAC9	WOART 0.3% MAT	Redemption	10/15/2021	World Omni Auto Rec'		285,944.38		**285,944.38**
40950	COMM	41284NAB6	HDMOT 0.22% MAT	Interest	10/15/2021	Harley-Davidson Moto			610.08	**610.08**
40950	COMM	41284NAB6	HDMOT 0.22% MAT	Redemption	10/15/2021	Harley-Davidson Moto		454,522.81		**454,522.81**
40958	COMM	34532NAC9	FM 0.3% MAT	Interest	10/15/2021	FORD MOTOR			5,000.00	**5,000.00**
40958	COMM	34532NAC9	FM 0.3% MAT	Redemption	10/15/2021	FORD MOTOR		449,348.06		**449,348.06**
40991	COMM	47788UAC6	JDOT 0.36% MAT	Interest	10/15/2021	JOHN DEERE			2,325.00	**2,325.00**
40991	COMM	47788UAC6	JDOT 0.36% MAT	Redemption	10/15/2021	JOHN DEERE		169,202.26		**169,202.26**
41111	COMM	44933LAC7	HART 0.38% MAT	Interest	10/15/2021	HYUNDAI AUTO			3,008.34	**3,008.34**
41111	COMM	44933LAC7	HART 0.38% MAT	Redemption	10/15/2021	HYUNDAI AUTO		205,781.11		**205,781.11**
41182	COMM	89190GAC1	TAOT 0.26% MAT	Interest	10/15/2021	TOYOTA AUTO REC			6,500.01	**6,500.01**
41182	COMM	89190GAC1	TAOT 0.26% MAT	Redemption	10/15/2021	TOYOTA AUTO REC		604,672.11		**604,672.11**
41187	COMM	44891VAC5	HALST 0.33% MAT	Interest	10/15/2021	Hyundai Auto Lease S			6,187.50	**6,187.50**
41187	COMM	44891VAC5	HALST 0.33% MAT	Redemption	10/15/2021	Hyundai Auto Lease S		673,280.24		**673,280.24**
41206	COMM	65480BAC1	NAROT 0.33% MAT	Interest	10/15/2021	Nissan Auto Receivab			11,000.00	**11,000.00**
41206	COMM	65480BAC1	NAROT 0.33% MAT	Redemption	10/15/2021	Nissan Auto Receivab		837,159.29		**837,159.29**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41220	COMM	58769KAD6	MBALT 0.4% MAT	Interest	10/15/2021	MERCEDES-BENZ			4,916.66	**4,916.66**
41220	COMM	58769KAD6	MBALT 0.4% MAT	Redemption	10/15/2021	MERCEDES-BENZ		395,351.04		**395,351.04**
41240	COMM	47789QAC4	JDOT 0.52% MAT	Interest	10/15/2021	JOHN DEERE			3,466.66	**3,466.66**
41240	COMM	47789QAC4	JDOT 0.52% MAT	Redemption	10/15/2021	JOHN DEERE		146,370.11		**146,370.11**
41242	COMM	14041NFW6	COMET 0.55% MAT	Interest	10/15/2021	Capital One Multi Ex			10,770.83	**10,770.83**
41242	COMM	14041NFW6	COMET 0.55% MAT	Redemption	10/15/2021	Capital One Multi Ex		407,601.37		**407,601.37**
41387	COMM	44933MAC5	HALST 0.38% MAT	Interest	10/15/2021	Hyundai Auto Lease S			6,130.14	**6,130.14**
41387	COMM	44933MAC5	HALST 0.38% MAT	Redemption	10/15/2021	Hyundai Auto Lease S		682,587.59		**682,587.59**
41389	COMM	58772WAC7	MBART 0.46% MAT	Interest	10/15/2021	MERCEDES -BENZ			5,951.25	**5,951.25**
41389	COMM	58772WAC7	MBART 0.46% MAT	Redemption	10/15/2021	MERCEDES -BENZ		354,737.18		**354,737.18**
41392	COMM	98163HAB5	WOART 0.29% MAT	Interest	10/15/2021	World Omni Auto Rec'			1,389.58	**1,389.58**
41392	COMM	98163HAB5	WOART 0.29% MAT	Redemption	10/15/2021	World Omni Auto Rec'		178,898.43		**178,898.43**
41397	COMM	345329AC0	FM 0.37% MAT	Interest	10/15/2021	FORD MOTOR			4,532.49	**4,532.49**
41397	COMM	345329AC0	FM 0.37% MAT	Redemption	10/15/2021	FORD MOTOR		567,733.06		**567,733.06**
41402	COMM	254683CP8	DCENT 0.58% MAT	Interest	10/15/2021	Discover Card Execut			5,800.00	**5,800.00**
41402	COMM	254683CP8	DCENT 0.58% MAT	Redemption	10/15/2021	Discover Card Execut		331,814.42		**331,814.42**
8506	COMM	SYS8506	LAIF 1.65%	Interest	10/15/2021	LOCAL AGENCY			26,282.03	**26,282.03**
		Totals for 10/15/2021					**250,024,802.87**	**274,031,115.12**	**482,706.98**	**24,489,019.23**
41450	COMM	16536HXK2	CHES DISC NOTE	Purchase	10/18/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41451	COMM	5148X0XK6	LANDES DISC NOTE	Purchase	10/18/2021	LANDES	124,999,722.22			**-124,999,722.22**
41452	COMM	63873JXK1	NATXNY DISC NOTE	Purchase	10/18/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41447	COMM	16536HXJ5	CHES DISC NOTE	Redemption	10/18/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41448	COMM	5148X0XJ9	LANDES DISC NOTE	Redemption	10/18/2021	LANDES		125,000,000.00		**125,000,000.00**
41449	COMM	63873JXJ4	NATXNY DISC NOTE	Redemption	10/18/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
39269	COMM	43814WAC9	HAROT 2.83% MAT	Interest	10/18/2021	HONDA AUTO			12,008.43	**12,008.43**
39269	COMM	43814WAC9	HAROT 2.83% MAT	Redemption	10/18/2021	HONDA AUTO		675,147.69		**675,147.69**
41321	COMM	43815EAC8	HAROT 0.41% MAT	Interest	10/18/2021	HONDA AUTO			6,150.01	**6,150.01**
41321	COMM	43815EAC8	HAROT 0.41% MAT	Redemption	10/18/2021	HONDA AUTO		362,881.76		**362,881.76**
		Totals for 10/18/2021					**249,999,506.95**	**251,038,029.45**	**18,158.44**	**1,056,680.94**
41453	COMM	16536HXL0	CHES DISC NOTE	Purchase	10/19/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41454	COMM	5148X0XL4	LANDES DISC NOTE	Purchase	10/19/2021	LANDES	124,999,722.22			**-124,999,722.22**
41455	COMM	63873JXL9	NATXNY DISC NOTE	Purchase	10/19/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
38943	COMM	3133EJK24	FEDERAL FARM CR	Redemption	10/19/2021	FFCB NOTES		15,000,000.00		**15,000,000.00**
41450	COMM	16536HXK2	CHES DISC NOTE	Redemption	10/19/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41451	COMM	5148X0XK6	LANDES DISC NOTE	Redemption	10/19/2021	LANDES		125,000,000.00		**125,000,000.00**
41452	COMM	63873JXK1	NATXNY DISC NOTE	Redemption	10/19/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
38943	COMM	3133EJK24	FEDERAL FARM CR	Interest	10/19/2021	FFCB NOTES			225,000.00	**225,000.00**
		Totals for 10/19/2021					**249,999,506.95**	**265,000,000.00**	**225,000.00**	**15,225,493.05**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41456	COMM	16536HXM8	CHES DISC NOTE	Purchase	10/20/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41457	COMM	5148X0XM2	LANDES DISC NOTE	Purchase	10/20/2021	LANDES	124,999,722.22			-124,999,722.22
41458	COMM	63873JXM7	NATXNY DISC NOTE	Purchase	10/20/2021	Natixis NY Branch	49,999,930.56			-49,999,930.56
40472	COMM	3135G03K7	FEDERAL NATL MTG	Redemption	10/20/2021	FNMA NOTES		100,000,000.00		100,000,000.00
41453	COMM	16536HXL0	CHES DISC NOTE	Redemption	10/20/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41454	COMM	5148X0XL4	LANDES DISC NOTE	Redemption	10/20/2021	LANDES		125,000,000.00		125,000,000.00
41455	COMM	63873JXL9	NATXNY DISC NOTE	Redemption	10/20/2021	Natixis NY Branch		50,000,000.00		50,000,000.00
40472	COMM	3135G03K7	FEDERAL NATL MTG	Interest	10/20/2021	FNMA NOTES			99,666.68	99,666.68
40473	COMM	3135G03M3	FEDERAL NATL MTG	Interest	10/20/2021	FNMA NOTES			52,388.88	52,388.88
39612	COMM	92349GAA9	VERIZON OWNER	Interest	10/20/2021	VERIZON OWNER			46,899.55	46,899.55
39612	COMM	92349GAA9	VERIZON OWNER	Redemption	10/20/2021	VERIZON OWNER		2,765,658.91		2,765,658.91
39913	COMM	92867XAD8	VWALT 1.99% MAT	Interest	10/20/2021	Volkswagen Auto			11,367.08	11,367.08
39913	COMM	92867XAD8	VWALT 1.99% MAT	Redemption	10/20/2021	Volkswagen Auto		1,290,935.65		1,290,935.65
39920	COMM	92348AAA3	VZOT 1.94% MAT	Interest	10/20/2021	VERIZON OWNER			38,800.01	38,800.01
39920	COMM	92348AAA3	VZOT 1.94% MAT	Redemption	10/20/2021	VERIZON OWNER		850,603.70		850,603.70
40341	COMM	36259KAD9	GMALT 1.67% MAT	Interest	10/20/2021	GM Fin'cl Auto Leasi			5,037.32	5,037.32
40341	COMM	36259KAD9	GMALT 1.67% MAT	Redemption	10/20/2021	GM Fin'cl Auto Leasi		513,437.54		513,437.54
40416	COMM	92868LAD3	VALET 3.02% MAT	Interest	10/20/2021	VOLKSWAGEN			4,650.10	4,650.10
40416	COMM	92868LAD3	VALET 3.02% MAT	Redemption	10/20/2021	VOLKSWAGEN		815,762.52		815,762.52
40512	COMM	36259PAD8	GMALT 0.8% MAT	Interest	10/20/2021	GM Fin'cl Auto Leasi			1,000.00	1,000.00
40512	COMM	36259PAD8	GMALT 0.8% MAT	Redemption	10/20/2021	GM Fin'cl Auto Leasi		71,573.14		71,573.14
40549	COMM	92290BAA9	VERIZON OWNER	Interest	10/20/2021	VERIZON OWNER			11,456.26	11,456.26
40549	COMM	92290BAA9	VERIZON OWNER	Redemption	10/20/2021	VERIZON OWNER		775,147.38		775,147.38
40623	COMM	362569AC9	GMALT 0.45% MAT	Interest	10/20/2021	GM Fin'cl Auto Leasi			3,187.50	3,187.50
40623	COMM	362569AC9	GMALT 0.45% MAT	Redemption	10/20/2021	GM Fin'cl Auto Leasi		370,472.75		370,472.75
40712	COMM	92348CAA9	VZOT 0.41% MAT	Interest	10/20/2021	VERIZON OWNER			7,004.17	7,004.17
40712	COMM	92348CAA9	VZOT 0.41% MAT	Redemption	10/20/2021	VERIZON OWNER		499,525.41		499,525.41
40801	COMM	92868VAC3	VWALT 0.39% MAT	Interest	10/20/2021	Volkswagen Auto			2,437.50	2,437.50
40801	COMM	92868VAC3	VWALT 0.39% MAT	Redemption	10/20/2021	Volkswagen Auto		270,808.63		270,808.63
40964	COMM	36261RAC2	GMALT 0.26% MAT	Interest	10/20/2021	GM Fin'cl Auto Leasi			1,787.51	1,787.51
40964	COMM	36261RAC2	GMALT 0.26% MAT	Redemption	10/20/2021	GM Fin'cl Auto Leasi		294,291.16		294,291.16
40979	COMM	40440YAA7	HPQ 0.1653% MAT	Interest	10/20/2021	HEWLETT-PACKARD			554.76	554.76
40979	COMM	40440YAA7	HPQ 0.1653% MAT	Redemption	10/20/2021	HEWLETT-PACKARD		3,655,348.53		3,655,348.53
41089	COMM	89238EAC0	TLOT 0.39% MAT	Interest	10/20/2021	Toyota Lease Owner			4,225.00	4,225.00
41089	COMM	89238EAC0	TLOT 0.39% MAT	Redemption	10/20/2021	Toyota Lease Owner		416,824.13		416,824.13
41207	COMM	80286DAC2	SRT 0.51% MAT	Interest	10/20/2021	Santander Retail Aut			6,566.25	6,566.25
41207	COMM	80286DAC2	SRT 0.51% MAT	Redemption	10/20/2021	Santander Retail Aut		448,235.48		448,235.48
41391	COMM	80286CAC4	SRT 0.5% MAT	Interest	10/20/2021	Santander Retail Aut			2,916.67	2,916.67
41391	COMM	80286CAC4	SRT 0.5% MAT	Redemption	10/20/2021	Santander Retail Aut		178,263.81		178,263.81
		Totals for 10/20/2021					**249,999,506.95**	**363,216,888.74**	**299,945.24**	**113,517,327.03**

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SANTA CLARA COUNTY INVESTMENTS
Transaction Activity Report
Sorted by Transaction Date - Transaction Date

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41459	COMM	16536HXN6	CHES DISC NOTE	Purchase	10/21/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41460	COMM	5148X0XN0	LANDES DISC NOTE	Purchase	10/21/2021	LANDES	124,999,722.22			**-124,999,722.22**
41032	COMM	55380TQZ6	MUFG BK LTD N Y	Redemption	10/21/2021	MUFG Mitsubishi		45,000,000.00		**45,000,000.00**
41456	COMM	16536HXM8	CHES DISC NOTE	Redemption	10/21/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41457	COMM	5148X0XM2	LANDES DISC NOTE	Redemption	10/21/2021	LANDES		125,000,000.00		**125,000,000.00**
41458	COMM	63873JXM7	NATXNY DISC NOTE	Redemption	10/21/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
40657	COMM	3134GWZR0	FEDERAL HOME LN	Interest	10/21/2021	FHLMC NOTES			17,540.00	**17,540.00**
40862	COMM	3133EMLK6	FFCB FLOAT MAT	Interest	10/21/2021	FFCB NOTES			8,433.33	**8,433.33**
41032	COMM	55380TQZ6	MUFG BK LTD N Y	Interest	10/21/2021	MUFG Mitsubishi			51,250.00	**51,250.00**
41081	COMM	64952WDT7	NEW YORK LIFE	Interest	10/21/2021	NEW YORK LIFE			37,222.00	**37,222.00**
39582	COMM	43815MAC0	HAROT 2.52% MAT	Interest	10/21/2021	HONDA AUTO			18,330.15	**18,330.15**
39582	COMM	43815MAC0	HAROT 2.52% MAT	Redemption	10/21/2021	HONDA AUTO		909,787.74		**909,787.74**
40346	COMM	43813RAC1	HAROT 1.61% MAT	Interest	10/21/2021	HONDA AUTO			22,137.51	**22,137.51**
40346	COMM	43813RAC1	HAROT 1.61% MAT	Redemption	10/21/2021	HONDA AUTO		575,773.51		**575,773.51**
40965	COMM	43813GAC5	HAROT 0.27% MAT	Interest	10/21/2021	HONDA AUTO			2,643.75	**2,643.75**
40965	COMM	43813GAC5	HAROT 0.27% MAT	Redemption	10/21/2021	HONDA AUTO		287,378.99		**287,378.99**
		Totals for 10/21/2021					**199,999,576.39**	**296,772,940.24**	**157,556.74**	**96,930,920.59**
41461	COMM	16536HXR7	CHES DISC NOTE	Purchase	10/22/2021	CHESHAM FINANCE	74,999,562.50			**-74,999,562.50**
41462	COMM	5148X0XR1	LANDES DISC NOTE	Purchase	10/22/2021	LANDES	124,999,166.67			**-124,999,166.67**
41463	COMM	63873JXR6	NATXNY DISC NOTE	Purchase	10/22/2021	Natixis NY Branch	49,999,791.67			**-49,999,791.67**
41459	COMM	16536HXN6	CHES DISC NOTE	Redemption	10/22/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41460	COMM	5148X0XN0	LANDES DISC NOTE	Redemption	10/22/2021	LANDES		125,000,000.00		**125,000,000.00**
40489	COMM	3135G03U5	FNMA 0.625% MAT	Interest	10/22/2021	FNMA NOTES			21,875.00	**21,875.00**
		Totals for 10/22/2021					**249,998,520.84**	**200,000,000.00**	**21,875.00**	**-49,976,645.84**
41464	COMM	16536HXS5	CHES DISC NOTE	Purchase	10/25/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41465	COMM	5148X0XS9	LANDES DISC NOTE	Purchase	10/25/2021	LANDES	124,999,722.22			**-124,999,722.22**
41466	COMM	63873JXS4	NATXNY DISC NOTE	Purchase	10/25/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41461	COMM	16536HXR7	CHES DISC NOTE	Redemption	10/25/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41462	COMM	5148X0XR1	LANDES DISC NOTE	Redemption	10/25/2021	LANDES		125,000,000.00		**125,000,000.00**
41463	COMM	63873JXR6	NATXNY DISC NOTE	Redemption	10/25/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
40559	COMM	3133EL4V3	FFCB 0.165% MAT	Interest	10/25/2021	FFCB NOTES			25,666.67	**25,666.67**
40671	COMM	31422B2B5	FAMCA FRN MAT	Interest	10/25/2021	FARMER MAC			15,147.22	**15,147.22**
41103	COMM	637639AB1	NSCC (DTC) 1.5%	Interest	10/25/2021	National SEC Clearin			37,500.00	**37,500.00**
41103	COMM	637639AB1	NSCC (DTC) 1.5%	Accr Int	10/25/2021	National SEC Clearin		833.33	-833.33	**0.00**
38387	COMM	3137AYCE9		Interest	10/25/2021	FHLMC Multi-Family			44,700.00	**44,700.00**
38387	COMM	3137AYCE9		Redemption	10/25/2021	FHLMC Multi-Family		1,515,355.81		**1,515,355.81**
38391	COMM	3137AYCE9		Interest	10/25/2021	FHLMC Multi-Family			16,762.50	**16,762.50**
38391	COMM	3137AYCE9		Redemption	10/25/2021	FHLMC Multi-Family		567,972.99		**567,972.99**
38465	COMM	3137AWQH1	FHLMCM 2.307%	Interest	10/25/2021	FHLMC Multi-Family			10,727.55	**10,727.55**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
38465	COMM	3137AWQH1	FHLMCM 2.307%	Redemption	10/25/2021	FHLMC Multi-Family		476,022.60		**476,022.60**
38643	COMM	3137B36J2	FHLMCM 3.32% MAT	Interest	10/25/2021	FHLMC Multi-Family			57,398.00	**57,398.00**
38643	COMM	3137B36J2	FHLMCM 3.32% MAT	Redemption	10/25/2021	FHLMC Multi-Family		100,906.40		**100,906.40**
38666	COMM	3137AYCE9		Interest	10/25/2021	FHLMC Multi-Family			26,250.08	**26,250.08**
38666	COMM	3137AYCE9		Redemption	10/25/2021	FHLMC Multi-Family		873,304.06		**873,304.06**
38744	COMM	3137AYCE9		Interest	10/25/2021	FHLMC Multi-Family			44,700.00	**44,700.00**
38744	COMM	3137AYCE9		Redemption	10/25/2021	FHLMC Multi-Family		1,487,636.40		**1,487,636.40**
38854	COMM	3137B4WB8	FHLMCM 3.06% MAT	Interest	10/25/2021	FHLMC Multi-Family			12,176.25	**12,176.25**
38854	COMM	3137B4WB8	FHLMCM 3.06% MAT	Redemption	10/25/2021	FHLMC Multi-Family		225,047.47		**225,047.47**
38864	COMM	3137B5JM6	FHLMCM 3.531%	Interest	10/25/2021	FHLMC Multi-Family			29,425.00	**29,425.00**
38864	COMM	3137B5JM6	FHLMCM 3.531%	Redemption	10/25/2021	FHLMC Multi-Family		476,531.71		**476,531.71**
38945	COMM	3137B3NA2	FHLMC REMIC	Interest	10/25/2021	FHLMC Multi-Family			28,723.64	**28,723.64**
38945	COMM	3137B3NA2	FHLMC REMIC	Redemption	10/25/2021	FHLMC Multi-Family		568,662.25		**568,662.25**
39026	COMM	3137B5KW2	FHLMCM 3.458%	Interest	10/25/2021	FHLMC Multi-Family			28,817.00	**28,817.00**
39026	COMM	3137B5KW2	FHLMCM 3.458%	Redemption	10/25/2021	FHLMC Multi-Family		456,551.98		**456,551.98**
39150	COMM	31381TYT1	FNMAM 2.75% MAT	Interest	10/25/2021	FNMA Multi-Family			64,249.38	**64,249.38**
39150	COMM	31381TYT1	FNMAM 2.75% MAT	Redemption	10/25/2021	FNMA Multi-Family		70,552.50		**70,552.50**
39295	COMM	3137B04Y7	FHLMCM 2.615%	Interest	10/25/2021	FHLMC Multi-Family			58,838.40	**58,838.40**
39295	COMM	3137B04Y7	FHLMCM 2.615%	Redemption	10/25/2021	FHLMC Multi-Family		1,676,232.59		**1,676,232.59**
39319	COMM	3138LGKH8	FNMAM 2.47% MAT	Interest	10/25/2021	FNMA Multi-Family			51,458.33	**51,458.33**
39319	COMM	3138LGKH8	FNMAM 2.47% MAT	Redemption	10/25/2021	FNMA Multi-Family		976,896.81		**976,896.81**
39457	COMM	3138EKX67	FNMAM 2.537% MAT	Interest	10/25/2021	FNMA Multi-Family			10,190.63	**10,190.63**
39457	COMM	3138EKX67	FNMAM 2.537% MAT	Redemption	10/25/2021	FNMA Multi-Family		12,200.73		**12,200.73**
39587	COMM	3138LEYD7	FNMAM 1.97% MAT	Interest	10/25/2021	FNMA Multi-Family			29,644.41	**29,644.41**
39587	COMM	3138LEYD7	FNMAM 1.97% MAT	Redemption	10/25/2021	FNMA Multi-Family		34,009.59		**34,009.59**
39609	COMM	3138LGFF8	FNMAM 2.15% MAT	Interest	10/25/2021	FNMA Multi-Family			8,958.33	**8,958.33**
39609	COMM	3138LGFF8	FNMAM 2.15% MAT	Redemption	10/25/2021	FNMA Multi-Family		198,190.53		**198,190.53**
39632	COMM	3138L2BU0	FNMAM 2.31% MAT	Interest	10/25/2021	FNMA Multi-Family			12,500.31	**12,500.31**
39632	COMM	3138L2BU0	FNMAM 2.31% MAT	Redemption	10/25/2021	FNMA Multi-Family		14,417.93		**14,417.93**
39654	COMM	3137BP4J5	FNMAM 2.446% MAT	Interest	10/25/2021	FHLMC Multi-Family			33,377.60	**33,377.60**
39654	COMM	3137BP4J5	FNMAM 2.446% MAT	Redemption	10/25/2021	FHLMC Multi-Family		282,237.12		**282,237.12**
39734	COMM	3138L0U90	FNMAM 2.59% MAT	Interest	10/25/2021	FNMA Multi-Family			10,791.67	**10,791.67**
39734	COMM	3138L0U90	FNMAM 2.59% MAT	Redemption	10/25/2021	FNMA Multi-Family		442,823.47		**442,823.47**
39735	COMM	31381VBJ3	FNMAM 2.83% MAT	Interest	10/25/2021	FNMA Multi-Family			11,272.64	**11,272.64**
39735	COMM	31381VBJ3	FNMAM 2.83% MAT	Redemption	10/25/2021	FNMA Multi-Family		13,059.24		**13,059.24**
39844	COMM	3138L0RM5	FNMAM 2.135% MAT	Interest	10/25/2021	FNMA Multi-Family			14,892.11	**14,892.11**
39844	COMM	3138L0RM5	FNMAM 2.135% MAT	Redemption	10/25/2021	FNMA Multi-Family		22,634.77		**22,634.77**
39861	COMM	05588CAC6	BMWOT 1.92% MAT	Interest	10/25/2021	BMW VEHICLE			15,683.89	**15,683.89**
39861	COMM	05588CAC6	BMWOT 1.92% MAT	Redemption	10/25/2021	BMW VEHICLE		966,163.29		**966,163.29**
40056	COMM	3136A9MN5	FNMAM 2.301% MAT	Interest	10/25/2021	FNMA Multi-Family			13,463.45	**13,463.45**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
40056	COMM	3136A9MN5	FNMAM 2.301% MAT	Redemption	10/25/2021	FNMA Multi-Family		743,000.23		**743,000.23**
40293	COMM	3138L0RC7	FNMAM 2.35% MAT	Interest	10/25/2021	FNMA Multi-Family			12,666.49	**12,666.49**
40293	COMM	3138L0RC7	FNMAM 2.35% MAT	Redemption	10/25/2021	FNMA Multi-Family		14,578.28		**14,578.28**
40385	COMM	3137BUWM6	FHLMCM 2.932%	Interest	10/25/2021	FHLMC Multi-Family			35,917.92	**35,917.92**
40385	COMM	3137BUWM6	FHLMCM 2.932%	Redemption	10/25/2021	FHLMC Multi-Family		627,724.48		**627,724.48**
40390	COMM	3137BHCY1	FHLMCM 2.811%	Interest	10/25/2021	FHLMC Multi-Family			24,807.08	**24,807.08**
40390	COMM	3137BHCY1	FHLMCM 2.811%	Redemption	10/25/2021	FHLMC Multi-Family		320,558.25		**320,558.25**
40511	COMM	3136AXVB8	FNMAM 2.646% MAT	Interest	10/25/2021	FNMA Multi-Family			33,625.50	**33,625.50**
40511	COMM	3136AXVB8	FNMAM 2.646% MAT	Redemption	10/25/2021	FNMA Multi-Family		12,117.18		**12,117.18**
40517	COMM	3138L0RM5A	FNMAM 2.135% MAT	Interest	10/25/2021	FNMA Multi-Family			1,532.17	**1,532.17**
40517	COMM	3138L0RM5A	FNMAM 2.135% MAT	Redemption	10/25/2021	FNMA Multi-Family		2,328.77		**2,328.77**
40526	COMM	3137BSP64	FHLMCM 2.34% MAT	Interest	10/25/2021	FHLMC Multi-Family			30,699.08	**30,699.08**
40526	COMM	3137BSP64	FHLMCM 2.34% MAT	Redemption	10/25/2021	FHLMC Multi-Family		209,267.60		**209,267.60**
40527	COMM	3132XHM68	FHLMCM 1.1% MAT	Interest	10/25/2021	FHLMC Multi-Family			17,884.11	**17,884.11**
40527	COMM	3132XHM68	FHLMCM 1.1% MAT	Redemption	10/25/2021	FHLMC Multi-Family		34,248.80		**34,248.80**
40530	COMM	09661RAD3	BMWOT 0.48% MAT	Interest	10/25/2021	BMW VEHICLE			3,400.00	**3,400.00**
40530	COMM	09661RAD3	BMWOT 0.48% MAT	Redemption	10/25/2021	BMW VEHICLE		249,030.78		**249,030.78**
40539	COMM	3137BKGH7	FHLMCM 2.712%	Interest	10/25/2021	FHLMC Multi-Family			9,886.24	**9,886.24**
40539	COMM	3137BKGH7	FHLMCM 2.712%	Redemption	10/25/2021	FHLMC Multi-Family		92,241.37		**92,241.37**
40540	COMM	3137FUZN7	FHLMCM 0.526%	Interest	10/25/2021	FHLMC Multi-Family			1,688.68	**1,688.68**
40540	COMM	3137FUZN7	FHLMCM 0.526%	Redemption	10/25/2021	FHLMC Multi-Family		12,068.96		**12,068.96**
40541	COMM	3138L7CU8	FNMAM 2.95% MAT	Interest	10/25/2021	FNMA Multi-Family			47,790.76	**47,790.76**
40541	COMM	3138L7CU8	FNMAM 2.95% MAT	Redemption	10/25/2021	FNMA Multi-Family		40,263.79		**40,263.79**
40630	COMM	3138LJWY2	FHLMCM 2.8% MAT	Interest	10/25/2021	FHLMC Multi-Family			30,618.41	**30,618.41**
40630	COMM	3138LJWY2	FHLMCM 2.8% MAT	Redemption	10/25/2021	FHLMC Multi-Family		23,659.35		**23,659.35**
40638	COMM	3137BYLE8	FHLMCM 2.7% MAT	Interest	10/25/2021	FHLMC Multi-Family			14,962.50	**14,962.50**
40638	COMM	3137BYLE8	FHLMCM 2.7% MAT	Redemption	10/25/2021	FHLMC Multi-Family		173,306.62		**173,306.62**
40743	COMM	3136AY6S7	FNMAM FRN MAT	Interest	10/25/2021	FNMA Multi-Family			53,396.11	**53,396.11**
40743	COMM	3136AY6S7	FNMAM FRN MAT	Redemption	10/25/2021	FNMA Multi-Family		14,102.75		**14,102.75**
40784	COMM	3137F72W4	FHLMCM 0.39025%	Interest	10/25/2021	FHLMC Multi-Family			3,329.90	**3,329.90**
40784	COMM	3137F72W4	FHLMCM 0.39025%	Redemption	10/25/2021	FHLMC Multi-Family		12,282.01		**12,282.01**
40812	COMM	3132XFFH6	FHLMCM 0.77% MAT	Interest	10/25/2021	FHLMC Multi-Family			28,875.00	**28,875.00**
40812	COMM	3132XFFH6	FHLMCM 0.77% MAT	Redemption	10/25/2021	FHLMC Multi-Family		985,661.02		**985,661.02**
40905	COMM	3138LEC33	FNMAM 2.38% MAT	Interest	10/25/2021	FNMA Multi-Family			19,779.93	**19,779.93**
40905	COMM	3138LEC33	FNMAM 2.38% MAT	Redemption	10/25/2021	FNMA Multi-Family		14,625.70		**14,625.70**
40976	COMM	3137FATE8	FHLMCM 2.982%	Interest	10/25/2021	FHLMC Multi-Family			74,550.00	**74,550.00**
40976	COMM	3137FATE8	FHLMCM 2.982%	Redemption	10/25/2021	FHLMC Multi-Family		1,024,070.59		**1,024,070.59**
40983	COMM	3137FF3W5	FHLMCM 0.602%	Interest	10/25/2021	FHLMC Multi-Family			2,112.79	**2,112.79**
40983	COMM	3137FF3W5	FHLMCM 0.602%	Redemption	10/25/2021	FHLMC Multi-Family		6,729.75		**6,729.75**
40990	COMM	05591RAC8	BMWLT 0.29% MAT	Interest	10/25/2021	BMW VEHICLE			2,924.17	**2,924.17**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
40990	COMM	05591RAC8	BMWLT 0.29% MAT	Redemption	10/25/2021	BMW VEHICLE		444,422.84		**444,422.84**
41026	COMM	3137BVYN0	FHLMCM 3.035%	Interest	10/25/2021	FHLMC Multi-Family			28,169.88	**28,169.88**
41026	COMM	3137BVYN0	FHLMCM 3.035%	Redemption	10/25/2021	FHLMC Multi-Family		15,353.14		**15,353.14**
41131	COMM	3137BYLE8	FHLMCM 2.7% MAT	Interest	10/25/2021	FHLMC Multi-Family			11,250.00	**11,250.00**
41131	COMM	3137BYLE8	FHLMCM 2.7% MAT	Redemption	10/25/2021	FHLMC Multi-Family		129,561.53		**129,561.53**
41133	COMM	3137FYZG4	FHLMCM 0.861%	Interest	10/25/2021	FHLMC Multi-Family			5,020.24	**5,020.24**
41133	COMM	3137FYZG4	FHLMCM 0.861%	Redemption	10/25/2021	FHLMC Multi-Family		821.45		**821.45**
41164	COMM	3137FPJ55	FHLMCM 2.606%	Interest	10/25/2021	FHLMC Multi-Family			44,910.76	**44,910.76**
41164	COMM	3137FPJ55	FHLMCM 2.606%	Redemption	10/25/2021	FHLMC Multi-Family		380,461.86		**380,461.86**
41192	COMM	3137FBAB2	FHLMCM 3.038%	Interest	10/25/2021	FHLMC Multi-Family			25,317.00	**25,317.00**
41192	COMM	3137FBAB2	FHLMCM 3.038%	Redemption	10/25/2021	FHLMC Multi-Family		192,439.54		**192,439.54**
41200	COMM	3140HWXG2	FNMAM 2.47% MAT	Interest	10/25/2021	FNMA Multi-Family			9,979.01	**9,979.01**
41200	COMM	3140HWXG2	FNMAM 2.47% MAT	Redemption	10/25/2021	FNMA Multi-Family		7,756.85		**7,756.85**
41222	COMM	3137H14A1	FHLMCM 0.854%	Interest	10/25/2021	FHLMC Multi-Family			13,771.40	**13,771.40**
41222	COMM	3137H14A1	FHLMCM 0.854%	Redemption	10/25/2021	FHLMC Multi-Family		257,345.63		**257,345.63**
41228	COMM	3136AUG21	FNMAM 2.49552%	Interest	10/25/2021	FNMA Multi-Family			80,775.69	**80,775.69**
41228	COMM	3136AUG21	FNMAM 2.49552%	Redemption	10/25/2021	FNMA Multi-Family		528,237.75		**528,237.75**
41319	COMM	3132XFD47	FHLMCM 2.1% MAT	Interest	10/25/2021	FHLMC Multi-Family			26,250.00	**26,250.00**
41319	COMM	3132XFD47	FHLMCM 2.1% MAT	Redemption	10/25/2021	FHLMC Multi-Family		292,519.31		**292,519.31**
41368	COMM	09690AAD5	BMWLT 0.43% MAT	Interest	10/25/2021	BMW VEHICLE			12,422.23	**12,422.23**
41368	COMM	09690AAD5	BMWLT 0.43% MAT	Redemption	10/25/2021	BMW VEHICLE		633,821.34		**633,821.34**
		Totals for 10/25/2021					**249,999,506.95**	**268,952,851.09**	**1,420,794.78**	**20,374,138.92**
41467	COMM	16536HXT3	CHES DISC NOTE	Purchase	10/26/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41468	COMM	5148X0XT7	LANDES DISC NOTE	Purchase	10/26/2021	LANDES	124,999,722.22			**-124,999,722.22**
41469	COMM	63873JXT2	NATXNY DISC NOTE	Purchase	10/26/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41470	COMM	21684XTP1	COOPERATIEVE	Purchase	10/26/2021	RABOBANK	50,000,000.00			**-50,000,000.00**
41471	COMM	86564G3T6	SUMITOMO MITSUI	Purchase	10/26/2021	SUMITOMO MITSUI	50,000,000.00			**-50,000,000.00**
41464	COMM	16536HXS5	CHES DISC NOTE	Redemption	10/26/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41465	COMM	5148X0XS9	LANDES DISC NOTE	Redemption	10/26/2021	LANDES		125,000,000.00		**125,000,000.00**
41466	COMM	63873JXS4	NATXNY DISC NOTE	Redemption	10/26/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
41104	COMM	64952WEB5	NYL 0.55% MAT	Interest	10/26/2021	NEW YORK LIFE			82,041.66	**82,041.66**
		Totals for 10/26/2021					**349,999,506.95**	**250,000,000.00**	**82,041.66**	**-99,917,465.29**
41472	COMM	16536HXU0	CHES DISC NOTE	Purchase	10/27/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41476	COMM	14044CAC6	COPAR 0.77% MAT	Purchase	10/27/2021	Capital One Prime Au	13,999,735.40			**-13,999,735.40**
41475	COMM	3130ANYM6	FEDERAL HOME	Purchase	10/27/2021	FHLB NOTES	24,857,829.86			**-24,857,829.86**
41473	COMM	5148X0XU4	LANDES DISC NOTE	Purchase	10/27/2021	LANDES	124,999,722.22			**-124,999,722.22**
41474	COMM	63873JXU9	NATXNY DISC NOTE	Purchase	10/27/2021	Natixis NY Branch	99,999,861.12			**-99,999,861.12**
41467	COMM	16536HXT3	CHES DISC NOTE	Redemption	10/27/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41468	COMM	5148X0XT7	LANDES DISC NOTE	Redemption	10/27/2021	LANDES		125,000,000.00		**125,000,000.00**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41469	COMM	63873JXT2	NATXNY DISC NOTE	Redemption	10/27/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
40749	COMM	3136G45C3	FEDERAL NATL MTG	Interest	10/27/2021	FNMA NOTES			27,000.00	**27,000.00**
		Totals for 10/27/2021					**338,857,002.77**	**250,000,000.00**	**27,000.00**	**-88,830,002.77**
41477	COMM	16536HXV8	CHES DISC NOTE	Purchase	10/28/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41478	COMM	5148X0XV2	LANDES DISC NOTE	Purchase	10/28/2021	LANDES	99,999,777.78			**-99,999,777.78**
41479	COMM	63873JXV7	NATXNY DISC NOTE	Purchase	10/28/2021	Natixis NY Branch	99,999,861.12			**-99,999,861.12**
41472	COMM	16536HXU0	CHES DISC NOTE	Redemption	10/28/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41473	COMM	5148X0XU4	LANDES DISC NOTE	Redemption	10/28/2021	LANDES		125,000,000.00		**125,000,000.00**
41474	COMM	63873JXU9	NATXNY DISC NOTE	Redemption	10/28/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
40688	COMM	459058JL8	IBRD 0.5% MAT	Interest	10/28/2021	INTL BANK RECON &			6,250.00	**6,250.00**
40689	COMM	459058JL8	IBRD 0.5% MAT	Interest	10/28/2021	INTL BANK RECON &			37,500.00	**37,500.00**
41110	COMM	3130ALZ31	FEDERAL HOME	Interest	10/28/2021	FHLB NOTES			109,375.00	**109,375.00**
41117	COMM	74274TAH3	PEFCO 0.3% MAT	Interest	10/28/2021	PRIVATE EXPORT			52,208.35	**52,208.35**
		Totals for 10/28/2021					**274,999,493.07**	**300,000,000.00**	**205,333.35**	**25,205,840.28**
41480	COMM	05966DD58	BANS 0.27% MAT	Purchase	10/29/2021	Banco Santander NY	50,000,000.00			**-50,000,000.00**
41481	COMM	16536HY13	CHES DISC NOTE	Purchase	10/29/2021	CHESHAM FINANCE	74,999,562.50			**-74,999,562.50**
41483	COMM	64952WEJ8	NYL 0.9% MAT	Purchase	10/29/2021	NEW YORK LIFE	24,967,500.00			**-24,967,500.00**
41482	COMM	86565FBY7	SUMIBK 0.27% MAT	Purchase	10/29/2021	Sumitomo Mitsui Bank	50,000,000.00			**-50,000,000.00**
41484	COMM	91282CBH3	UNITED STATES	Purchase	10/29/2021	U.S. TREASURY	24,298,318.62			**-24,298,318.62**
40461	COMM	SYS40461	DGCXX 0.%	Purchase	10/29/2021	Dreyfus Government	200,000,000.00			**-200,000,000.00**
38090	COMM	3134GBU83	FEDERAL HOME LN	Redemption	10/29/2021	FHLMC NOTES		15,000,000.00		**15,000,000.00**
41477	COMM	16536HXV8	CHES DISC NOTE	Redemption	10/29/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41478	COMM	5148X0XV2	LANDES DISC NOTE	Redemption	10/29/2021	LANDES		100,000,000.00		**100,000,000.00**
41479	COMM	63873JXV7	NATXNY DISC NOTE	Redemption	10/29/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
38090	COMM	3134GBU83	FEDERAL HOME LN	Interest	10/29/2021	FHLMC NOTES			150,000.00	**150,000.00**
40696	COMM	3130AKEA0	FHLB FLOAT MAT	Interest	10/29/2021	FHLB NOTES			31,791.65	**31,791.65**
40697	COMM	3130AKEA0	FHLB FLOAT MAT	Interest	10/29/2021	FHLB NOTES			6,358.33	**6,358.33**
41112	COMM	3133EMXV9	FFCB FLOAT MAT	Interest	10/29/2021	FFCB NOTES			9,770.83	**9,770.83**
41113	COMM	3130AM4N9	FEDERAL HOME	Interest	10/29/2021	FHLB NOTES			75,000.00	**75,000.00**
		Totals for 10/29/2021					**424,265,381.12**	**290,000,000.00**	**272,920.81**	**-133,992,460.31**
41485	COMM	16536HY21	CHES DISC NOTE	Purchase	11/01/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41487	COMM	46640QFW6	JPMSCC ZERO CPN	Purchase	11/01/2021	JP Morgan Securities	49,926,361.11			**-49,926,361.11**
41486	COMM	5148X0Y25	LANDES DISC NOTE	Purchase	11/01/2021	LANDES	124,999,722.22			**-124,999,722.22**
41481	COMM	16536HY13	CHES DISC NOTE	Redemption	11/01/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
40477	COMM	90327QD48	USAA CAP CORP	Interest	11/01/2021	USAA CAPITAL			18,750.00	**18,750.00**
40577	COMM	13063DVM7	CALIFORNIA ST,	Interest	11/01/2021	CALIFORNIA STATE			666,250.00	**666,250.00**
41265	COMM	13077DQD7	CALSTA 0.862% MAT	Interest	11/01/2021	CALIF STATE UNIV			11,014.44	**11,014.44**
		Totals for 11/01/2021					**249,925,937.50**	**75,000,000.00**	**696,014.44**	**-174,229,923.06**

DocuSign Envelope ID: A159BCF8-376C-4114-819A-8C40FCD3602C

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41488	COMM	16536HY39	CHES DISC NOTE	Purchase	11/02/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41491	COMM	3138LNKZ3	FNMAM 3.44% MAT	Purchase	11/02/2021	FNMA Multi-Family	2,758,606.09			-2,758,606.09
41489	COMM	5148X0Y33	LANDES DISC NOTE	Purchase	11/02/2021	LANDES	124,999,722.22			-124,999,722.22
41490	COMM	63873JY38	NATXNY DISC NOTE	Purchase	11/02/2021	Natixis NY Branch	99,999,861.12			-99,999,861.12
38126	COMM	3133EHP31	FFCB 1.95% MAT	Redemption	11/02/2021	FFCB NOTES		9,975,000.00		9,975,000.00
41485	COMM	16536HY21	CHES DISC NOTE	Redemption	11/02/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41486	COMM	5148X0Y25	LANDES DISC NOTE	Redemption	11/02/2021	LANDES		125,000,000.00		125,000,000.00
38126	COMM	3133EHP31	FFCB 1.95% MAT	Interest	11/02/2021	FFCB NOTES			97,256.25	97,256.25
40706	COMM	3134GW6E1	FEDERAL HOME LN	Interest	11/02/2021	FHLMC NOTES			96,000.00	96,000.00
40707	COMM	3134GW6E1	FEDERAL HOME LN	Interest	11/02/2021	FHLMC NOTES			8,000.00	8,000.00
40461	COMM	SYS40461	DGCXX 0.%	Interest	11/02/2021	Dreyfus Government			493.20	493.20
40461	COMM	SYS40461	DGCXX 0.%	Purchase	11/02/2021	Dreyfus Government	493.20			-493.20
		Totals for 11/02/2021					**302,758,536.80**	**209,975,000.00**	**201,749.45**	**-92,581,787.35**
41492	COMM	05586FUU9	BNP PARIBAS N Y	Purchase	11/03/2021	BNP PARIBAS NY	50,000,000.00			-50,000,000.00
41493	COMM	16536HY47	CHES DISC NOTE	Purchase	11/03/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41494	COMM	5148X0Y41	LANDES DISC NOTE	Purchase	11/03/2021	LANDES	124,999,722.22			-124,999,722.22
41495	COMM	63873JY46	NATXNY DISC NOTE	Purchase	11/03/2021	Natixis NY Branch	99,999,861.12			-99,999,861.12
41496	COMM	9128287B0	UNITED STATES	Purchase	11/03/2021	U.S. TREASURY	26,047,214.67			-26,047,214.67
38524	COMM	742718EQ8	PG 1.7% MAT	Redemption	11/03/2021	PROCTER &		20,000,000.00		20,000,000.00
38526	COMM	742718EQ8	PG 1.7% MAT	Redemption	11/03/2021	PROCTER &		10,000,000.00		10,000,000.00
41488	COMM	16536HY39	CHES DISC NOTE	Redemption	11/03/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41489	COMM	5148X0Y33	LANDES DISC NOTE	Redemption	11/03/2021	LANDES		125,000,000.00		125,000,000.00
41490	COMM	63873JY38	NATXNY DISC NOTE	Redemption	11/03/2021	Natixis NY Branch		100,000,000.00		100,000,000.00
38524	COMM	742718EQ8	PG 1.7% MAT	Interest	11/03/2021	PROCTER &			170,000.00	170,000.00
38526	COMM	742718EQ8	PG 1.7% MAT	Interest	11/03/2021	PROCTER &			85,000.00	85,000.00
		Totals for 11/03/2021					**376,046,652.18**	**330,000,000.00**	**255,000.00**	**-45,791,652.18**
41497	COMM	22535C5N7	CREDIT AGRICOLE	Purchase	11/04/2021	Credit Agricole CIB	50,000,000.00			-50,000,000.00
41498	COMM	6536HY54	CHES DISC NOTE	Purchase	11/04/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41499	COMM	5148X0Y58	LANDES DISC NOTE	Purchase	11/04/2021	LANDES	124,999,722.22			-124,999,722.22
41500	COMM	63873JY53	NATXNY DISC NOTE	Purchase	11/04/2021	Natixis NY Branch	99,999,861.12			-99,999,861.12
40010	COMM	3130AHGL1	FEDERAL HOME	Redemption	11/04/2021	FHLB NOTES		25,000,000.00		25,000,000.00
41493	COMM	16536HY47	CHES DISC NOTE	Redemption	11/04/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41494	COMM	5148X0Y41	LANDES DISC NOTE	Redemption	11/04/2021	LANDES		125,000,000.00		125,000,000.00
41495	COMM	63873JY46	NATXNY DISC NOTE	Redemption	11/04/2021	Natixis NY Branch		100,000,000.00		100,000,000.00
40010	COMM	3130AHGL1	FEDERAL HOME	Interest	11/04/2021	FHLB NOTES			234,375.00	234,375.00
40721	COMM	4581X0DR6	IADB FRN MAT	Interest	11/04/2021	IADB			34,200.00	34,200.00
		Totals for 11/04/2021					**349,999,437.51**	**325,000,000.00**	**268,575.00**	**-24,730,862.51**
41501	COMM	16536HY88	CHES DISC NOTE	Purchase	11/05/2021	CHESHAM FINANCE	74,999,562.50			-74,999,562.50
41502	COMM	63873JY87	NATXNY DISC NOTE	Purchase	11/05/2021	Natixis NY Branch	99,999,583.34			-99,999,583.34

DocuSign Envelope ID: A159BCF8-376C-4114-819A-8C40FCD3662C

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41498	COMM	6536HY54	CHES DISC NOTE	Redemption	11/05/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41499	COMM	5148X0Y58	LANDES DISC NOTE	Redemption	11/05/2021	LANDES		125,000,000.00		**125,000,000.00**
41500	COMM	63873JY53	NATXNY DISC NOTE	Redemption	11/05/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
		Totals for 11/05/2021					**174,999,145.84**	**300,000,000.00**		**125,000,854.16**
41503	COMM	16536HY96	CHES DISC NOTE	Purchase	11/08/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41504	COMM	5148X0Y90	LANDES DISC NOTE	Purchase	11/08/2021	LANDES	124,999,722.22			**-124,999,722.22**
41505	COMM	63873JY95	NATXNY DISC NOTE	Purchase	11/08/2021	Natixis NY Branch	99,999,861.12			**-99,999,861.12**
41501	COMM	16536HY88	CHES DISC NOTE	Redemption	11/08/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41502	COMM	63873JY87	NATXNY DISC NOTE	Redemption	11/08/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
40729	COMM	3133EMGG1	FFCB FRN MAT	Interest	11/08/2021	FFCB NOTES			19,775.00	**19,775.00**
41005	COMM	3135G06G3	FEDERAL NATL MTG	Interest	11/08/2021	FNMA NOTES			25,000.00	**25,000.00**
		Totals for 11/08/2021					**299,999,437.51**	**175,000,000.00**	**44,775.00**	**-124,954,662.51**
41506	COMM	16536HYA3	CHES DISC NOTE	Purchase	11/09/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41509	COMM	3130A8ZQ9	FEDERAL HOME	Purchase	11/09/2021	FHLB NOTES	20,636,816.67			**-20,636,816.67**
41507	COMM	5148X0YA7	LANDES DISC NOTE	Purchase	11/09/2021	LANDES	124,999,722.22			**-124,999,722.22**
41508	COMM	63873JYA2	NATXNY DISC NOTE	Purchase	11/09/2021	Natixis NY Branch	99,999,861.12			**-99,999,861.12**
41503	COMM	16536HY96	CHES DISC NOTE	Redemption	11/09/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41504	COMM	5148X0Y90	LANDES DISC NOTE	Redemption	11/09/2021	LANDES		125,000,000.00		**125,000,000.00**
41505	COMM	63873JY95	NATXNY DISC NOTE	Redemption	11/09/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
40934	COMM	3133EMPZ9	FFCB Floater MAT	Interest	11/09/2021	FFCB NOTES			1,598.33	**1,598.33**
		Totals for 11/09/2021					**320,636,254.18**	**300,000,000.00**	**1,598.33**	**-20,634,655.85**
41510	COMM	16536HYC9	CHES DISC NOTE	Purchase	11/10/2021	CHESHAM FINANCE	74,999,708.34			**-74,999,708.34**
41511	COMM	5148X0YC3	LANDES DISC NOTE	Purchase	11/10/2021	LANDES	124,999,444.45			**-124,999,444.45**
41512	COMM	63873JYC8	NATXNY DISC NOTE	Purchase	11/10/2021	Natixis NY Branch	99,999,722.22			**-99,999,722.22**
41506	COMM	16536HYA3	CHES DISC NOTE	Redemption	11/10/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41507	COMM	5148X0YA7	LANDES DISC NOTE	Redemption	11/10/2021	LANDES		125,000,000.00		**125,000,000.00**
41508	COMM	63873JYA2	NATXNY DISC NOTE	Redemption	11/10/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
40461	COMM	SYS40461	DGCXX 0.%	Redemption	11/10/2021	Dreyfus Government		150,000,000.00		**150,000,000.00**
41209	COMM	14687TAC1	CRVNA 0.49% MAT	Interest	11/10/2021	Carvana Auto			6,125.00	**6,125.00**
41209	COMM	14687TAC1	CRVNA 0.49% MAT	Redemption	11/10/2021	Carvana Auto		292,331.76		**292,331.76**
41406	COMM	14687JAD1	CRVNA 0.38% MAT	Interest	11/10/2021	Carvana Auto			3,166.67	**3,166.67**
41406	COMM	14687JAD1	CRVNA 0.38% MAT	Redemption	11/10/2021	Carvana Auto		258,097.40		**258,097.40**
		Totals for 11/10/2021					**299,998,875.01**	**450,550,429.16**	**9,291.67**	**150,560,845.82**
41516	COMM	10924JBU3	BHFSTF DISC NOTE	Purchase	11/12/2021	Brighthouse Financia	64,970,750.00			**-64,970,750.00**
41513	COMM	16536HYF2	CHES DISC NOTE	Purchase	11/12/2021	CHESHAM FINANCE	74,999,562.50			**-74,999,562.50**
41514	COMM	5148X0YF6	LANDES DISC NOTE	Purchase	11/12/2021	LANDES	124,999,166.67			**-124,999,166.67**
41515	COMM	63873JYF1	NATXNY DISC NOTE	Purchase	11/12/2021	Natixis NY Branch	99,999,583.34			**-99,999,583.34**
41517	COMM	91282CAJ0	UNITED STATES	Purchase	11/12/2021	U.S. TREASURY	29,156,139.94			**-29,156,139.94**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41510	COMM	16536HYC9	CHES DISC NOTE	Redemption	11/12/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41511	COMM	5148X0YC3	LANDES DISC NOTE	Redemption	11/12/2021	LANDES		125,000,000.00		**125,000,000.00**
41512	COMM	63873JYC8	NATXNY DISC NOTE	Redemption	11/12/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
40165	COMM	037833CU2	APPLE INC, SR GLBL	Interest	11/12/2021	APPLE INC			142,500.00	**142,500.00**
40499	COMM	037833DV9	APPLE INC, SR NT	Interest	11/12/2021	APPLE INC			26,250.00	**26,250.00**
40500	COMM	166764BV1	CHEVRON CORP	Interest	11/12/2021	CHEVRON CORP.			28,525.00	**28,525.00**
40547	COMM	31422BM64	FAMCA 0.2% MAT	Interest	11/12/2021	FARMER MAC			11,625.00	**11,625.00**
40674	COMM	166764BV1	CHEVRON CORP	Interest	11/12/2021	CHEVRON CORP.			178,965.85	**178,965.85**
41175	COMM	023135BW5	AMZN 0.45% MAT	Interest	11/12/2021	Amazon			56,250.00	**56,250.00**
41175	COMM	023135BW5	AMZN 0.45% MAT	Accr Int	11/12/2021	Amazon		8,750.00	-8,750.00	**0.00**
		Totals for 11/12/2021					**394,125,202.45**	**300,008,750.00**	**435,365.85**	**-93,681,086.60**
41518	COMM	16536HYG0	CHES DISC NOTE	Purchase	11/15/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41519	COMM	5148X0YG4	LANDES DISC NOTE	Purchase	11/15/2021	LANDES	124,999,722.22			**-124,999,722.22**
41520	COMM	63873JYG9	NATXNY DISC NOTE	Purchase	11/15/2021	Natixis NY Branch	99,999,861.12			**-99,999,861.12**
41521	COMM	89238JAC9	TAOT 0.71% MAT	Purchase	11/15/2021	TOYOTA AUTO REC	11,499,755.05			**-11,499,755.05**
41513	COMM	16536HYF2	CHES DISC NOTE	Redemption	11/15/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41514	COMM	5148X0YF6	LANDES DISC NOTE	Redemption	11/15/2021	LANDES		125,000,000.00		**125,000,000.00**
41515	COMM	63873JYF1	NATXNY DISC NOTE	Redemption	11/15/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
39314	COMM	91412GWY7	UNIVERSITY CALIF	Interest	11/15/2021	UNIVERSITY			56,520.00	**56,520.00**
39321	COMM	91412HEX7	UNIVCA 2.657% MAT	Interest	11/15/2021	UNIVERSITY			13,285.00	**13,285.00**
39322	COMM	91412HEW9	UNIVERSITY CALIF	Interest	11/15/2021	UNIVERSITY			8,671.60	**8,671.60**
39553	COMM	19416QEL0	CP 2.25% MAT	Interest	11/15/2021	COLGATE-PALMOLI			106,942.50	**106,942.50**
39565	COMM	3133EKLA2	FEDERAL FARM CR	Interest	11/15/2021	FFCB NOTES			110,285.00	**110,285.00**
40379	COMM	742651DX7	PRIVATE EXPT FDG	Interest	11/15/2021	PRIVATE EXPORT			101,587.50	**101,587.50**
40532	COMM	91412HGE7	UNIVERSITY CALIF	Interest	11/15/2021	UNIVERSITY			22,075.00	**22,075.00**
40799	COMM	880591EW8	TENNESSEE	Interest	11/15/2021	TENNESSEE			71,531.25	**71,531.25**
40993	COMM	91412HJK0	UNIVERSITY CALIF	Interest	11/15/2021	UNIVERSITY			6,244.10	**6,244.10**
41023	COMM	912828XB1	UNITED STATES	Interest	11/15/2021	U.S. TREASURY			265,625.00	**265,625.00**
38958	COMM	89231PAD0	TAOT 3.18% MAT	Interest	11/15/2021	TOYOTA AUTO REC			5,955.58	**5,955.58**
38958	COMM	89231PAD0	TAOT 3.18% MAT	Redemption	11/15/2021	TOYOTA AUTO REC		440,097.93		**440,097.93**
39013	COMM	43815AAC6	HAROT 3.16% MAT	Interest	11/15/2021	HONDA AUTO			9,752.22	**9,752.22**
39013	COMM	43815AAC6	HAROT 3.16% MAT	Redemption	11/15/2021	HONDA AUTO		846,380.11		**846,380.11**
39578	COMM	65479HAC1	NAROT 2.5% MAT	Interest	11/15/2021	Nissan Auto Receivab			20,691.44	**20,691.44**
39578	COMM	65479HAC1	NAROT 2.5% MAT	Redemption	11/15/2021	Nissan Auto Receivab		941,862.38		**941,862.38**
39586	COMM	14042WAC4	COPAR 2.51% MAT	Interest	11/15/2021	Capital One Prime Au			7,910.91	**7,910.91**
39586	COMM	14042WAC4	COPAR 2.51% MAT	Redemption	11/15/2021	Capital One Prime Au		425,080.06		**425,080.06**
39706	COMM	477870AC3	JDOT 2.21% MAT	Interest	11/15/2021	JOHN DEERE			8,547.45	**8,547.45**
39706	COMM	477870AC3	JDOT 2.21% MAT	Redemption	11/15/2021	JOHN DEERE		532,108.91		**532,108.91**
39777	COMM	43815NAC8	HAROT 1.78% MAT	Interest	11/15/2021	HONDA AUTO			6,963.71	**6,963.71**
39777	COMM	43815NAC8	HAROT 1.78% MAT	Redemption	11/15/2021	HONDA AUTO		450,365.29		**450,365.29**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
39811	COMM	14041NFU0	COMET 1.72% MAT	Interest	11/15/2021	Capital One Multi Ex			50,166.66	**50,166.66**
39811	COMM	14041NFU0	COMET 1.72% MAT	Redemption	11/15/2021	Capital One Multi Ex		1,155,921.10		**1,155,921.10**
39883	COMM	58769TAD7	MBART 1.93% MAT	Interest	11/15/2021	MERCEDES -BENZ			27,614.33	**27,614.33**
39883	COMM	58769TAD7	MBART 1.93% MAT	Redemption	11/15/2021	MERCEDES -BENZ		1,662,108.58		**1,662,108.58**
40017	COMM	44891JAC2	HART 1.94% MAT	Interest	11/15/2021	HYUNDAI AUTO			12,349.68	**12,349.68**
40017	COMM	44891JAC2	HART 1.94% MAT	Redemption	11/15/2021	HYUNDAI AUTO		717,363.31		**717,363.31**
40038	COMM	89233MAD5	TAOT 1.92% MAT	Interest	11/15/2021	TOYOTA AUTO REC			25,169.59	**25,169.59**
40038	COMM	89233MAD5	TAOT 1.92% MAT	Redemption	11/15/2021	TOYOTA AUTO REC		1,280,086.59		**1,280,086.59**
40062	COMM	58769QAC5	MBALT 2.% MAT	Interest	11/15/2021	MERCEDES-BENZ			7,343.03	**7,343.03**
40062	COMM	58769QAC5	MBALT 2.% MAT	Redemption	11/15/2021	MERCEDES-BENZ		895,602.34		**895,602.34**
40134	COMM	02007TAC9	ALLY 1.84% MAT	Interest	11/15/2021	ALLY Auto			12,812.49	**12,812.49**
40134	COMM	02007TAC9	ALLY 1.84% MAT	Redemption	11/15/2021	ALLY Auto		729,507.26		**729,507.26**
40294	COMM	41284UAD6	HDMOT 1.87% MAT	Interest	11/15/2021	Harley-Davidson Moto			11,420.87	**11,420.87**
40294	COMM	41284UAD6	HDMOT 1.87% MAT	Redemption	11/15/2021	Harley-Davidson Moto		626,051.51		**626,051.51**
40336	COMM	161571HP2	CHAIT 1.53% MAT	Interest	11/15/2021	CHASE ISSUANCE			34,425.00	**34,425.00**
40336	COMM	161571HP2	CHAIT 1.53% MAT	Redemption	11/15/2021	CHASE ISSUANCE		769,460.50		**769,460.50**
40340	COMM	14043MAC5	COPAR 1.6% MAT	Interest	11/15/2021	Capital One Prime Au			31,934.00	**31,934.00**
40340	COMM	14043MAC5	COPAR 1.6% MAT	Redemption	11/15/2021	Capital One Prime Au		1,558,267.60		**1,558,267.60**
40392	COMM	58770FAC6	MBALT 1.84% MAT	Interest	11/15/2021	MERCEDES-BENZ			30,008.22	**30,008.22**
40392	COMM	58770FAC6	MBALT 1.84% MAT	Redemption	11/15/2021	MERCEDES-BENZ		2,894,575.95		**2,894,575.95**
40410	COMM	58770FAC6	MBALT 1.84% MAT	Interest	11/15/2021	MERCEDES-BENZ			6,001.64	**6,001.64**
40410	COMM	58770FAC6	MBALT 1.84% MAT	Redemption	11/15/2021	MERCEDES-BENZ		578,915.19		**578,915.19**
40515	COMM	58769VAC4	MBART 0.55% MAT	Interest	11/15/2021	MERCEDES -BENZ			2,291.67	**2,291.67**
40515	COMM	58769VAC4	MBART 0.55% MAT	Redemption	11/15/2021	MERCEDES -BENZ		134,870.91		**134,870.91**
40533	COMM	47787NAC3	JDOT 0.51% MAT	Interest	11/15/2021	JOHN DEERE			1,912.50	**1,912.50**
40533	COMM	47787NAC3	JDOT 0.51% MAT	Redemption	11/15/2021	JOHN DEERE		131,775.38		**131,775.38**
40608	COMM	58769EAB4	MBALT 0.31% MAT	Interest	11/15/2021	MERCEDES-BENZ			601.32	**601.32**
40608	COMM	58769EAB4	MBALT 0.31% MAT	Redemption	11/15/2021	MERCEDES-BENZ		496,373.88		**496,373.88**
40930	COMM	89240BAC2	TOYOTA AUTO	Interest	11/15/2021	TOYOTA AUTO REC			3,358.34	**3,358.34**
40930	COMM	89240BAC2	TOYOTA AUTO	Redemption	11/15/2021	TOYOTA AUTO REC		381,658.07		**381,658.07**
40937	COMM	98164EAC9	WOART 0.3% MAT	Interest	11/15/2021	World Omni Auto Rec'			3,500.00	**3,500.00**
40937	COMM	98164EAC9	WOART 0.3% MAT	Redemption	11/15/2021	World Omni Auto Rec'		293,540.50		**293,540.50**
40950	COMM	41284NAB6	HDMOT 0.22% MAT	Interest	11/15/2021	Harley-Davidson Moto			526.75	**526.75**
40950	COMM	41284NAB6	HDMOT 0.22% MAT	Redemption	11/15/2021	Harley-Davidson Moto		409,065.56		**409,065.56**
40958	COMM	34532NAC9	FM 0.3% MAT	Interest	11/15/2021	FORD MOTOR			5,000.00	**5,000.00**
40958	COMM	34532NAC9	FM 0.3% MAT	Redemption	11/15/2021	FORD MOTOR		461,899.26		**461,899.26**
40991	COMM	47788UAC6	JDOT 0.36% MAT	Interest	11/15/2021	JOHN DEERE			2,325.00	**2,325.00**
40991	COMM	47788UAC6	JDOT 0.36% MAT	Redemption	11/15/2021	JOHN DEERE		173,915.08		**173,915.08**
41111	COMM	44933LAC7	HART 0.38% MAT	Interest	11/15/2021	HYUNDAI AUTO			3,008.34	**3,008.34**
41111	COMM	44933LAC7	HART 0.38% MAT	Redemption	11/15/2021	HYUNDAI AUTO		211,556.44		**211,556.44**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41182	COMM	89190GAC1	TAOT 0.26% MAT	Interest	11/15/2021	TOYOTA AUTO REC			6,500.01	**6,500.01**
41182	COMM	89190GAC1	TAOT 0.26% MAT	Redemption	11/15/2021	TOYOTA AUTO REC		621,369.61		**621,369.61**
41187	COMM	44891VAC5	HALST 0.33% MAT	Interest	11/15/2021	Hyundai Auto Lease S			6,187.50	**6,187.50**
41187	COMM	44891VAC5	HALST 0.33% MAT	Redemption	11/15/2021	Hyundai Auto Lease S		696,986.49		**696,986.49**
41206	COMM	65480BAC1	NAROT 0.33% MAT	Interest	11/15/2021	Nissan Auto Receivab			11,000.00	**11,000.00**
41206	COMM	65480BAC1	NAROT 0.33% MAT	Redemption	11/15/2021	Nissan Auto Receivab		860,739.40		**860,739.40**
41220	COMM	58769KAD6	MBALT 0.4% MAT	Interest	11/15/2021	MERCEDES-BENZ			4,916.66	**4,916.66**
41220	COMM	58769KAD6	MBALT 0.4% MAT	Redemption	11/15/2021	MERCEDES-BENZ		408,247.61		**408,247.61**
41240	COMM	47789QAC4	JDOT 0.52% MAT	Interest	11/15/2021	JOHN DEERE			3,466.66	**3,466.66**
41240	COMM	47789QAC4	JDOT 0.52% MAT	Redemption	11/15/2021	JOHN DEERE		150,377.87		**150,377.87**
41242	COMM	14041NFW6	COMET 0.55% MAT	Interest	11/15/2021	Capital One Multi Ex			10,770.83	**10,770.83**
41242	COMM	14041NFW6	COMET 0.55% MAT	Redemption	11/15/2021	Capital One Multi Ex		418,574.62		**418,574.62**
41387	COMM	44933MAC5	HALST 0.38% MAT	Interest	11/15/2021	Hyundai Auto Lease S			7,995.84	**7,995.84**
41387	COMM	44933MAC5	HALST 0.38% MAT	Redemption	11/15/2021	Hyundai Auto Lease S		705,644.95		**705,644.95**
41389	COMM	58772WAC7	MBART 0.46% MAT	Interest	11/15/2021	MERCEDES -BENZ			7,762.49	**7,762.49**
41389	COMM	58772WAC7	MBART 0.46% MAT	Redemption	11/15/2021	MERCEDES -BENZ		364,404.33		**364,404.33**
41392	COMM	98163HAB5	WOART 0.29% MAT	Interest	11/15/2021	World Omni Auto Rec'			1,812.50	**1,812.50**
41392	COMM	98163HAB5	WOART 0.29% MAT	Redemption	11/15/2021	World Omni Auto Rec'		184,476.27		**184,476.27**
41397	COMM	345329AC0	FM 0.37% MAT	Interest	11/15/2021	FORD MOTOR			6,474.99	**6,474.99**
41397	COMM	345329AC0	FM 0.37% MAT	Redemption	11/15/2021	FORD MOTOR		586,907.78		**586,907.78**
41402	COMM	254683CP8	DCENT 0.58% MAT	Interest	11/15/2021	Discover Card Execut			9,666.66	**9,666.66**
41402	COMM	254683CP8	DCENT 0.58% MAT	Redemption	11/15/2021	Discover Card Execut		340,748.92		**340,748.92**
41476	COMM	14044CAC6	COPAR 0.77% MAT	Interest	11/15/2021	Capital One Prime Au			5,390.00	**5,390.00**
41476	COMM	14044CAC6	COPAR 0.77% MAT	Redemption	11/15/2021	Capital One Prime Au		235,193.09		**235,193.09**
		Totals for 11/15/2021					**311,499,192.56**	**324,772,080.63**	**1,176,301.83**	**14,449,189.90**
41522	COMM	1247P3EL2	CAFCO ZERO CPN	Purchase	11/16/2021	CORPORATE	24,975,590.28			**-24,975,590.28**
41523	COMM	16536HYH8	CHES DISC NOTE	Purchase	11/16/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41524	COMM	3133LJAN1	FHLM 1.5% MAT	Purchase	11/16/2021	FHLMC Single Family	16,166,899.83			**-16,166,899.83**
41525	COMM	3140QMQJ6	FNMAP 1.5% MAT	Purchase	11/16/2021	FNMA Single Family	15,187,500.00			**-15,187,500.00**
41526	COMM	3140XDHF6	FNMAP 1.5% MAT	Purchase	11/16/2021	FNMA Single Family	26,755,739.74			**-26,755,739.74**
41527	COMM	5148X0YH2	LANDES DISC NOTE	Purchase	11/16/2021	LANDES	124,999,722.22			**-124,999,722.22**
41528	COMM	63873JYH7	NATXNY DISC NOTE	Purchase	11/16/2021	Natixis NY Branch	99,999,861.12			**-99,999,861.12**
41518	COMM	16536HYG0	CHES DISC NOTE	Redemption	11/16/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41519	COMM	5148X0YG4	LANDES DISC NOTE	Redemption	11/16/2021	LANDES		125,000,000.00		**125,000,000.00**
41520	COMM	63873JYG9	NATXNY DISC NOTE	Redemption	11/16/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
40754	COMM	3134GXBL7	FEDERAL HOME LN	Interest	11/16/2021	FHLMC NOTES			20,809.50	**20,809.50**
		Totals for 11/16/2021					**383,085,167.36**	**300,000,000.00**	**20,809.50**	**-83,064,357.86**
41529	COMM	02582JJR2	AMXCA 0.9% MAT	Purchase	11/17/2021	American Express	32,494,923.50			**-32,494,923.50**
41530	COMM	16536HYJ4	CHES DISC NOTE	Purchase	11/17/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41531	COMM	5148X0YJ8	LANDES DISC NOTE	Purchase	11/17/2021	LANDES	124,999,722.22			-124,999,722.22
41532	COMM	63873JYJ3	NATXNY DISC NOTE	Purchase	11/17/2021	Natixis NY Branch	99,999,861.12			-99,999,861.12
41523	COMM	16536HYH8	CHES DISC NOTE	Redemption	11/17/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41527	COMM	5148X0YH2	LANDES DISC NOTE	Redemption	11/17/2021	LANDES		125,000,000.00		125,000,000.00
41528	COMM	63873JYH7	NATXNY DISC NOTE	Redemption	11/17/2021	Natixis NY Branch		100,000,000.00		100,000,000.00
40780	COMM	3135GA2Z3	FEDERAL NATL MTG	Interest	11/17/2021	FNMA NOTES			70,000.00	70,000.00
		Totals for 11/17/2021					**332,494,361.01**	**300,000,000.00**	**70,000.00**	**-32,424,361.01**
41533	COMM	16536HYK1	CHES DISC NOTE	Purchase	11/18/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41536	COMM	3133ENEJ5	FEDERAL FARM CR	Purchase	11/18/2021	FFCB NOTES	24,971,250.00			-24,971,250.00
41537	COMM	3135G05X7	FEDERAL NATL MTG	Purchase	11/18/2021	FNMA NOTES	24,369,364.58			-24,369,364.58
41534	COMM	5148X0YK5	LANDES DISC NOTE	Purchase	11/18/2021	LANDES	124,999,722.22			-124,999,722.22
41535	COMM	63873JYK0	NATXNY DISC NOTE	Purchase	11/18/2021	Natixis NY Branch	99,999,861.12			-99,999,861.12
41530	COMM	16536HYJ4	CHES DISC NOTE	Redemption	11/18/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41531	COMM	5148X0YJ8	LANDES DISC NOTE	Redemption	11/18/2021	LANDES		125,000,000.00		125,000,000.00
41532	COMM	63873JYJ3	NATXNY DISC NOTE	Redemption	11/18/2021	Natixis NY Branch		100,000,000.00		100,000,000.00
39269	COMM	43814WAC9	HAROT 2.83% MAT	Interest	11/18/2021	HONDA AUTO			10,416.20	10,416.20
39269	COMM	43814WAC9	HAROT 2.83% MAT	Redemption	11/18/2021	HONDA AUTO		625,459.86		625,459.86
41321	COMM	43815EAC8	HAROT 0.41% MAT	Interest	11/18/2021	HONDA AUTO			6,150.01	6,150.01
41321	COMM	43815EAC8	HAROT 0.41% MAT	Redemption	11/18/2021	HONDA AUTO		373,179.99		373,179.99
		Totals for 11/18/2021					**349,340,052.09**	**300,998,639.85**	**16,566.21**	**-48,324,846.03**
41538	COMM	16536HYN5	CHES DISC NOTE	Purchase	11/19/2021	CHESHAM FINANCE	74,999,562.50			-74,999,562.50
41539	COMM	5148X0YN9	LANDES DISC NOTE	Purchase	11/19/2021	LANDES	124,999,166.67			-124,999,166.67
41540	COMM	63873JYN4	NATXNY DISC NOTE	Purchase	11/19/2021	Natixis NY Branch	99,999,583.34			-99,999,583.34
41541	COMM	9128285Z9	UNITED STATES	Purchase	11/19/2021	U.S. TREASURY	36,719,981.32			-36,719,981.32
40025	COMM	3130AHJY0	FEDERAL HOME	Redemption	11/19/2021	FHLB NOTES		10,000,000.00		10,000,000.00
41533	COMM	16536HYK1	CHES DISC NOTE	Redemption	11/19/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41534	COMM	5148X0YK5	LANDES DISC NOTE	Redemption	11/19/2021	LANDES		125,000,000.00		125,000,000.00
41535	COMM	63873JYK0	NATXNY DISC NOTE	Redemption	11/19/2021	Natixis NY Branch		100,000,000.00		100,000,000.00
40025	COMM	3130AHJY0	FEDERAL HOME	Interest	11/19/2021	FHLB NOTES			81,250.00	81,250.00
40502	COMM	3130AJLA5	FEDERAL HOME	Interest	11/19/2021	FHLB NOTES			18,750.00	18,750.00
		Totals for 11/19/2021					**336,718,293.83**	**310,000,000.00**	**100,000.00**	**-26,618,293.83**
41542	COMM	16536HYP0	CHES DISC NOTE	Purchase	11/22/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41545	COMM	459058JE4	IBRD 0.375% MAT	Purchase	11/22/2021	INTL BANK RECON &	24,436,687.50			-24,436,687.50
41543	COMM	5148X0YP4	LANDES DISC NOTE	Purchase	11/22/2021	LANDES	124,999,722.22			-124,999,722.22
41544	COMM	63873JYP9	NATXNY DISC NOTE	Purchase	11/22/2021	Natixis NY Branch	99,999,861.12			-99,999,861.12
40979	COMM	40440YAA7	HPQ 0.1653% MAT	Redemption	11/22/2021	HEWLETT-PACKARD		0.03		0.03
41538	COMM	16536HYN5	CHES DISC NOTE	Redemption	11/22/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41539	COMM	5148X0YN9	LANDES DISC NOTE	Redemption	11/22/2021	LANDES		125,000,000.00		125,000,000.00
41540	COMM	63873JYN4	NATXNY DISC NOTE	Redemption	11/22/2021	Natixis NY Branch		100,000,000.00		100,000,000.00

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
39582	COMM	43815MAC0	HAROT 2.52% MAT	Interest	11/22/2021	HONDA AUTO			16,419.60	**16,419.60**
39582	COMM	43815MAC0	HAROT 2.52% MAT	Redemption	11/22/2021	HONDA AUTO		869,310.49		**869,310.49**
39612	COMM	92349GAA9	VERIZON OWNER	Interest	11/22/2021	VERIZON OWNER			41,529.57	**41,529.57**
39612	COMM	92349GAA9	VERIZON OWNER	Redemption	11/22/2021	VERIZON OWNER		2,797,146.94		**2,797,146.94**
39913	COMM	92867XAD8	VWALT 1.99% MAT	Interest	11/22/2021	Volkswagen Auto			9,226.28	**9,226.28**
39913	COMM	92867XAD8	VWALT 1.99% MAT	Redemption	11/22/2021	Volkswagen Auto		1,171,916.52		**1,171,916.52**
39920	COMM	92348AAA3	VZOT 1.94% MAT	Interest	11/22/2021	VERIZON OWNER			38,800.01	**38,800.01**
39920	COMM	92348AAA3	VZOT 1.94% MAT	Redemption	11/22/2021	VERIZON OWNER		2,723,300.88		**2,723,300.88**
40341	COMM	36259KAD9	GMALT 1.67% MAT	Interest	11/22/2021	GM Fin'cl Auto Leasi			4,322.79	**4,322.79**
40341	COMM	36259KAD9	GMALT 1.67% MAT	Redemption	11/22/2021	GM Fin'cl Auto Leasi		521,073.17		**521,073.17**
40346	COMM	43813RAC1	HAROT 1.61% MAT	Interest	11/22/2021	HONDA AUTO			22,137.51	**22,137.51**
40346	COMM	43813RAC1	HAROT 1.61% MAT	Redemption	11/22/2021	HONDA AUTO		1,020,274.78		**1,020,274.78**
40416	COMM	92868LAD3	VALET 3.02% MAT	Interest	11/22/2021	VOLKSWAGEN			2,597.10	**2,597.10**
40416	COMM	92868LAD3	VALET 3.02% MAT	Redemption	11/22/2021	VOLKSWAGEN		738,869.24		**738,869.24**
40512	COMM	36259PAD8	GMALT 0.8% MAT	Interest	11/22/2021	GM Fin'cl Auto Leasi			1,000.00	**1,000.00**
40512	COMM	36259PAD8	GMALT 0.8% MAT	Redemption	11/22/2021	GM Fin'cl Auto Leasi		75,057.29		**75,057.29**
40549	COMM	92290BAA9	VERIZON OWNER	Interest	11/22/2021	VERIZON OWNER			11,456.26	**11,456.26**
40549	COMM	92290BAA9	VERIZON OWNER	Redemption	11/22/2021	VERIZON OWNER		797,822.98		**797,822.98**
40623	COMM	362569AC9	GMALT 0.45% MAT	Interest	11/22/2021	GM Fin'cl Auto Leasi			3,187.50	**3,187.50**
40623	COMM	362569AC9	GMALT 0.45% MAT	Redemption	11/22/2021	GM Fin'cl Auto Leasi		387,228.47		**387,228.47**
40712	COMM	92348CAA9	VZOT 0.41% MAT	Interest	11/22/2021	VERIZON OWNER			7,004.17	**7,004.17**
40712	COMM	92348CAA9	VZOT 0.41% MAT	Redemption	11/22/2021	VERIZON OWNER		513,749.51		**513,749.51**
40801	COMM	92868VAC3	VWALT 0.39% MAT	Interest	11/22/2021	Volkswagen Auto			2,437.50	**2,437.50**
40801	COMM	92868VAC3	VWALT 0.39% MAT	Redemption	11/22/2021	Volkswagen Auto		281,258.98		**281,258.98**
40964	COMM	36261RAC2	GMALT 0.26% MAT	Interest	11/22/2021	GM Fin'cl Auto Leasi			1,787.51	**1,787.51**
40964	COMM	36261RAC2	GMALT 0.26% MAT	Redemption	11/22/2021	GM Fin'cl Auto Leasi		305,784.54		**305,784.54**
40965	COMM	43813GAC5	HAROT 0.27% MAT	Interest	11/22/2021	HONDA AUTO			2,643.75	**2,643.75**
40965	COMM	43813GAC5	HAROT 0.27% MAT	Redemption	11/22/2021	HONDA AUTO		295,819.08		**295,819.08**
40979	COMM	40440YAA7	HPQ 0.1653% MAT	Interest	11/22/2021	HEWLETT-PACKARD			56.37	**56.37**
40979	COMM	40440YAA7	HPQ 0.1653% MAT	Redemption	11/22/2021	HEWLETT-PACKARD		371,955.21		**371,955.21**
40979	COMM	40440YAA7	HPQ 0.1653% MAT	Interest	11/22/2021	HEWLETT-PACKARD				**0.00**
40979	COMM	40440YAA7	HPQ 0.1653% MAT	Redemption	11/22/2021	HEWLETT-PACKARD				**0.00**
41089	COMM	89238EAC0	TLOT 0.39% MAT	Interest	11/22/2021	Toyota Lease Owner			4,225.00	**4,225.00**
41089	COMM	89238EAC0	TLOT 0.39% MAT	Redemption	11/22/2021	Toyota Lease Owner		432,038.45		**432,038.45**
41207	COMM	80286DAC2	SRT 0.51% MAT	Interest	11/22/2021	Santander Retail Aut			6,566.25	**6,566.25**
41207	COMM	80286DAC2	SRT 0.51% MAT	Redemption	11/22/2021	Santander Retail Aut		463,731.15		**463,731.15**
41391	COMM	80286CAC4	SRT 0.5% MAT	Interest	11/22/2021	Santander Retail Aut			3,125.00	**3,125.00**
41391	COMM	80286CAC4	SRT 0.5% MAT	Redemption	11/22/2021	Santander Retail Aut		183,842.15		**183,842.15**
		Totals for 11/22/2021					**324,436,125.01**	**313,950,179.86**	**178,522.17**	**-10,307,422.98**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41546	COMM	16536HYQ8	CHES DISC NOTE	Purchase	11/23/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41547	COMM	5148X0YQ2	LANDES DISC NOTE	Purchase	11/23/2021	LANDES	124,999,722.22			-124,999,722.22
41548	COMM	63873JYQ7	NATXNY DISC NOTE	Purchase	11/23/2021	Natixis NY Branch	99,999,861.12			-99,999,861.12
41558	COMM	74274TAG5	PRIVATE EXPT FDG	Purchase	11/23/2021	PRIVATE EXPORT	9,930,063.89			-9,930,063.89
41549	COMM	82124MC40	SHEF DISC NOTE	Purchase	11/23/2021	SHEFFIELD	49,971,944.44			-49,971,944.44
41550	COMM	9128286X3	UNITED STATES	Purchase	11/23/2021	U.S. TREASURY	26,205,659.79			-26,205,659.79
41542	COMM	16536HYP0	CHES DISC NOTE	Redemption	11/23/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41543	COMM	5148X0YP4	LANDES DISC NOTE	Redemption	11/23/2021	LANDES		125,000,000.00		125,000,000.00
41544	COMM	63873JYP9	NATXNY DISC NOTE	Redemption	11/23/2021	Natixis NY Branch		100,000,000.00		100,000,000.00
39569	COMM	90331HPC1	USB 2.65% MAT	Interest	11/23/2021	U S BANK			198,750.00	198,750.00
		Totals for 11/23/2021					**386,107,105.63**	**300,000,000.00**	**198,750.00**	**-85,908,355.63**
41555	COMM	04249KYV4	ARMEXH DISC NOTE	Purchase	11/24/2021	ARMY & AIR FORCE	12,654,894.54			-12,654,894.54
41556	COMM	06417MTF2	BNSHOU 0.25% MAT	Purchase	11/24/2021	BANK OF NOVA	75,000,000.00			-75,000,000.00
41551	COMM	16536HYV7	CHES DISC NOTE	Purchase	11/24/2021	CHESHAM FINANCE	74,999,271.00			-74,999,271.00
41554	COMM	43815GAC3	HAROT 0.88% MAT	Purchase	11/24/2021	HONDA AUTO	13,997,048.80			-13,997,048.80
41552	COMM	5148X0YS8	LANDES DISC NOTE	Purchase	11/24/2021	LANDES	124,999,445.00			-124,999,445.00
41557	COMM	53127TYV9	LIBST DISC NOTE	Purchase	11/24/2021	Liberty Street FDG L	50,926,363.41			-50,926,363.41
41553	COMM	63873JYS3	NATXNY DISC NOTE	Purchase	11/24/2021	Natixis NY Branch	99,999,722.00			-99,999,722.00
41546	COMM	16536HYQ8	CHES DISC NOTE	Redemption	11/24/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41547	COMM	5148X0YQ2	LANDES DISC NOTE	Redemption	11/24/2021	LANDES		125,000,000.00		125,000,000.00
41548	COMM	63873JYQ7	NATXNY DISC NOTE	Redemption	11/24/2021	Natixis NY Branch		100,000,000.00		100,000,000.00
40773	COMM	459058JM6	IBRD 0.25% MAT	Interest	11/24/2021	INTL BANK RECON &			15,312.50	15,312.50
		Totals for 11/24/2021					**452,576,744.75**	**300,000,000.00**	**15,312.50**	**-152,561,432.25**
41559	COMM	3135G05X7	FEDERAL NATL MTG	Purchase	11/26/2021	FNMA NOTES	9,702,779.17			-9,702,779.17
41600	COMM	5148X0YV1	LANDES DISC NOTE	Purchase	11/26/2021	LANDES	124,999,166.67			-124,999,166.67
41601	COMM	63873JYV6	NATXNY DISC NOTE	Purchase	11/26/2021	Natixis NY Branch	99,999,583.34			-99,999,583.34
41602	COMM	912828P46	UNITED STATES	Purchase	11/26/2021	U.S. TREASURY	40,802,241.85			-40,802,241.85
41552	COMM	5148X0YS8	LANDES DISC NOTE	Redemption	11/26/2021	LANDES		125,000,000.00		125,000,000.00
41553	COMM	63873JYS3	NATXNY DISC NOTE	Redemption	11/26/2021	Natixis NY Branch		100,000,000.00		100,000,000.00
38387	COMM	3137AYCE9		Interest	11/26/2021	FHLMC Multi-Family			44,700.00	44,700.00
38387	COMM	3137AYCE9		Redemption	11/26/2021	FHLMC Multi-Family		35,136.00		35,136.00
38391	COMM	3137AYCE9		Interest	11/26/2021	FHLMC Multi-Family			16,762.50	16,762.50
38391	COMM	3137AYCE9		Redemption	11/26/2021	FHLMC Multi-Family		13,176.00		13,176.00
38465	COMM	3137AWQH1	FHLMCM 2.307%	Interest	11/26/2021	FHLMC Multi-Family			10,727.55	10,727.55
38465	COMM	3137AWQH1	FHLMCM 2.307%	Redemption	11/26/2021	FHLMC Multi-Family		517,215.55		517,215.55
38643	COMM	3137B36J2	FHLMCM 3.32% MAT	Interest	11/26/2021	FHLMC Multi-Family			55,054.82	55,054.82
38643	COMM	3137B36J2	FHLMCM 3.32% MAT	Redemption	11/26/2021	FHLMC Multi-Family		48,397.00		48,397.00
38666	COMM	3137AYCE9		Interest	11/26/2021	FHLMC Multi-Family			26,250.08	26,250.08
38666	COMM	3137AYCE9		Redemption	11/26/2021	FHLMC Multi-Family		20,633.61		20,633.61

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
38744	COMM	3137AYCE9		Interest	11/26/2021	FHLMC Multi-Family			44,700.00	**44,700.00**
38744	COMM	3137AYCE9		Redemption	11/26/2021	FHLMC Multi-Family		35,136.00		**35,136.00**
38854	COMM	3137B4WB8	FHLMCM 3.06% MAT	Interest	11/26/2021	FHLMC Multi-Family			12,176.25	**12,176.25**
38854	COMM	3137B4WB8	FHLMCM 3.06% MAT	Redemption	11/26/2021	FHLMC Multi-Family		234,431.88		**234,431.88**
38864	COMM	3137B5JM6	FHLMCM 3.531%	Interest	11/26/2021	FHLMC Multi-Family			29,425.00	**29,425.00**
38864	COMM	3137B5JM6	FHLMCM 3.531%	Redemption	11/26/2021	FHLMC Multi-Family		496,482.22		**496,482.22**
38945	COMM	3137B3NA2	FHLMC REMIC	Interest	11/26/2021	FHLMC Multi-Family			28,723.64	**28,723.64**
38945	COMM	3137B3NA2	FHLMC REMIC	Redemption	11/26/2021	FHLMC Multi-Family		12,242.89		**12,242.89**
39026	COMM	3137B5KW2	FHLMCM 3.458%	Interest	11/26/2021	FHLMC Multi-Family			28,817.00	**28,817.00**
39026	COMM	3137B5KW2	FHLMCM 3.458%	Redemption	11/26/2021	FHLMC Multi-Family		474,760.16		**474,760.16**
39150	COMM	31381TYT1	FNMAM 2.75% MAT	Interest	11/26/2021	FNMA Multi-Family			66,223.96	**66,223.96**
39150	COMM	31381TYT1	FNMAM 2.75% MAT	Redemption	11/26/2021	FNMA Multi-Family		67,529.61		**67,529.61**
39295	COMM	3137B04Y7	FHLMCM 2.615%	Interest	11/26/2021	FHLMC Multi-Family			58,838.40	**58,838.40**
39295	COMM	3137B04Y7	FHLMCM 2.615%	Redemption	11/26/2021	FHLMC Multi-Family		1,774,187.88		**1,774,187.88**
39319	COMM	3138LGKH8	FNMAM 2.47% MAT	Interest	11/26/2021	FNMA Multi-Family			53,173.61	**53,173.61**
39319	COMM	3138LGKH8	FNMAM 2.47% MAT	Redemption	11/26/2021	FNMA Multi-Family		1,009,306.17		**1,009,306.17**
39457	COMM	3138EKX67	FNMAM 2.537% MAT	Interest	11/26/2021	FNMA Multi-Family			10,504.62	**10,504.62**
39457	COMM	3138EKX67	FNMAM 2.537% MAT	Redemption	11/26/2021	FNMA Multi-Family		11,694.51		**11,694.51**
39587	COMM	3138LEYD7	FNMAM 1.97% MAT	Interest	11/26/2021	FNMA Multi-Family			30,574.86	**30,574.86**
39587	COMM	3138LEYD7	FNMAM 1.97% MAT	Redemption	11/26/2021	FNMA Multi-Family		32,436.89		**32,436.89**
39609	COMM	3138LGFF8	FNMAM 2.15% MAT	Interest	11/26/2021	FNMA Multi-Family			9,256.94	**9,256.94**
39609	COMM	3138LGFF8	FNMAM 2.15% MAT	Redemption	11/26/2021	FNMA Multi-Family		204,744.49		**204,744.49**
39632	COMM	3138L2BU0	FNMAM 2.31% MAT	Interest	11/26/2021	FNMA Multi-Family			12,888.30	**12,888.30**
39632	COMM	3138L2BU0	FNMAM 2.31% MAT	Redemption	11/26/2021	FNMA Multi-Family		13,784.63		**13,784.63**
39654	COMM	3137BP4J5	FNMAM 2.446% MAT	Interest	11/26/2021	FHLMC Multi-Family			32,802.30	**32,802.30**
39654	COMM	3137BP4J5	FNMAM 2.446% MAT	Redemption	11/26/2021	FHLMC Multi-Family		265,479.68		**265,479.68**
39734	COMM	3138L0U90	FNMAM 2.59% MAT	Interest	11/26/2021	FNMA Multi-Family			11,151.39	**11,151.39**
39734	COMM	3138L0U90	FNMAM 2.59% MAT	Redemption	11/26/2021	FNMA Multi-Family		481,194.53		**481,194.53**
39735	COMM	31381VBJ3	FNMAM 2.83% MAT	Interest	11/26/2021	FNMA Multi-Family			11,616.57	**11,616.57**
39735	COMM	31381VBJ3	FNMAM 2.83% MAT	Redemption	11/26/2021	FNMA Multi-Family		12,644.82		**12,644.82**
39844	COMM	3138L0RM5	FNMAM 2.135% MAT	Interest	11/26/2021	FNMA Multi-Family			15,346.90	**15,346.90**
39844	COMM	3138L0RM5	FNMAM 2.135% MAT	Redemption	11/26/2021	FNMA Multi-Family		21,937.24		**21,937.24**
39861	COMM	05588CAC6	BMWOT 1.92% MAT	Interest	11/26/2021	BMW VEHICLE			14,138.01	**14,138.01**
39861	COMM	05588CAC6	BMWOT 1.92% MAT	Redemption	11/26/2021	BMW VEHICLE		890,656.81		**890,656.81**
40056	COMM	3136A9MN5	FNMAM 2.301% MAT	Interest	11/26/2021	FNMA Multi-Family			9,816.48	**9,816.48**
40056	COMM	3136A9MN5	FNMAM 2.301% MAT	Redemption	11/26/2021	FNMA Multi-Family		12,731.67		**12,731.67**
40293	COMM	3138L0RC7	FNMAM 2.35% MAT	Interest	11/26/2021	FNMA Multi-Family			13,059.21	**13,059.21**
40293	COMM	3138L0RC7	FNMAM 2.35% MAT	Redemption	11/26/2021	FNMA Multi-Family		13,959.90		**13,959.90**
40385	COMM	3137BUWM6	FHLMCM 2.932%	Interest	11/26/2021	FHLMC Multi-Family			39,301.13	**39,301.13**
40385	COMM	3137BUWM6	FHLMCM 2.932%	Redemption	11/26/2021	FHLMC Multi-Family		1,103,881.40		**1,103,881.40**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
40390	COMM	3137BHCY1	FHLMCM 2.811%	Interest	11/26/2021	FHLMC Multi-Family			24,807.08	**24,807.08**
40390	COMM	3137BHCY1	FHLMCM 2.811%	Redemption	11/26/2021	FHLMC Multi-Family		327,434.95		**327,434.95**
40511	COMM	3136AXVB8	FNMAM 2.646% MAT	Interest	11/26/2021	FNMA Multi-Family			34,719.59	**34,719.59**
40511	COMM	3136AXVB8	FNMAM 2.646% MAT	Redemption	11/26/2021	FNMA Multi-Family		11,343.67		**11,343.67**
40517	COMM	3138L0RM5A	FNMAM 2.135% MAT	Interest	11/26/2021	FNMA Multi-Family			1,578.96	**1,578.96**
40517	COMM	3138L0RM5A	FNMAM 2.135% MAT	Redemption	11/26/2021	FNMA Multi-Family		2,257.00		**2,257.00**
40526	COMM	3137BSP64	FHLMCM 2.34% MAT	Interest	11/26/2021	FHLMC Multi-Family			30,291.00	**30,291.00**
40526	COMM	3137BSP64	FHLMCM 2.34% MAT	Redemption	11/26/2021	FHLMC Multi-Family		195,502.40		**195,502.40**
40527	COMM	3132XHM68	FHLMCM 1.1% MAT	Interest	11/26/2021	FHLMC Multi-Family			18,447.80	**18,447.80**
40527	COMM	3132XHM68	FHLMCM 1.1% MAT	Redemption	11/26/2021	FHLMC Multi-Family		32,547.20		**32,547.20**
40530	COMM	09661RAD3	BMWOT 0.48% MAT	Interest	11/26/2021	BMW VEHICLE			3,400.00	**3,400.00**
40530	COMM	09661RAD3	BMWOT 0.48% MAT	Redemption	11/26/2021	BMW VEHICLE		99,251.75		**99,251.75**
40539	COMM	3137BKGH7	FHLMCM 2.712%	Interest	11/26/2021	FHLMC Multi-Family			9,677.78	**9,677.78**
40539	COMM	3137BKGH7	FHLMCM 2.712%	Redemption	11/26/2021	FHLMC Multi-Family		85,967.95		**85,967.95**
40540	COMM	3137FUZN7	FHLMCM 0.526%	Interest	11/26/2021	FHLMC Multi-Family			1,683.39	**1,683.39**
40540	COMM	3137FUZN7	FHLMCM 0.526%	Redemption	11/26/2021	FHLMC Multi-Family		201,747.76		**201,747.76**
40541	COMM	3138L7CU8	FNMAM 2.95% MAT	Interest	11/26/2021	FNMA Multi-Family			49,281.50	**49,281.50**
40541	COMM	3138L7CU8	FNMAM 2.95% MAT	Redemption	11/26/2021	FNMA Multi-Family		38,242.44		**38,242.44**
40630	COMM	3138LJWY2	FHLMCM 2.8% MAT	Interest	11/26/2021	FHLMC Multi-Family			31,581.98	**31,581.98**
40630	COMM	3138LJWY2	FHLMCM 2.8% MAT	Redemption	11/26/2021	FHLMC Multi-Family		22,248.37		**22,248.37**
40638	COMM	3137BYLE8	FHLMCM 2.7% MAT	Interest	11/26/2021	FHLMC Multi-Family			14,962.50	**14,962.50**
40638	COMM	3137BYLE8	FHLMCM 2.7% MAT	Redemption	11/26/2021	FHLMC Multi-Family		176,243.49		**176,243.49**
40743	COMM	3136AY6S7	FNMAM FRN MAT	Interest	11/26/2021	FNMA Multi-Family			375,284.56	**375,284.56**
40743	COMM	3136AY6S7	FNMAM FRN MAT	Redemption	11/26/2021	FNMA Multi-Family		6,040,287.00		**6,040,287.00**
40784	COMM	3137F72W4	FHLMCM 0.39025%	Interest	11/26/2021	FHLMC Multi-Family			3,414.13	**3,414.13**
40784	COMM	3137F72W4	FHLMCM 0.39025%	Redemption	11/26/2021	FHLMC Multi-Family		2,874,674.96		**2,874,674.96**
40812	COMM	3132XFFH6	FHLMCM 0.77% MAT	Interest	11/26/2021	FHLMC Multi-Family			29,837.50	**29,837.50**
40812	COMM	3132XFFH6	FHLMCM 0.77% MAT	Redemption	11/26/2021	FHLMC Multi-Family		1,012,451.80		**1,012,451.80**
40905	COMM	3138LEC33	FNMAM 2.38% MAT	Interest	11/26/2021	FNMA Multi-Family			20,409.29	**20,409.29**
40905	COMM	3138LEC33	FNMAM 2.38% MAT	Redemption	11/26/2021	FNMA Multi-Family		13,581.10		**13,581.10**
40976	COMM	3137FATE8	FHLMCM 2.982%	Interest	11/26/2021	FHLMC Multi-Family			74,550.00	**74,550.00**
40976	COMM	3137FATE8	FHLMCM 2.982%	Redemption	11/26/2021	FHLMC Multi-Family		1,049,678.01		**1,049,678.01**
40983	COMM	3137FF3W5	FHLMCM 0.602%	Interest	11/26/2021	FHLMC Multi-Family			2,109.41	**2,109.41**
40983	COMM	3137FF3W5	FHLMCM 0.602%	Redemption	11/26/2021	FHLMC Multi-Family		6,425.96		**6,425.96**
40990	COMM	05591RAC8	BMWLT 0.29% MAT	Interest	11/26/2021	BMW VEHICLE			2,924.17	**2,924.17**
40990	COMM	05591RAC8	BMWLT 0.29% MAT	Redemption	11/26/2021	BMW VEHICLE		462,379.94		**462,379.94**
41026	COMM	3137BVYN0	FHLMCM 3.035%	Interest	11/26/2021	FHLMC Multi-Family			34,080.49	**34,080.49**
41026	COMM	3137BVYN0	FHLMCM 3.035%	Redemption	11/26/2021	FHLMC Multi-Family		314,770.94		**314,770.94**
41131	COMM	3137BYLE8	FHLMCM 2.7% MAT	Interest	11/26/2021	FHLMC Multi-Family			11,250.00	**11,250.00**
41131	COMM	3137BYLE8	FHLMCM 2.7% MAT	Redemption	11/26/2021	FHLMC Multi-Family		131,757.09		**131,757.09**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41133	COMM	3137FYZG4	FHLMCM 0.861%	Interest	11/26/2021	FHLMC Multi-Family			5,019.65	**5,019.65**
41133	COMM	3137FYZG4	FHLMCM 0.861%	Redemption	11/26/2021	FHLMC Multi-Family		785.40		**785.40**
41164	COMM	3137FPJ55	FHLMCM 2.606%	Interest	11/26/2021	FHLMC Multi-Family			44,910.76	**44,910.76**
41164	COMM	3137FPJ55	FHLMCM 2.606%	Redemption	11/26/2021	FHLMC Multi-Family		388,758.02		**388,758.02**
41192	COMM	3137FBAB2	FHLMCM 3.038%	Interest	11/26/2021	FHLMC Multi-Family			25,317.00	**25,317.00**
41192	COMM	3137FBAB2	FHLMCM 3.038%	Redemption	11/26/2021	FHLMC Multi-Family		194,545.57		**194,545.57**
41200	COMM	3140HWXG2	FNMAM 2.47% MAT	Interest	11/26/2021	FNMA Multi-Family			10,295.15	**10,295.15**
41200	COMM	3140HWXG2	FNMAM 2.47% MAT	Redemption	11/26/2021	FNMA Multi-Family		7,250.05		**7,250.05**
41222	COMM	3137H14A1	FHLMCM 0.854%	Interest	11/26/2021	FHLMC Multi-Family			13,771.40	**13,771.40**
41222	COMM	3137H14A1	FHLMCM 0.854%	Redemption	11/26/2021	FHLMC Multi-Family		263,860.43		**263,860.43**
41228	COMM	3136AUG21	FNMAM 2.49552%	Interest	11/26/2021	FNMA Multi-Family			44,522.38	**44,522.38**
41228	COMM	3136AUG21	FNMAM 2.49552%	Redemption	11/26/2021	FNMA Multi-Family		25,802.50		**25,802.50**
41319	COMM	3132XFD47	FHLMCM 2.1% MAT	Interest	11/26/2021	FHLMC Multi-Family			27,125.00	**27,125.00**
41319	COMM	3132XFD47	FHLMCM 2.1% MAT	Redemption	11/26/2021	FHLMC Multi-Family		299,334.19		**299,334.19**
41368	COMM	09690AAD5	BMWLT 0.43% MAT	Interest	11/26/2021	BMW VEHICLE			9,316.66	**9,316.66**
41368	COMM	09690AAD5	BMWLT 0.43% MAT	Redemption	11/26/2021	BMW VEHICLE		653,911.57		**653,911.57**
		Totals for 11/26/2021					**275,503,771.03**	**247,736,823.05**	**1,640,598.65**	**-26,126,349.33**
41603	COMM	16536HYW5	CHES DISC NOTE	Purchase	11/29/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41604	COMM	5148X0YW9	LANDES DISC NOTE	Purchase	11/29/2021	LANDES	124,999,722.22			**-124,999,722.22**
41605	COMM	63873JYW4	NATXNY DISC NOTE	Purchase	11/29/2021	Natixis NY Branch	99,999,861.12			**-99,999,861.12**
41606	COMM	86959RVF4	SVENSKA	Purchase	11/29/2021	Svenska	50,001,905.00			**-50,001,905.00**
37149	COMM	3130AABG2	FEDERAL HOME	Redemption	11/29/2021	FHLB NOTES		15,000,000.00		**15,000,000.00**
41551	COMM	16536HYV7	CHES DISC NOTE	Redemption	11/29/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41555	COMM	04249KYV4	ARMEXH DISC NOTE	Redemption	11/29/2021	ARMY & AIR FORCE		12,655,000.00		**12,655,000.00**
41557	COMM	53127TYV9	LIBST DISC NOTE	Redemption	11/29/2021	Liberty Street FDG L		50,927,000.00		**50,927,000.00**
41600	COMM	5148X0YV1	LANDES DISC NOTE	Redemption	11/29/2021	LANDES		125,000,000.00		**125,000,000.00**
41601	COMM	63873JYV6	NATXNY DISC NOTE	Redemption	11/29/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
37149	COMM	3130AABG2	FEDERAL HOME	Interest	11/29/2021	FHLB NOTES			140,625.00	**140,625.00**
40506	COMM	3134GVVX3	FEDERAL HOME LN	Interest	11/29/2021	FHLMC NOTES			22,500.00	**22,500.00**
40774	COMM	3135G06H1	FNMA 0.25% MAT	Interest	11/29/2021	FNMA NOTES			56,250.00	**56,250.00**
		Totals for 11/29/2021					**350,001,342.51**	**378,582,000.00**	**219,375.00**	**28,800,032.49**
41607	COMM	06417MTS4	BANK NOVA SCOTIA	Purchase	11/30/2021	BANK OF NOVA	50,000,000.00			**-50,000,000.00**
41608	COMM	22533TZ17	CACPNY DISC NOTE	Purchase	11/30/2021	Credit Agricole Corp	49,999,930.56			**-49,999,930.56**
41609	COMM	16536HZ12	CHES DISC NOTE	Purchase	11/30/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41612	COMM	14041NFY2	CAPITAL ONE MULTI	Purchase	11/30/2021	Capital One Multi Ex	35,995,039.20			**-35,995,039.20**
41610	COMM	47816GEX3	JNJPP DISC NOTE	Purchase	11/30/2021	JOHNSON &	49,977,250.00			**-49,977,250.00**
41611	COMM	82124MBB5	SHEF DISC NOTE	Purchase	11/30/2021	SHEFFIELD	18,344,046.44			**-18,344,046.44**
41613	COMM	9128282D1	UNITED STATES	Purchase	11/30/2021	U.S. TREASURY	40,788,259.67			**-40,788,259.67**
41086	COMM	23341V5J6	DNBNNY 0.15% MAT	Redemption	11/30/2021	DNB NOR BANK ASA		50,000,000.00		**50,000,000.00**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41603	COMM	16536HYW5	CHES DISC NOTE	Redemption	11/30/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41604	COMM	5148X0YW9	LANDES DISC NOTE	Redemption	11/30/2021	LANDES		125,000,000.00		**125,000,000.00**
41605	COMM	63873JYW4	NATXNY DISC NOTE	Redemption	11/30/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
40783	COMM	3134GXDK7	FEDERAL HOME LN	Interest	11/30/2021	FHLMC NOTES			48,750.00	**48,750.00**
40831	COMM	3133EMHE5	FEDERAL FARM CR	Interest	11/30/2021	FFCB NOTES			12,937.00	**12,937.00**
41075	COMM	912828ZT0	UNITED STATES	Interest	11/30/2021	U.S. TREASURY			37,500.00	**37,500.00**
41086	COMM	23341V5J6	DNBNNY 0.15% MAT	Interest	11/30/2021	DNB NOR BANK ASA			46,458.34	**46,458.34**
41550	COMM	9128286X3	UNITED STATES	Interest	11/30/2021	U.S. TREASURY			265,625.00	**265,625.00**
41550	COMM	9128286X3	UNITED STATES	Accr Int	11/30/2021	U.S. TREASURY		255,464.48	-255,464.48	**0.00**
		Totals for 11/30/2021					**320,104,380.04**	**350,255,464.48**	**155,805.86**	**30,306,890.30**
41614	COMM	13609CHS3	CANIBC ZERO CPN	Purchase	12/01/2021	Canadian Imperial Ho	29,915,133.33			**-29,915,133.33**
41615	COMM	16536HZ20	CHES DISC NOTE	Purchase	12/01/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41616	COMM	5148X0Z24	LANDES DISC NOTE	Purchase	12/01/2021	LANDES	124,999,722.22			**-124,999,722.22**
41617	COMM	3873JZ29	NATXNY DISC NOTE	Purchase	12/01/2021	Natixis NY Branch	99,999,861.12			**-99,999,861.12**
41618	COMM	82124MCJ7	SHEF DISC NOTE	Purchase	12/01/2021	SHEFFIELD	29,981,275.00			**-29,981,275.00**
41619	COMM	9128286A3	USTN 2.625% MAT	Purchase	12/01/2021	U.S. TREASURY	32,158,135.20			**-32,158,135.20**
41608	COMM	22533TZ17	CACPNY DISC NOTE	Redemption	12/01/2021	Credit Agricole Corp		50,000,000.00		**50,000,000.00**
41609	COMM	16536HZ12	CHES DISC NOTE	Redemption	12/01/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
40805	COMM	3134GXEX8	FEDERAL HOME LN	Interest	12/01/2021	FHLMC NOTES			26,656.25	**26,656.25**
		Totals for 12/01/2021					**392,053,981.04**	**125,000,000.00**	**26,656.25**	**-267,027,324.79**
41620	COMM	16536HZ38	CHES DISC NOTE	Purchase	12/02/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41621	COMM	5148X0Z32	LANDES DISC NOTE	Purchase	12/02/2021	LANDES	124,999,722.22			**-124,999,722.22**
41622	COMM	63873JZ37	NATXNY DISC NOTE	Purchase	12/02/2021	Natixis NY Branch	99,999,861.12			**-99,999,861.12**
41623	COMM	912828P46	UNITED STATES	Purchase	12/02/2021	U.S. TREASURY	25,658,415.42			**-25,658,415.42**
41615	COMM	16536HZ20	CHES DISC NOTE	Redemption	12/02/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41616	COMM	5148X0Z24	LANDES DISC NOTE	Redemption	12/02/2021	LANDES		125,000,000.00		**125,000,000.00**
41617	COMM	3873JZ29	NATXNY DISC NOTE	Redemption	12/02/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**
40793	COMM	3133EMJH6	FEDERAL FARMS	Interest	12/02/2021	FFCB NOTES			22,750.00	**22,750.00**
41160	COMM	3130AMRY0	FEDERAL HOME	Interest	12/02/2021	FHLB NOTES			12,361.20	**12,361.20**
40461	COMM	SYS40461	DGCXX 0.%	Interest	12/02/2021	Dreyfus Government			2,342.70	**2,342.70**
40461	COMM	SYS40461	DGCXX 0.%	Purchase	12/02/2021	Dreyfus Government	2,342.70			**-2,342.70**
		Totals for 12/02/2021					**325,660,195.63**	**300,000,000.00**	**37,453.90**	**-25,622,741.73**
41624	COMM	16536HZ61	CHES DISC NOTE	Purchase	12/03/2021	CHESHAM FINANCE	74,999,562.50			**-74,999,562.50**
41625	COMM	5148X0Z65	LANDES DISC NOTE	Purchase	12/03/2021	LANDES	124,999,166.67			**-124,999,166.67**
41626	COMM	63873JZ60	NATXNY DISC NOTE	Purchase	12/03/2021	Natixis NY Branch	49,999,791.67			**-49,999,791.67**
41627	COMM	63873QRK2	NATXNY BRANCH	Purchase	12/03/2021	Natixis NY Branch	50,000,458.33			**-50,000,458.33**
41620	COMM	16536HZ38	CHES DISC NOTE	Redemption	12/03/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41621	COMM	5148X0Z32	LANDES DISC NOTE	Redemption	12/03/2021	LANDES		125,000,000.00		**125,000,000.00**
41622	COMM	63873JZ37	NATXNY DISC NOTE	Redemption	12/03/2021	Natixis NY Branch		100,000,000.00		**100,000,000.00**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
39594	COMM	3133EKNR3	FEDERAL FARM CR	Interest	12/03/2021	FFCB NOTES			110,000.00	**110,000.00**
40508	COMM	3134GVYX0	FEDERAL HOME LN	Interest	12/03/2021	FHLMC NOTES			25,000.00	**25,000.00**
40509	COMM	3134GVYX0	FEDERAL HOME LN	Interest	12/03/2021	FHLMC NOTES			25,000.00	**25,000.00**
		Totals for 12/03/2021					**299,998,979.17**	**300,000,000.00**	**160,000.00**	**161,020.83**
41628	COMM	16536HZ79	CHES DISC NOTE	Purchase	12/06/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41629	COMM	5148X0Z73	LANDES DISC NOTE	Purchase	12/06/2021	LANDES	124,999,722.22			**-124,999,722.22**
41630	COMM	63873JZ78	NATXNY DISC NOTE	Purchase	12/06/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41624	COMM	16536HZ61	CHES DISC NOTE	Redemption	12/06/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41625	COMM	5148X0Z65	LANDES DISC NOTE	Redemption	12/06/2021	LANDES		125,000,000.00		**125,000,000.00**
41626	COMM	63873JZ60	NATXNY DISC NOTE	Redemption	12/06/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
40454	COMM	166764AB6	CHEVRON CORP	Interest	12/06/2021	CHEVRON CORP.			274,569.45	**274,569.45**
		Totals for 12/06/2021					**249,999,506.95**	**250,000,000.00**	**274,569.45**	**275,062.50**
41631	COMM	16536HZ87	CHES DISC NOTE	Purchase	12/07/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41634	COMM	22536U2J8	CREDIT INDL ET	Purchase	12/07/2021	Credit Indust et Com	30,000,000.00			**-30,000,000.00**
41632	COMM	5148X0Z81	LANDES DISC NOTE	Purchase	12/07/2021	LANDES	124,999,722.22			**-124,999,722.22**
41633	COMM	63873JZ86	NATXNY DISC NOTE	Purchase	12/07/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41628	COMM	16536HZ79	CHES DISC NOTE	Redemption	12/07/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41629	COMM	5148X0Z73	LANDES DISC NOTE	Redemption	12/07/2021	LANDES		125,000,000.00		**125,000,000.00**
41630	COMM	63873JZ78	NATXNY DISC NOTE	Redemption	12/07/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
39138	COMM	3130ABFD3	FEDERAL HOME	Interest	12/07/2021	FHLB NOTES			98,437.50	**98,437.50**
41168	COMM	59217GEN5	MET LI 0.55% MAT	Interest	12/07/2021	MET LIFE GLOBAL			41,020.83	**41,020.83**
		Totals for 12/07/2021					**279,999,506.95**	**250,000,000.00**	**139,458.33**	**-29,860,048.62**
41635	COMM	06054PJ23	BOFA ZERO CPN	Purchase	12/08/2021	BANK OF AMERICA	49,843,666.67			**-49,843,666.67**
41636	COMM	16536HZ95	CHES DISC NOTE	Purchase	12/08/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41640	COMM	3130AKZ25	FEDERAL HOME	Purchase	12/08/2021	FHLB NOTES	17,877,300.50			**-17,877,300.50**
41637	COMM	5148X0Z99	LANDES DISC NOTE	Purchase	12/08/2021	LANDES	124,999,722.22			**-124,999,722.22**
41638	COMM	63873JZ94	NATXNY DISC NOTE	Purchase	12/08/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41639	COMM	74153WCQ0	PRICOA 1.15% MAT	Purchase	12/08/2021	PRICOA Global	19,979,400.00			**-19,979,400.00**
41668	COMM	79739GPD2	SDGAPT 1.341%	Purchase	12/08/2021	SAN DIEGO CNTY	2,495,000.00			**-2,495,000.00**
37194	COMM	3133EGT47	FEDERAL FARM CR	Redemption	12/08/2021	FFCB NOTES		10,000,000.00		**10,000,000.00**
41631	COMM	16536HZ87	CHES DISC NOTE	Redemption	12/08/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41632	COMM	5148X0Z81	LANDES DISC NOTE	Redemption	12/08/2021	LANDES		125,000,000.00		**125,000,000.00**
41633	COMM	63873JZ86	NATXNY DISC NOTE	Redemption	12/08/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
37194	COMM	3133EGT47	FEDERAL FARM CR	Interest	12/08/2021	FFCB NOTES			100,500.00	**100,500.00**
39069	COMM	3130A0F70	FEDERAL HOME	Interest	12/08/2021	FHLB NOTES			168,750.00	**168,750.00**
39106	COMM	3130A0F70	FEDERAL HOME	Interest	12/08/2021	FHLB NOTES			59,062.50	**59,062.50**
40811	COMM	3133EMJV5	FFCB FLOAT MAT	Interest	12/08/2021	FFCB NOTES			19,250.00	**19,250.00**
		Totals for 12/08/2021					**340,194,874.12**	**260,000,000.00**	**347,562.50**	**-79,847,311.62**

DocuSign Envelope ID: A159BCF8-576C-4114-819A-8C40FCD3662C

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41641	COMM	06417MUH6	BANK NOVA SCOTIA	Purchase	12/09/2021	BANK OF NOVA	40,000,000.00			-40,000,000.00
41642	COMM	16536HZA2	CHES DISC NOTE	Purchase	12/09/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41643	COMM	5148X0ZA6	LANDES DISC NOTE	Purchase	12/09/2021	LANDES	124,999,722.22			-124,999,722.22
41644	COMM	63873JZA1	NATXNY DISC NOTE	Purchase	12/09/2021	Natixis NY Branch	49,999,930.56			-49,999,930.56
41417	COMM	82124LZ96	SHEF DISC NOTE	Redemption	12/09/2021	SHEFFIELD		50,000,000.00		50,000,000.00
41636	COMM	16536HZ95	CHES DISC NOTE	Redemption	12/09/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41637	COMM	5148X0Z99	LANDES DISC NOTE	Redemption	12/09/2021	LANDES		125,000,000.00		125,000,000.00
41638	COMM	63873JZ94	NATXNY DISC NOTE	Redemption	12/09/2021	Natixis NY Branch		50,000,000.00		50,000,000.00
39016	COMM	3130AFE78	FEDERAL HOME	Interest	12/09/2021	FHLB NOTES			215,250.00	215,250.00
39559	COMM	3133834G3	FEDERAL HOME	Interest	12/09/2021	FHLB NOTES			106,250.00	106,250.00
39592	COMM	3133834G3	FEDERAL HOME	Interest	12/09/2021	FHLB NOTES			106,250.00	106,250.00
39665	COMM	3133834G3	FEDERAL HOME	Interest	12/09/2021	FHLB NOTES			228,490.63	228,490.63
41171	COMM	3133EMF64	FEDERAL FARM CR	Interest	12/09/2021	FFCB NOTES			7,500.00	7,500.00
41174	COMM	64952WED1	NEW YORK LIFE	Interest	12/09/2021	NEW YORK LIFE			115,000.00	115,000.00
		Totals for 12/09/2021					**289,999,506.95**	**300,000,000.00**	**778,740.63**	**10,779,233.68**
41645	COMM	16536HZD6	CHES DISC NOTE	Purchase	12/10/2021	CHESHAM FINANCE	74,999,562.50			-74,999,562.50
41646	COMM	59157UAX8	METSHR DISC NOTE	Purchase	12/10/2021	METLIFE SHORT	49,438,429.19			-49,438,429.19
41647	COMM	63873JZD5	NATXNY DISC NOTE	Purchase	12/10/2021	Natixis NY Branch	49,999,791.67			-49,999,791.67
41648	COMM	85520LZD0	SBIRD DISC NOTE	Purchase	12/10/2021	Starbird Funding Cor	74,999,625.00			-74,999,625.00
37590	COMM	SYS37590	JPM TE 0.44%	Purchase	12/10/2021	JP MORGAN US	250,000,000.00			-250,000,000.00
40461	COMM	SYS40461	DGCXX 0.%	Purchase	12/10/2021	Dreyfus Government	250,000,000.00			-250,000,000.00
41642	COMM	16536HZA2	CHES DISC NOTE	Redemption	12/10/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41643	COMM	5148X0ZA6	LANDES DISC NOTE	Redemption	12/10/2021	LANDES		125,000,000.00		125,000,000.00
41644	COMM	63873JZA1	NATXNY DISC NOTE	Redemption	12/10/2021	Natixis NY Branch		50,000,000.00		50,000,000.00
39545	COMM	313379Q69	FEDERAL HOME	Interest	12/10/2021	FHLB NOTES			265,625.00	265,625.00
39552	COMM	3130A5P45	FEDERAL HOME	Interest	12/10/2021	FHLB NOTES			178,125.00	178,125.00
40459	COMM	313379Q69	FEDERAL HOME	Interest	12/10/2021	FHLB NOTES			106,250.00	106,250.00
41327	COMM	3133ELG99	FEDERAL FARM CR	Interest	12/10/2021	FFCB NOTES			14,671.88	14,671.88
41327	COMM	3133ELG99	FEDERAL FARM CR	Accr Int	12/10/2021	FFCB NOTES		6,276.30	-6,276.30	0.00
41209	COMM	14687TAC1	CRVNA 0.49% MAT	Interest	12/10/2021	Carvana Auto			6,125.00	6,125.00
41209	COMM	14687TAC1	CRVNA 0.49% MAT	Redemption	12/10/2021	Carvana Auto		300,247.73		300,247.73
41406	COMM	14687JAD1	CRVNA 0.38% MAT	Interest	12/10/2021	Carvana Auto			3,166.67	3,166.67
41406	COMM	14687JAD1	CRVNA 0.38% MAT	Redemption	12/10/2021	Carvana Auto		266,473.41		266,473.41
		Totals for 12/10/2021					**749,437,408.36**	**250,572,997.44**	**567,687.25**	**-498,296,723.67**
41651	COMM	22533TZE9	CACPNY DISC NOTE	Purchase	12/13/2021	Credit Agricole Corp	59,999,916.67			-59,999,916.67
41649	COMM	15963UCG9	CHARFD DISC NOTE	Purchase	12/13/2021	Chariot Funding LLC	24,987,729.17			-24,987,729.17
41650	COMM	16536HZE4	CHES DISC NOTE	Purchase	12/13/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41653	COMM	3133ENGX2	FFCB FRN MAT	Purchase	12/13/2021	FFCB NOTES	10,000,000.00			-10,000,000.00
41652	COMM	3130ANMH0	FEDERAL HOME	Purchase	12/13/2021	FHLB NOTES	24,786,319.44			-24,786,319.44

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41654	COMM	63873JZE3	NATXNY DISC NOTE	Purchase	12/13/2021	Natixis NY Branch	49,999,930.56			-49,999,930.56
41655	COMM	79583TJ89	SALVAA ZERO CPN	Purchase	12/13/2021	SALVATION ARMY	36,622,222.31			-36,622,222.31
41657	COMM	85520LZE8	SBIRD DISC NOTE	Purchase	12/13/2021	Starbird Funding Cor	44,999,925.00			-44,999,925.00
41658	COMM	912828P79	UNITED STATES	Purchase	12/13/2021	U.S. TREASURY	40,717,688.19			-40,717,688.19
41656	COMM	912828YD6	UNITED STATES	Purchase	12/13/2021	U.S. TREASURY	40,470,511.05			-40,470,511.05
41659	COMM	91282CAT8	UNITED STATES	Purchase	12/13/2021	U.S. TREASURY	38,658,753.45			-38,658,753.45
41660	COMM	91282CBM2	UNITED STATES	Purchase	12/13/2021	U.S. TREASURY	39,517,866.85			-39,517,866.85
41645	COMM	16536HZD6	CHES DISC NOTE	Redemption	12/13/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41647	COMM	63873JZD5	NATXNY DISC NOTE	Redemption	12/13/2021	Natixis NY Branch		50,000,000.00		50,000,000.00
41648	COMM	85520LZD0	SBIRD DISC NOTE	Redemption	12/13/2021	Starbird Funding Cor		75,000,000.00		75,000,000.00
41376	COMM	3130AN4T4	FEDERAL HOME	Interest	12/13/2021	FHLB NOTES			39,131.90	39,131.90
41376	COMM	3130AN4T4	FEDERAL HOME	Accr Int	12/13/2021	FHLB NOTES		18,472.22	-18,472.22	0.00
		Totals for 12/13/2021					**485,760,716.86**	**200,018,472.22**	**20,659.68**	**-285,721,584.96**
41661	COMM	16536HZF1	CHES DISC NOTE	Purchase	12/14/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41662	COMM	5148X0ZF5	LANDES DISC NOTE	Purchase	12/14/2021	LANDES	124,999,722.22			-124,999,722.22
41663	COMM	63873JZF0	NATXNY DISC NOTE	Purchase	12/14/2021	Natixis NY Branch	49,999,930.56			-49,999,930.56
41664	COMM	67983UF99	OLDLLC DISC NOTE	Purchase	12/14/2021	OLD LINE FUNDING	49,918,875.00			-49,918,875.00
41650	COMM	16536HZE4	CHES DISC NOTE	Redemption	12/14/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41651	COMM	22533TZE9	CACPNY DISC NOTE	Redemption	12/14/2021	Credit Agricole Corp		60,000,000.00		60,000,000.00
41654	COMM	63873JZE3	NATXNY DISC NOTE	Redemption	12/14/2021	Natixis NY Branch		50,000,000.00		50,000,000.00
41657	COMM	85520LZE8	SBIRD DISC NOTE	Redemption	12/14/2021	Starbird Funding Cor		45,000,000.00		45,000,000.00
39527	COMM	92826CAC6	VISA INC, SR GLBL	Interest	12/14/2021	VISA			156,184.00	156,184.00
41180	COMM	3133EMH70	FFCB FLOAT 0.04%	Interest	12/14/2021	FFCB NOTES			5,006.95	5,006.95
		Totals for 12/14/2021					**299,918,381.95**	**230,000,000.00**	**161,190.95**	**-69,757,191.00**
41665	COMM	16536HZG9	CHES DISC NOTE	Purchase	12/15/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41666	COMM	5148X0ZG3	LANDES DISC NOTE	Purchase	12/15/2021	LANDES	124,999,722.22			-124,999,722.22
41667	COMM	63873JZG8	NATXNY DISC NOTE	Purchase	12/15/2021	Natixis NY Branch	49,999,930.56			-49,999,930.56
41661	COMM	16536HZF1	CHES DISC NOTE	Redemption	12/15/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41662	COMM	5148X0ZF5	LANDES DISC NOTE	Redemption	12/15/2021	LANDES		125,000,000.00		125,000,000.00
41663	COMM	63873JZF0	NATXNY DISC NOTE	Redemption	12/15/2021	Natixis NY Branch		50,000,000.00		50,000,000.00
40162	COMM	3133ELDK7	FEDERAL FARM CR	Interest	12/15/2021	FFCB NOTES			203,750.00	203,750.00
40163	COMM	3133ELDK7	FEDERAL FARM CR	Interest	12/15/2021	FFCB NOTES			203,750.00	203,750.00
40164	COMM	3133ELDK7	FEDERAL FARM CR	Interest	12/15/2021	FFCB NOTES			203,750.00	203,750.00
40315	COMM	931142DV2	WALMART INC, SR	Interest	12/15/2021	WALMART			370,668.75	370,668.75
40498	COMM	7976466Q4	SAN FRANCISCO	Interest	12/15/2021	SAN FRANCISCO			31,250.00	31,250.00
40847	COMM	3135GA7F2	FEDERAL NATL MTG	Interest	12/15/2021	FNMA NOTES			69,650.00	69,650.00
40848	COMM	3130AKK47	FHLB FLOAT MAT	Interest	12/15/2021	FHLB NOTES			12,375.00	12,375.00
38958	COMM	89231PAD0	TAOT 3.18% MAT	Interest	12/15/2021	TOYOTA AUTO REC			4,789.32	4,789.32
38958	COMM	89231PAD0	TAOT 3.18% MAT	Redemption	12/15/2021	TOYOTA AUTO REC		432,487.41		432,487.41

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
39013	COMM	43815AAC6	HAROT 3.16% MAT	Interest	12/15/2021	HONDA AUTO			7,523.43	**7,523.43**
39013	COMM	43815AAC6	HAROT 3.16% MAT	Redemption	12/15/2021	HONDA AUTO		805,892.57		**805,892.57**
39578	COMM	65479HAC1	NAROT 2.5% MAT	Interest	12/15/2021	Nissan Auto Receivab			18,729.22	**18,729.22**
39578	COMM	65479HAC1	NAROT 2.5% MAT	Redemption	12/15/2021	Nissan Auto Receivab		947,537.98		**947,537.98**
39586	COMM	14042WAC4	COPAR 2.51% MAT	Interest	12/15/2021	Capital One Prime Au			7,021.79	**7,021.79**
39586	COMM	14042WAC4	COPAR 2.51% MAT	Redemption	12/15/2021	Capital One Prime Au		412,722.68		**412,722.68**
39706	COMM	477870AC3	JDOT 2.21% MAT	Interest	12/15/2021	JOHN DEERE			7,567.48	**7,567.48**
39706	COMM	477870AC3	JDOT 2.21% MAT	Redemption	12/15/2021	JOHN DEERE		314,250.27		**314,250.27**
39777	COMM	43815NAC8	HAROT 1.78% MAT	Interest	12/15/2021	HONDA AUTO			6,295.67	**6,295.67**
39777	COMM	43815NAC8	HAROT 1.78% MAT	Redemption	12/15/2021	HONDA AUTO		443,236.91		**443,236.91**
39811	COMM	14041NFU0	COMET 1.72% MAT	Interest	12/15/2021	Capital One Multi Ex			50,166.66	**50,166.66**
39811	COMM	14041NFU0	COMET 1.72% MAT	Redemption	12/15/2021	Capital One Multi Ex		1,192,934.17		**1,192,934.17**
39883	COMM	58769TAD7	MBART 1.93% MAT	Interest	12/15/2021	MERCEDES -BENZ			24,927.24	**24,927.24**
39883	COMM	58769TAD7	MBART 1.93% MAT	Redemption	12/15/2021	MERCEDES -BENZ		1,717,885.50		**1,717,885.50**
40017	COMM	44891JAC2	HART 1.94% MAT	Interest	12/15/2021	HYUNDAI AUTO			11,189.95	**11,189.95**
40017	COMM	44891JAC2	HART 1.94% MAT	Redemption	12/15/2021	HYUNDAI AUTO		673,555.91		**673,555.91**
40038	COMM	89233MAD5	TAOT 1.92% MAT	Interest	12/15/2021	TOYOTA AUTO REC			23,121.44	**23,121.44**
40038	COMM	89233MAD5	TAOT 1.92% MAT	Redemption	12/15/2021	TOYOTA AUTO REC		1,264,445.52		**1,264,445.52**
40062	COMM	58769QAC5	MBALT 2.% MAT	Interest	12/15/2021	MERCEDES-BENZ			5,850.36	**5,850.36**
40062	COMM	58769QAC5	MBALT 2.% MAT	Redemption	12/15/2021	MERCEDES-BENZ		1,054,072.61		**1,054,072.61**
40134	COMM	02007TAC9	ALLY 1.84% MAT	Interest	12/15/2021	ALLY Auto			11,693.90	**11,693.90**
40134	COMM	02007TAC9	ALLY 1.84% MAT	Redemption	12/15/2021	ALLY Auto		694,415.61		**694,415.61**
40294	COMM	41284UAD6	HDMOT 1.87% MAT	Interest	12/15/2021	Harley-Davidson Moto			10,445.27	**10,445.27**
40294	COMM	41284UAD6	HDMOT 1.87% MAT	Redemption	12/15/2021	Harley-Davidson Moto		554,132.69		**554,132.69**
40336	COMM	161571HP2	CHAIT 1.53% MAT	Interest	12/15/2021	CHASE ISSUANCE			34,425.00	**34,425.00**
40336	COMM	161571HP2	CHAIT 1.53% MAT	Redemption	12/15/2021	CHASE ISSUANCE		792,181.41		**792,181.41**
40340	COMM	14043MAC5	COPAR 1.6% MAT	Interest	12/15/2021	Capital One Prime Au			29,856.30	**29,856.30**
40340	COMM	14043MAC5	COPAR 1.6% MAT	Redemption	12/15/2021	Capital One Prime Au		1,506,623.13		**1,506,623.13**
40392	COMM	58770FAC6	MBALT 1.84% MAT	Interest	12/15/2021	MERCEDES-BENZ			25,569.87	**25,569.87**
40392	COMM	58770FAC6	MBALT 1.84% MAT	Redemption	12/15/2021	MERCEDES-BENZ		3,294,151.08		**3,294,151.08**
40410	COMM	58770FAC6	MBALT 1.84% MAT	Interest	12/15/2021	MERCEDES-BENZ			5,113.97	**5,113.97**
40410	COMM	58770FAC6	MBALT 1.84% MAT	Redemption	12/15/2021	MERCEDES-BENZ		658,830.22		**658,830.22**
40515	COMM	58769VAC4	MBART 0.55% MAT	Interest	12/15/2021	MERCEDES -BENZ			2,291.67	**2,291.67**
40515	COMM	58769VAC4	MBART 0.55% MAT	Redemption	12/15/2021	MERCEDES -BENZ		138,750.88		**138,750.88**
40533	COMM	47787NAC3	JDOT 0.51% MAT	Interest	12/15/2021	JOHN DEERE			1,912.50	**1,912.50**
40533	COMM	47787NAC3	JDOT 0.51% MAT	Redemption	12/15/2021	JOHN DEERE		135,895.91		**135,895.91**
40608	COMM	58769EAB4	MBALT 0.31% MAT	Interest	12/15/2021	MERCEDES-BENZ			473.08	**473.08**
40608	COMM	58769EAB4	MBALT 0.31% MAT	Redemption	12/15/2021	MERCEDES-BENZ		495,944.36		**495,944.36**
40930	COMM	89240BAC2	TOYOTA AUTO	Interest	12/15/2021	TOYOTA AUTO REC			3,358.34	**3,358.34**
40930	COMM	89240BAC2	TOYOTA AUTO	Redemption	12/15/2021	TOYOTA AUTO REC		392,793.23		**392,793.23**

DocuSign Envelope ID: A159BCF8-576C-4114-819A-8C40FCD3602C

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
40937	COMM	98164EAC9	WOART 0.3% MAT	Interest	12/15/2021	World Omni Auto Rec'			3,500.00	**3,500.00**
40937	COMM	98164EAC9	WOART 0.3% MAT	Redemption	12/15/2021	World Omni Auto Rec'		301,350.00		**301,350.00**
40950	COMM	41284NAB6	HDMOT 0.22% MAT	Interest	12/15/2021	Harley-Davidson Moto			451.76	**451.76**
40950	COMM	41284NAB6	HDMOT 0.22% MAT	Redemption	12/15/2021	Harley-Davidson Moto		396,938.84		**396,938.84**
40958	COMM	34532NAC9	FM 0.3% MAT	Interest	12/15/2021	FORD MOTOR			5,000.00	**5,000.00**
40958	COMM	34532NAC9	FM 0.3% MAT	Redemption	12/15/2021	FORD MOTOR		474,863.99		**474,863.99**
40991	COMM	47788UAC6	JDOT 0.36% MAT	Interest	12/15/2021	JOHN DEERE			2,325.00	**2,325.00**
40991	COMM	47788UAC6	JDOT 0.36% MAT	Redemption	12/15/2021	JOHN DEERE		178,778.25		**178,778.25**
41111	COMM	44933LAC7	HART 0.38% MAT	Interest	12/15/2021	HYUNDAI AUTO			3,008.34	**3,008.34**
41111	COMM	44933LAC7	HART 0.38% MAT	Redemption	12/15/2021	HYUNDAI AUTO		217,516.12		**217,516.12**
41182	COMM	89190GAC1	TAOT 0.26% MAT	Interest	12/15/2021	TOYOTA AUTO REC			6,500.01	**6,500.01**
41182	COMM	89190GAC1	TAOT 0.26% MAT	Redemption	12/15/2021	TOYOTA AUTO REC		638,552.03		**638,552.03**
41187	COMM	44891VAC5	HALST 0.33% MAT	Interest	12/15/2021	Hyundai Auto Lease S			6,187.50	**6,187.50**
41187	COMM	44891VAC5	HALST 0.33% MAT	Redemption	12/15/2021	Hyundai Auto Lease S		721,944.85		**721,944.85**
41206	COMM	65480BAC1	NAROT 0.33% MAT	Interest	12/15/2021	Nissan Auto Receivab			11,000.00	**11,000.00**
41206	COMM	65480BAC1	NAROT 0.33% MAT	Redemption	12/15/2021	Nissan Auto Receivab		885,049.05		**885,049.05**
41220	COMM	58769KAD6	MBALT 0.4% MAT	Interest	12/15/2021	MERCEDES-BENZ			4,916.66	**4,916.66**
41220	COMM	58769KAD6	MBALT 0.4% MAT	Redemption	12/15/2021	MERCEDES-BENZ		421,727.41		**421,727.41**
41240	COMM	47789QAC4	JDOT 0.52% MAT	Interest	12/15/2021	JOHN DEERE			3,466.66	**3,466.66**
41240	COMM	47789QAC4	JDOT 0.52% MAT	Redemption	12/15/2021	JOHN DEERE		154,488.74		**154,488.74**
41242	COMM	14041NFW6	COMET 0.55% MAT	Interest	12/15/2021	Capital One Multi Ex			10,770.83	**10,770.83**
41242	COMM	14041NFW6	COMET 0.55% MAT	Redemption	12/15/2021	Capital One Multi Ex		429,806.36		**429,806.36**
41387	COMM	44933MAC5	HALST 0.38% MAT	Interest	12/15/2021	Hyundai Auto Lease S			7,995.84	**7,995.84**
41387	COMM	44933MAC5	HALST 0.38% MAT	Redemption	12/15/2021	Hyundai Auto Lease S		729,786.29		**729,786.29**
41389	COMM	58772WAC7	MBART 0.46% MAT	Interest	12/15/2021	MERCEDES -BENZ			7,762.49	**7,762.49**
41389	COMM	58772WAC7	MBART 0.46% MAT	Redemption	12/15/2021	MERCEDES -BENZ		374,306.05		**374,306.05**
41392	COMM	98163HAB5	WOART 0.29% MAT	Interest	12/15/2021	World Omni Auto Rec'			1,812.50	**1,812.50**
41392	COMM	98163HAB5	WOART 0.29% MAT	Redemption	12/15/2021	World Omni Auto Rec'		190,272.57		**190,272.57**
41397	COMM	345329AC0	FM 0.37% MAT	Interest	12/15/2021	FORD MOTOR			6,474.99	**6,474.99**
41397	COMM	345329AC0	FM 0.37% MAT	Redemption	12/15/2021	FORD MOTOR		606,983.94		**606,983.94**
41402	COMM	254683CP8	DCENT 0.58% MAT	Interest	12/15/2021	Discover Card Execut			9,666.66	**9,666.66**
41402	COMM	254683CP8	DCENT 0.58% MAT	Redemption	12/15/2021	Discover Card Execut		349,882.31		**349,882.31**
41476	COMM	14044CAC6	COPAR 0.77% MAT	Interest	12/15/2021	Capital One Prime Au			8,983.32	**8,983.32**
41476	COMM	14044CAC6	COPAR 0.77% MAT	Redemption	12/15/2021	Capital One Prime Au		241,584.46		**241,584.46**
41521	COMM	89238JAC9	TAOT 0.71% MAT	Interest	12/15/2021	TOYOTA AUTO REC			6,804.17	**6,804.17**
41521	COMM	89238JAC9	TAOT 0.71% MAT	Redemption	12/15/2021	TOYOTA AUTO REC		215,539.20		**215,539.20**
41529	COMM	02582JJR2	AMXCA 0.9% MAT	Interest	12/15/2021	American Express			22,750.00	**22,750.00**
41529	COMM	02582JJR2	AMXCA 0.9% MAT	Redemption	12/15/2021	American Express		526,144.59		**526,144.59**
		Totals for 12/15/2021					**249,999,506.95**	**275,978,255.10**	**1,516,892.94**	**27,495,641.09**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41670	COMM	22533TZH2	CACPNY DISC NOTE	Purchase	12/16/2021	Credit Agricole Corp	59,999,916.67			-59,999,916.67
41669	COMM	16536HZH7	CHES DISC NOTE	Purchase	12/16/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41675	COMM	3133LPUA3	FHLMC 1.5% MAT	Purchase	12/16/2021	FHLMC Single Family	22,254,375.00			-22,254,375.00
41676	COMM	31418EAD2	FNMAP 1.5% MAT	Purchase	12/16/2021	FNMA Single Family	20,072,121.86			-20,072,121.86
41671	COMM	63873JZH6	NATXNY DISC NOTE	Purchase	12/16/2021	Natixis NY Branch	49,999,930.56			-49,999,930.56
41674	COMM	67983UCW1	OLDLLC DISC NOTE	Purchase	12/16/2021	OLD LINE FUNDING	49,968,222.22			-49,968,222.22
41673	COMM	78012U2Q7	ROYAL BK CDA NY	Purchase	12/16/2021	ROYAL BANK OF	35,000,000.00			-35,000,000.00
41672	COMM	30229AZH5	XON DISC NOTE	Purchase	12/16/2021	Exxon Mobil Corp Dis	43,999,951.11			-43,999,951.11
41665	COMM	16536HZG9	CHES DISC NOTE	Redemption	12/16/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41666	COMM	5148X0ZG3	LANDES DISC NOTE	Redemption	12/16/2021	LANDES		125,000,000.00		125,000,000.00
41667	COMM	63873JZG8	NATXNY DISC NOTE	Redemption	12/16/2021	Natixis NY Branch		50,000,000.00		50,000,000.00
		Totals for 12/16/2021					**356,294,371.59**	**250,000,000.00**		**-106,294,371.59**
41677	COMM	14912EAK3	CAT DISC NOTE	Purchase	12/17/2021	CATERPILLAR	29,998,350.00			-29,998,350.00
41678	COMM	16536HZL8	CHES DISC NOTE	Purchase	12/17/2021	CHESHAM FINANCE	74,999,562.50			-74,999,562.50
41679	COMM	5148X0ZL2	LANDES DISC NOTE	Purchase	12/17/2021	LANDES	124,999,166.67			-124,999,166.67
41680	COMM	63873JZL7	NATXNY DISC NOTE	Purchase	12/17/2021	Natixis NY Branch	49,999,791.67			-49,999,791.67
41682	COMM	91282CBM2	UNITED STATES	Purchase	12/17/2021	U.S. TREASURY	39,540,285.33			-39,540,285.33
41681	COMM	30229AZW2	XON DISC NOTE	Purchase	12/17/2021	Exxon Mobil Corp Dis	49,999,097.22			-49,999,097.22
39075	COMM	3133EJ3B3	FEDERAL FARM CR	Redemption	12/17/2021	FFCB NOTES		10,000,000.00		10,000,000.00
39108	COMM	3133EJ3B3	FEDERAL FARM CR	Redemption	12/17/2021	FFCB NOTES		4,300,000.00		4,300,000.00
41669	COMM	16536HZH7	CHES DISC NOTE	Redemption	12/17/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41670	COMM	22533TZH2	CACPNY DISC NOTE	Redemption	12/17/2021	Credit Agricole Corp		60,000,000.00		60,000,000.00
41671	COMM	63873JZH6	NATXNY DISC NOTE	Redemption	12/17/2021	Natixis NY Branch		50,000,000.00		50,000,000.00
41672	COMM	30229AZH5	XON DISC NOTE	Redemption	12/17/2021	Exxon Mobil Corp Dis		44,000,000.00		44,000,000.00
39075	COMM	3133EJ3B3	FEDERAL FARM CR	Interest	12/17/2021	FFCB NOTES			140,000.00	140,000.00
39108	COMM	3133EJ3B3	FEDERAL FARM CR	Interest	12/17/2021	FFCB NOTES			60,200.00	60,200.00
40514	COMM	3135G04Z3	FNMA 0.5% MAT	Interest	12/17/2021	FNMA NOTES			50,000.00	50,000.00
40635	COMM	3135G04Z3	FNMA 0.5% MAT	Interest	12/17/2021	FNMA NOTES			37,500.00	37,500.00
40684	COMM	45906M2B6	International Bank for	Interest	12/17/2021	INTL BANK RECON &			27,750.00	27,750.00
41094	COMM	3135G04Z3	FNMA 0.5% MAT	Interest	12/17/2021	FNMA NOTES			59,257.50	59,257.50
		Totals for 12/17/2021					**369,536,253.39**	**243,300,000.00**	**374,707.50**	**-125,861,545.89**
41683	COMM	16536HZM6	CHES DISC NOTE	Purchase	12/20/2021	CHESHAM FINANCE	74,999,854.17			-74,999,854.17
41684	COMM	5148X0ZM0	LANDES DISC NOTE	Purchase	12/20/2021	LANDES	124,999,756.95			-124,999,756.95
41685	COMM	63873JZM5	NATXNY DISC NOTE	Purchase	12/20/2021	Natixis NY Branch	49,999,930.56			-49,999,930.56
41686	COMM	9128284U1	UNITED STATES	Purchase	12/20/2021	U.S. TREASURY	41,793,614.13			-41,793,614.13
41687	COMM	9128284U1	UNITED STATES	Purchase	12/20/2021	U.S. TREASURY	20,892,119.57			-20,892,119.57
40416	COMM	92868LAD3	VALET 3.02% MAT	Redemption	12/20/2021	VOLKSWAGEN		0.02		0.02
41678	COMM	16536HZL8	CHES DISC NOTE	Redemption	12/20/2021	CHESHAM FINANCE		75,000,000.00		75,000,000.00
41679	COMM	5148X0ZL2	LANDES DISC NOTE	Redemption	12/20/2021	LANDES		125,000,000.00		125,000,000.00

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41680	COMM	63873JZL7	NATXNY DISC NOTE	Redemption	12/20/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
40600	COMM	459058JJ3	IBRD FLOAT MAT	Interest	12/20/2021	INTL BANK RECON &			40,950.00	**40,950.00**
39269	COMM	43814WAC9	HAROT 2.83% MAT	Interest	12/20/2021	HONDA AUTO			8,941.17	**8,941.17**
39269	COMM	43814WAC9	HAROT 2.83% MAT	Redemption	12/20/2021	HONDA AUTO		598,867.24		**598,867.24**
39612	COMM	92349GAA9	VERIZON OWNER	Interest	12/20/2021	VERIZON OWNER			36,098.44	**36,098.44**
39612	COMM	92349GAA9	VERIZON OWNER	Redemption	12/20/2021	VERIZON OWNER		2,497,471.73		**2,497,471.73**
39913	COMM	92867XAD8	VWALT 1.99% MAT	Interest	12/20/2021	Volkswagen Auto			7,282.85	**7,282.85**
39913	COMM	92867XAD8	VWALT 1.99% MAT	Redemption	12/20/2021	Volkswagen Auto		1,270,125.05		**1,270,125.05**
39920	COMM	92348AAA3	VZOT 1.94% MAT	Interest	12/20/2021	VERIZON OWNER			34,397.33	**34,397.33**
39920	COMM	92348AAA3	VZOT 1.94% MAT	Redemption	12/20/2021	VERIZON OWNER		2,475,355.27		**2,475,355.27**
40341	COMM	36259KAD9	GMALT 1.67% MAT	Interest	12/20/2021	GM Fin'cl Auto Leasi			3,597.62	**3,597.62**
40341	COMM	36259KAD9	GMALT 1.67% MAT	Redemption	12/20/2021	GM Fin'cl Auto Leasi		500,609.93		**500,609.93**
40416	COMM	92868LAD3	VALET 3.02% MAT	Interest	12/20/2021	VOLKSWAGEN			737.60	**737.60**
40416	COMM	92868LAD3	VALET 3.02% MAT	Redemption	12/20/2021	VOLKSWAGEN		293,088.34		**293,088.34**
40416	COMM	92868LAD3	VALET 3.02% MAT	Interest	12/20/2021	VOLKSWAGEN				**0.00**
40416	COMM	92868LAD3	VALET 3.02% MAT	Redemption	12/20/2021	VOLKSWAGEN				**0.00**
40512	COMM	36259PAD8	GMALT 0.8% MAT	Interest	12/20/2021	GM Fin'cl Auto Leasi			1,000.00	**1,000.00**
40512	COMM	36259PAD8	GMALT 0.8% MAT	Redemption	12/20/2021	GM Fin'cl Auto Leasi		78,864.55		**78,864.55**
40549	COMM	92290BAA9	VERIZON OWNER	Interest	12/20/2021	VERIZON OWNER			11,456.26	**11,456.26**
40549	COMM	92290BAA9	VERIZON OWNER	Redemption	12/20/2021	VERIZON OWNER		821,413.86		**821,413.86**
40623	COMM	362569AC9	GMALT 0.45% MAT	Interest	12/20/2021	GM Fin'cl Auto Leasi			3,187.50	**3,187.50**
40623	COMM	362569AC9	GMALT 0.45% MAT	Redemption	12/20/2021	GM Fin'cl Auto Leasi		405,377.99		**405,377.99**
40712	COMM	92348CAA9	VZOT 0.41% MAT	Interest	12/20/2021	VERIZON OWNER			7,004.17	**7,004.17**
40712	COMM	92348CAA9	VZOT 0.41% MAT	Redemption	12/20/2021	VERIZON OWNER		528,491.17		**528,491.17**
40801	COMM	92868VAC3	VWALT 0.39% MAT	Interest	12/20/2021	Volkswagen Auto			2,437.50	**2,437.50**
40801	COMM	92868VAC3	VWALT 0.39% MAT	Redemption	12/20/2021	Volkswagen Auto		292,391.17		**292,391.17**
40964	COMM	36261RAC2	GMALT 0.26% MAT	Interest	12/20/2021	GM Fin'cl Auto Leasi			1,787.51	**1,787.51**
40964	COMM	36261RAC2	GMALT 0.26% MAT	Redemption	12/20/2021	GM Fin'cl Auto Leasi		318,028.34		**318,028.34**
41089	COMM	89238EAC0	TLOT 0.39% MAT	Interest	12/20/2021	Toyota Lease Owner			4,225.00	**4,225.00**
41089	COMM	89238EAC0	TLOT 0.39% MAT	Redemption	12/20/2021	Toyota Lease Owner		448,124.82		**448,124.82**
41207	COMM	80286DAC2	SRT 0.51% MAT	Interest	12/20/2021	Santander Retail Aut			6,566.25	**6,566.25**
41207	COMM	80286DAC2	SRT 0.51% MAT	Redemption	12/20/2021	Santander Retail Aut		480,013.27		**480,013.27**
41321	COMM	43815EAC8	HAROT 0.41% MAT	Interest	12/20/2021	HONDA AUTO			6,150.01	**6,150.01**
41321	COMM	43815EAC8	HAROT 0.41% MAT	Redemption	12/20/2021	HONDA AUTO		383,787.18		**383,787.18**
41391	COMM	80286CAC4	SRT 0.5% MAT	Interest	12/20/2021	Santander Retail Aut			3,125.00	**3,125.00**
41391	COMM	80286CAC4	SRT 0.5% MAT	Redemption	12/20/2021	Santander Retail Aut		189,638.97		**189,638.97**
		Totals for 12/20/2021					**312,685,275.38**	**261,581,648.90**	**178,944.21**	**-50,924,682.27**
41688	COMM	16536HZN4	CHES DISC NOTE	Purchase	12/21/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41689	COMM	5148X0ZN8	LANDES DISC NOTE	Purchase	12/21/2021	LANDES	124,999,756.95			**-124,999,756.95**
41690	COMM	63873JZN3	NATXNY DISC NOTE	Purchase	12/21/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**

DocuSign Envelope ID: A159BCF8-576C-4114-819A-8C40FCD3602C

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41683	COMM	16536HZM6	CHES DISC NOTE	Redemption	12/21/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41684	COMM	5148X0ZM0	LANDES DISC NOTE	Redemption	12/21/2021	LANDES		125,000,000.00		**125,000,000.00**
41685	COMM	63873JZM5	NATXNY DISC NOTE	Redemption	12/21/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
38718	COMM	3133EJPX1	FEDERAL FARM CR	Interest	12/21/2021	FFCB NOTES			71,875.00	**71,875.00**
39582	COMM	43815MAC0	HAROT 2.52% MAT	Interest	12/21/2021	HONDA AUTO			14,594.04	**14,594.04**
39582	COMM	43815MAC0	HAROT 2.52% MAT	Redemption	12/21/2021	HONDA AUTO		843,269.77		**843,269.77**
40346	COMM	43813RAC1	HAROT 1.61% MAT	Interest	12/21/2021	HONDA AUTO			20,768.63	**20,768.63**
40346	COMM	43813RAC1	HAROT 1.61% MAT	Redemption	12/21/2021	HONDA AUTO		1,097,974.14		**1,097,974.14**
40965	COMM	43813GAC5	HAROT 0.27% MAT	Interest	12/21/2021	HONDA AUTO			2,643.75	**2,643.75**
40965	COMM	43813GAC5	HAROT 0.27% MAT	Redemption	12/21/2021	HONDA AUTO		304,577.46		**304,577.46**
41554	COMM	43815GAC3	HAROT 0.88% MAT	Interest	12/21/2021	HONDA AUTO			9,240.00	**9,240.00**
41554	COMM	43815GAC3	HAROT 0.88% MAT	Redemption	12/21/2021	HONDA AUTO		277,231.83		**277,231.83**
		Totals for 12/21/2021					**249,999,541.68**	**252,523,053.20**	**119,121.42**	**2,642,632.94**
41691	COMM	16536HZP9	CHES DISC NOTE	Purchase	12/22/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41695	COMM	3133ENJC5	FFCB 1.29% MAT	Purchase	12/22/2021	FFCB NOTES	12,000,000.00			**-12,000,000.00**
41696	COMM	3133ENJC5	FFCB 1.29% MAT	Purchase	12/22/2021	FFCB NOTES	12,000,000.00			**-12,000,000.00**
41697	COMM	3133ENJB7	FFCB FLT MAT	Purchase	12/22/2021	FFCB NOTES	45,000,000.00			**-45,000,000.00**
41694	COMM	3130AQF40	FEDERAL HOME	Purchase	12/22/2021	FHLB NOTES	14,992,500.00			**-14,992,500.00**
41692	COMM	5148X0ZP3	LANDES DISC NOTE	Purchase	12/22/2021	LANDES	124,999,756.95			**-124,999,756.95**
41693	COMM	63873JZP8	NATXNY DISC NOTE	Purchase	12/22/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41698	COMM	67983UAL7	OLDLLC DISC NOTE	Purchase	12/22/2021	OLD LINE FUNDING	49,995,569.44			**-49,995,569.44**
41212	COMM	06054NZN4	BOFA DISC NOTE	Redemption	12/22/2021	BANK OF AMERICA		50,000,000.00		**50,000,000.00**
41688	COMM	16536HZN4	CHES DISC NOTE	Redemption	12/22/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41689	COMM	5148X0ZN8	LANDES DISC NOTE	Redemption	12/22/2021	LANDES		125,000,000.00		**125,000,000.00**
41690	COMM	63873JZN3	NATXNY DISC NOTE	Redemption	12/22/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
		Totals for 12/22/2021					**383,987,611.12**	**300,000,000.00**		**-83,987,611.12**
41699	COMM	16536HZT1	CHES DISC NOTE	Purchase	12/23/2021	CHESHAM FINANCE	74,999,416.67			**-74,999,416.67**
41700	COMM	5148X0ZT5	LANDES DISC NOTE	Purchase	12/23/2021	LANDES	124,999,027.78			**-124,999,027.78**
41701	COMM	63873JZT0	NATXNY DISC NOTE	Purchase	12/23/2021	Natixis NY Branch	49,999,722.22			**-49,999,722.22**
41691	COMM	16536HZP9	CHES DISC NOTE	Redemption	12/23/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41692	COMM	5148X0ZP3	LANDES DISC NOTE	Redemption	12/23/2021	LANDES		125,000,000.00		**125,000,000.00**
41693	COMM	63873JZP8	NATXNY DISC NOTE	Redemption	12/23/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
40870	COMM	3133EMLP5	FEDERAL FARM CR	Interest	12/23/2021	FFCB NOTES			24,000.00	**24,000.00**
		Totals for 12/23/2021					**249,998,166.67**	**250,000,000.00**	**24,000.00**	**25,833.33**
41702	COMM	16536HZU8	CHES DISC NOTE	Purchase	12/27/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41705	COMM	3133ENJQ4	FFCB FLOAT MAT	Purchase	12/27/2021	FFCB NOTES	20,000,000.00			**-20,000,000.00**
41703	COMM	5148X0ZU2	LANDES DISC NOTE	Purchase	12/27/2021	LANDES	124,999,756.95			**-124,999,756.95**
41704	COMM	63873JZU7	NATXNY DISC NOTE	Purchase	12/27/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
39150	COMM	31381TYT1	FNMAM 2.75% MAT	Redemption	12/27/2021	FNMA Multi-Family		0.01		**0.01**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41699	COMM	16536HZT1	CHES DISC NOTE	Redemption	12/27/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41700	COMM	5148X0ZT5	LANDES DISC NOTE	Redemption	12/27/2021	LANDES		125,000,000.00		**125,000,000.00**
41701	COMM	63873JZT0	NATXNY DISC NOTE	Redemption	12/27/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
39639	COMM	3133EKSN7	FFCB 1.77% MAT	Interest	12/27/2021	FFCB NOTES			88,500.00	**88,500.00**
39996	COMM	931142EK5	WALMART INC, SR	Interest	12/27/2021	WALMART			170,000.00	**170,000.00**
40614	COMM	31422BR36	FAMCA FRN MAT	Interest	12/27/2021	FARMER MAC			20,270.83	**20,270.83**
38387	COMM	3137AYCE9		Interest	12/27/2021	FHLMC Multi-Family			44,621.48	**44,621.48**
38387	COMM	3137AYCE9		Redemption	12/27/2021	FHLMC Multi-Family		51,254.20		**51,254.20**
38391	COMM	3137AYCE9		Interest	12/27/2021	FHLMC Multi-Family			16,733.06	**16,733.06**
38391	COMM	3137AYCE9		Redemption	12/27/2021	FHLMC Multi-Family		19,220.32		**19,220.32**
38465	COMM	3137AWQH1	FHLMCM 2.307%	Interest	12/27/2021	FHLMC Multi-Family			10,727.55	**10,727.55**
38465	COMM	3137AWQH1	FHLMCM 2.307%	Redemption	12/27/2021	FHLMC Multi-Family		566,647.42		**566,647.42**
38643	COMM	3137B36J2	FHLMCM 3.32% MAT	Interest	12/27/2021	FHLMC Multi-Family			54,830.70	**54,830.70**
38643	COMM	3137B36J2	FHLMCM 3.32% MAT	Redemption	12/27/2021	FHLMC Multi-Family		414,771.00		**414,771.00**
38666	COMM	3137AYCE9		Interest	12/27/2021	FHLMC Multi-Family			26,203.96	**26,203.96**
38666	COMM	3137AYCE9		Redemption	12/27/2021	FHLMC Multi-Family		30,099.03		**30,099.03**
38744	COMM	3137AYCE9		Interest	12/27/2021	FHLMC Multi-Family			44,621.48	**44,621.48**
38744	COMM	3137AYCE9		Redemption	12/27/2021	FHLMC Multi-Family		51,254.20		**51,254.20**
38854	COMM	3137B4WB8	FHLMCM 3.06% MAT	Interest	12/27/2021	FHLMC Multi-Family			12,176.25	**12,176.25**
38854	COMM	3137B4WB8	FHLMCM 3.06% MAT	Redemption	12/27/2021	FHLMC Multi-Family		244,710.27		**244,710.27**
38864	COMM	3137B5JM6	FHLMCM 3.531%	Interest	12/27/2021	FHLMC Multi-Family			29,425.00	**29,425.00**
38864	COMM	3137B5JM6	FHLMCM 3.531%	Redemption	12/27/2021	FHLMC Multi-Family		518,333.48		**518,333.48**
38945	COMM	3137B3NA2	FHLMC REMIC	Interest	12/27/2021	FHLMC Multi-Family			28,690.84	**28,690.84**
38945	COMM	3137B3NA2	FHLMC REMIC	Redemption	12/27/2021	FHLMC Multi-Family		28,043.91		**28,043.91**
39026	COMM	3137B5KW2	FHLMCM 3.458%	Interest	12/27/2021	FHLMC Multi-Family			28,816.67	**28,816.67**
39026	COMM	3137B5KW2	FHLMCM 3.458%	Redemption	12/27/2021	FHLMC Multi-Family		494,624.26		**494,624.26**
39150	COMM	31381TYT1	FNMAM 2.75% MAT	Interest	12/27/2021	FNMA Multi-Family			63,932.95	**63,932.95**
39150	COMM	31381TYT1	FNMAM 2.75% MAT	Redemption	12/27/2021	FNMA Multi-Family		27,898,013.00		**27,898,013.00**
39150	COMM	31381TYT1	FNMAM 2.75% MAT	Interest	12/27/2021	FNMA Multi-Family				**0.00**
39150	COMM	31381TYT1	FNMAM 2.75% MAT	Redemption	12/27/2021	FNMA Multi-Family				**0.00**
39295	COMM	3137B04Y7	FHLMCM 2.615%	Interest	12/27/2021	FHLMC Multi-Family			58,837.51	**58,837.51**
39295	COMM	3137B04Y7	FHLMCM 2.615%	Redemption	12/27/2021	FHLMC Multi-Family		1,885,205.28		**1,885,205.28**
39319	COMM	3138LGKH8	FNMAM 2.47% MAT	Interest	12/27/2021	FNMA Multi-Family			51,458.33	**51,458.33**
39319	COMM	3138LGKH8	FNMAM 2.47% MAT	Redemption	12/27/2021	FNMA Multi-Family		1,044,209.21		**1,044,209.21**
39457	COMM	3138EKX67	FNMAM 2.537% MAT	Interest	12/27/2021	FNMA Multi-Family			10,141.92	**10,141.92**
39457	COMM	3138EKX67	FNMAM 2.537% MAT	Redemption	12/27/2021	FNMA Multi-Family		12,278.78		**12,278.78**
39587	COMM	3138LEYD7	FNMAM 1.97% MAT	Interest	12/27/2021	FNMA Multi-Family			29,535.32	**29,535.32**
39587	COMM	3138LEYD7	FNMAM 1.97% MAT	Redemption	12/27/2021	FNMA Multi-Family		34,194.05		**34,194.05**
39609	COMM	3138LGFF8	FNMAM 2.15% MAT	Interest	12/27/2021	FNMA Multi-Family			8,958.33	**8,958.33**
39609	COMM	3138LGFF8	FNMAM 2.15% MAT	Redemption	12/27/2021	FNMA Multi-Family		211,802.69		**211,802.69**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
39632	COMM	3138L2BU0	FNMAM 2.31% MAT	Interest	12/27/2021	FNMA Multi-Family			12,446.02	**12,446.02**
39632	COMM	3138L2BU0	FNMAM 2.31% MAT	Redemption	12/27/2021	FNMA Multi-Family		14,506.58		**14,506.58**
39654	COMM	3137BP4J5	FNMAM 2.446% MAT	Interest	12/27/2021	FHLMC Multi-Family			32,261.70	**32,261.70**
39654	COMM	3137BP4J5	FNMAM 2.446% MAT	Redemption	12/27/2021	FHLMC Multi-Family		284,204.16		**284,204.16**
39734	COMM	3138L0U90	FNMAM 2.59% MAT	Interest	12/27/2021	FNMA Multi-Family			10,791.67	**10,791.67**
39734	COMM	3138L0U90	FNMAM 2.59% MAT	Redemption	12/27/2021	FNMA Multi-Family		527,240.20		**527,240.20**
39735	COMM	31381VBJ3	FNMAM 2.83% MAT	Interest	12/27/2021	FNMA Multi-Family			11,212.02	**11,212.02**
39735	COMM	31381VBJ3	FNMAM 2.83% MAT	Redemption	12/27/2021	FNMA Multi-Family		13,132.26		**13,132.26**
39844	COMM	3138L0RM5	FNMAM 2.135% MAT	Interest	12/27/2021	FNMA Multi-Family			14,812.81	**14,812.81**
39844	COMM	3138L0RM5	FNMAM 2.135% MAT	Redemption	12/27/2021	FNMA Multi-Family		22,756.55		**22,756.55**
39861	COMM	05588CAC6	BMWOT 1.92% MAT	Interest	12/27/2021	BMW VEHICLE			12,712.97	**12,712.97**
39861	COMM	05588CAC6	BMWOT 1.92% MAT	Redemption	12/27/2021	BMW VEHICLE		835,326.44		**835,326.44**
40056	COMM	3136A9MN5	FNMAM 2.301% MAT	Interest	12/27/2021	FNMA Multi-Family			9,792.06	**9,792.06**
40056	COMM	3136A9MN5	FNMAM 2.301% MAT	Redemption	12/27/2021	FNMA Multi-Family		13,305.92		**13,305.92**
40293	COMM	3138L0RC7	FNMAM 2.35% MAT	Interest	12/27/2021	FNMA Multi-Family			12,610.60	**12,610.60**
40293	COMM	3138L0RC7	FNMAM 2.35% MAT	Redemption	12/27/2021	FNMA Multi-Family		14,666.25		**14,666.25**
40385	COMM	3137BUWM6	FHLMCM 2.932%	Interest	12/27/2021	FHLMC Multi-Family			37,521.20	**37,521.20**
40385	COMM	3137BUWM6	FHLMCM 2.932%	Redemption	12/27/2021	FHLMC Multi-Family		1,185,371.76		**1,185,371.76**
40390	COMM	3137BHCY1	FHLMCM 2.811%	Interest	12/27/2021	FHLMC Multi-Family			24,807.08	**24,807.08**
40390	COMM	3137BHCY1	FHLMCM 2.811%	Redemption	12/27/2021	FHLMC Multi-Family		334,664.56		**334,664.56**
40511	COMM	3136AXVB8	FNMAM 2.646% MAT	Interest	12/27/2021	FNMA Multi-Family			33,575.31	**33,575.31**
40511	COMM	3136AXVB8	FNMAM 2.646% MAT	Redemption	12/27/2021	FNMA Multi-Family		12,193.15		**12,193.15**
40517	COMM	3138L0RM5A	FNMAM 2.135% MAT	Interest	12/27/2021	FNMA Multi-Family			1,524.01	**1,524.01**
40517	COMM	3138L0RM5A	FNMAM 2.135% MAT	Redemption	12/27/2021	FNMA Multi-Family		2,341.30		**2,341.30**
40526	COMM	3137BSP64	FHLMCM 2.34% MAT	Interest	12/27/2021	FHLMC Multi-Family			29,909.76	**29,909.76**
40526	COMM	3137BSP64	FHLMCM 2.34% MAT	Redemption	12/27/2021	FHLMC Multi-Family		210,613.20		**210,613.20**
40527	COMM	3132XHM68	FHLMCM 1.1% MAT	Interest	12/27/2021	FHLMC Multi-Family			17,822.88	**17,822.88**
40527	COMM	3132XHM68	FHLMCM 1.1% MAT	Redemption	12/27/2021	FHLMC Multi-Family		34,433.60		**34,433.60**
40530	COMM	09661RAD3	BMWOT 0.48% MAT	Interest	12/27/2021	BMW VEHICLE			3,360.30	**3,360.30**
40530	COMM	09661RAD3	BMWOT 0.48% MAT	Redemption	12/27/2021	BMW VEHICLE		600,652.72		**600,652.72**
40539	COMM	3137BKGH7	FHLMCM 2.712%	Interest	12/27/2021	FHLMC Multi-Family			9,483.49	**9,483.49**
40539	COMM	3137BKGH7	FHLMCM 2.712%	Redemption	12/27/2021	FHLMC Multi-Family		92,896.84		**92,896.84**
40540	COMM	3137FUZN7	FHLMCM 0.526%	Interest	12/27/2021	FHLMC Multi-Family			2,114.99	**2,114.99**
40540	COMM	3137FUZN7	FHLMCM 0.526%	Redemption	12/27/2021	FHLMC Multi-Family		171,351.20		**171,351.20**
40541	COMM	3138L7CU8	FNMAM 2.95% MAT	Interest	12/27/2021	FNMA Multi-Family			47,597.76	**47,597.76**
40541	COMM	3138L7CU8	FNMAM 2.95% MAT	Redemption	12/27/2021	FNMA Multi-Family		40,525.45		**40,525.45**
40630	COMM	3138LJWY2	FHLMCM 2.8% MAT	Interest	12/27/2021	FHLMC Multi-Family			30,511.29	**30,511.29**
40630	COMM	3138LJWY2	FHLMCM 2.8% MAT	Redemption	12/27/2021	FHLMC Multi-Family		23,816.13		**23,816.13**
40638	COMM	3137BYLE8	FHLMCM 2.7% MAT	Interest	12/27/2021	FHLMC Multi-Family			14,962.50	**14,962.50**
40638	COMM	3137BYLE8	FHLMCM 2.7% MAT	Redemption	12/27/2021	FHLMC Multi-Family		179,302.87		**179,302.87**

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SANTA CLARA COUNTY INVESTMENTS
Transaction Activity Report
Sorted by Transaction Date - Transaction Date

Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
40743	COMM	3136AY6S7	FNMAM FRN MAT	Interest	12/27/2021	FNMA Multi-Family			39,515.26	**39,515.26**
40743	COMM	3136AY6S7	FNMAM FRN MAT	Redemption	12/27/2021	FNMA Multi-Family		14,198.25		**14,198.25**
40784	COMM	3137F72W4	FHLMCM 0.39025%	Interest	12/27/2021	FHLMC Multi-Family			2,567.82	**2,567.82**
40784	COMM	3137F72W4	FHLMCM 0.39025%	Redemption	12/27/2021	FHLMC Multi-Family		11,015.57		**11,015.57**
40812	COMM	3132XFFH6	FHLMCM 0.77% MAT	Interest	12/27/2021	FHLMC Multi-Family			28,875.00	**28,875.00**
40812	COMM	3132XFFH6	FHLMCM 0.77% MAT	Redemption	12/27/2021	FHLMC Multi-Family		1,040,068.91		**1,040,068.91**
40905	COMM	3138LEC33	FNMAM 2.38% MAT	Interest	12/27/2021	FNMA Multi-Family			19,723.99	**19,723.99**
40905	COMM	3138LEC33	FNMAM 2.38% MAT	Redemption	12/27/2021	FNMA Multi-Family		14,718.60		**14,718.60**
40976	COMM	3137FATE8	FHLMCM 2.982%	Interest	12/27/2021	FHLMC Multi-Family			74,550.00	**74,550.00**
40976	COMM	3137FATE8	FHLMCM 2.982%	Redemption	12/27/2021	FHLMC Multi-Family		1,076,792.75		**1,076,792.75**
40983	COMM	3137FF3W5	FHLMCM 0.602%	Interest	12/27/2021	FHLMC Multi-Family			2,106.05	**2,106.05**
40983	COMM	3137FF3W5	FHLMCM 0.602%	Redemption	12/27/2021	FHLMC Multi-Family		10,292.14		**10,292.14**
40990	COMM	05591RAC8	BMWLT 0.29% MAT	Interest	12/27/2021	BMW VEHICLE			2,924.17	**2,924.17**
40990	COMM	05591RAC8	BMWLT 0.29% MAT	Redemption	12/27/2021	BMW VEHICLE		481,564.73		**481,564.73**
41026	COMM	3137BVYN0	FHLMCM 3.035%	Interest	12/27/2021	FHLMC Multi-Family			27,334.56	**27,334.56**
41026	COMM	3137BVYN0	FHLMCM 3.035%	Redemption	12/27/2021	FHLMC Multi-Family		14,992.34		**14,992.34**
41131	COMM	3137BYLE8	FHLMCM 2.7% MAT	Interest	12/27/2021	FHLMC Multi-Family			11,250.00	**11,250.00**
41131	COMM	3137BYLE8	FHLMCM 2.7% MAT	Redemption	12/27/2021	FHLMC Multi-Family		134,044.24		**134,044.24**
41133	COMM	3137FYZG4	FHLMCM 0.861%	Interest	12/27/2021	FHLMC Multi-Family			5,019.08	**5,019.08**
41133	COMM	3137FYZG4	FHLMCM 0.861%	Redemption	12/27/2021	FHLMC Multi-Family		825.30		**825.30**
41164	COMM	3137FPJ55	FHLMCM 2.606%	Interest	12/27/2021	FHLMC Multi-Family			44,910.07	**44,910.07**
41164	COMM	3137FPJ55	FHLMCM 2.606%	Redemption	12/27/2021	FHLMC Multi-Family		397,189.50		**397,189.50**
41192	COMM	3137FBAB2	FHLMCM 3.038%	Interest	12/27/2021	FHLMC Multi-Family			25,316.67	**25,316.67**
41192	COMM	3137FBAB2	FHLMCM 3.038%	Redemption	12/27/2021	FHLMC Multi-Family		196,711.94		**196,711.94**
41200	COMM	3140HWXG2	FNMAM 2.47% MAT	Interest	12/27/2021	FNMA Multi-Family			9,948.12	**9,948.12**
41200	COMM	3140HWXG2	FNMAM 2.47% MAT	Redemption	12/27/2021	FNMA Multi-Family		7,806.40		**7,806.40**
41222	COMM	3137H14A1	FHLMCM 0.854%	Interest	12/27/2021	FHLMC Multi-Family			13,770.76	**13,770.76**
41222	COMM	3137H14A1	FHLMCM 0.854%	Redemption	12/27/2021	FHLMC Multi-Family		270,468.17		**270,468.17**
41228	COMM	3136AUG21	FNMAM 2.49552%	Interest	12/27/2021	FNMA Multi-Family			43,034.19	**43,034.19**
41228	COMM	3136AUG21	FNMAM 2.49552%	Redemption	12/27/2021	FNMA Multi-Family		27,557.50		**27,557.50**
41319	COMM	3132XFD47	FHLMCM 2.1% MAT	Interest	12/27/2021	FHLMC Multi-Family			26,250.00	**26,250.00**
41319	COMM	3132XFD47	FHLMCM 2.1% MAT	Redemption	12/27/2021	FHLMC Multi-Family		306,290.78		**306,290.78**
41368	COMM	09690AAD5	BMWLT 0.43% MAT	Interest	12/27/2021	BMW VEHICLE			9,316.66	**9,316.66**
41368	COMM	09690AAD5	BMWLT 0.43% MAT	Redemption	12/27/2021	BMW VEHICLE		674,817.01		**674,817.01**
41491	COMM	3138LNKZ3	FNMAM 3.44% MAT	Interest	12/27/2021	FNMA Multi-Family			7,575.84	**7,575.84**
41491	COMM	3138LNKZ3	FNMAM 3.44% MAT	Redemption	12/27/2021	FNMA Multi-Family		3,652.51		**3,652.51**
41491	COMM	3138LNKZ3	FNMAM 3.44% MAT	Interest	12/27/2021	FNMA Multi-Family			-252.53	**-252.53**
41491	COMM	3138LNKZ3	FNMAM 3.44% MAT	Redemption	12/27/2021	FNMA Multi-Family				**0.00**
41524	COMM	3133LJAN1	FHLM 1.5% MAT	Interest	12/27/2021	FHLMC Single Family			19,861.06	**19,861.06**
41524	COMM	3133LJAN1	FHLM 1.5% MAT	Redemption	12/27/2021	FHLMC Single Family		163,288.02		**163,288.02**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41524	COMM	3133LJAN1	FHLM 1.5% MAT	Interest	12/27/2021	FHLMC Single Family			-9,930.53	**-9,930.53**
41524	COMM	3133LJAN1	FHLM 1.5% MAT	Redemption	12/27/2021	FHLMC Single Family				**0.00**
41525	COMM	3140QMQJ6	FNMAP 1.5% MAT	Interest	12/27/2021	FNMA Single Family			18,750.00	**18,750.00**
41525	COMM	3140QMQJ6	FNMAP 1.5% MAT	Redemption	12/27/2021	FNMA Single Family		146,740.05		**146,740.05**
41525	COMM	3140QMQJ6	FNMAP 1.5% MAT	Interest	12/27/2021	FNMA Single Family			-9,375.00	**-9,375.00**
41525	COMM	3140QMQJ6	FNMAP 1.5% MAT	Redemption	12/27/2021	FNMA Single Family				**0.00**
41526	COMM	3140XDHF6	FNMAP 1.5% MAT	Interest	12/27/2021	FNMA Single Family			32,839.20	**32,839.20**
41526	COMM	3140XDHF6	FNMAP 1.5% MAT	Redemption	12/27/2021	FNMA Single Family		377,792.80		**377,792.80**
41526	COMM	3140XDHF6	FNMAP 1.5% MAT	Interest	12/27/2021	FNMA Single Family			-16,419.60	**-16,419.60**
41526	COMM	3140XDHF6	FNMAP 1.5% MAT	Redemption	12/27/2021	FNMA Single Family				**0.00**
		Totals for 12/27/2021					**269,999,541.68**	**293,488,789.76**	**1,597,773.44**	**25,087,021.52**
41706	COMM	16536HZV6	CHES DISC NOTE	Purchase	12/28/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41707	COMM	5148X0ZV0	LANDES DISC NOTE	Purchase	12/28/2021	LANDES	124,999,756.95			**-124,999,756.95**
41708	COMM	63873JZV5	NATXNY DISC NOTE	Purchase	12/28/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41702	COMM	16536HZU8	CHES DISC NOTE	Redemption	12/28/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41703	COMM	5148X0ZU2	LANDES DISC NOTE	Redemption	12/28/2021	LANDES		125,000,000.00		**125,000,000.00**
41704	COMM	63873JZU7	NATXNY DISC NOTE	Redemption	12/28/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
		Totals for 12/28/2021					**249,999,541.68**	**250,000,000.00**		**458.32**
41709	COMM	16536HZW4	CHES DISC NOTE	Purchase	12/29/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41710	COMM	5148X0ZW8	LANDES DISC NOTE	Purchase	12/29/2021	LANDES	124,999,756.95			**-124,999,756.95**
41712	COMM	63873JZW3	NATXNY DISC NOTE	Purchase	12/29/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41711	COMM	912796R84	UNITED STATES	Purchase	12/29/2021	U.S. TREASURY	59,998,000.00			**-59,998,000.00**
41706	COMM	16536HZV6	CHES DISC NOTE	Redemption	12/29/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41707	COMM	5148X0ZV0	LANDES DISC NOTE	Redemption	12/29/2021	LANDES		125,000,000.00		**125,000,000.00**
41708	COMM	63873JZV5	NATXNY DISC NOTE	Redemption	12/29/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
		Totals for 12/29/2021					**309,997,541.68**	**250,000,000.00**		**-59,997,541.68**
41713	COMM	16536HZX2	CHES DISC NOTE	Purchase	12/30/2021	CHESHAM FINANCE	74,999,854.17			**-74,999,854.17**
41716	COMM	3130AQDY6	FEDERAL HOME	Purchase	12/30/2021	FHLB NOTES	16,040,000.00			**-16,040,000.00**
41717	COMM	43815MAD8	HAROT 2.54% MAT	Purchase	12/30/2021	HONDA AUTO	3,578,335.20			**-3,578,335.20**
41714	COMM	5148X0ZX6	LANDES DISC NOTE	Purchase	12/30/2021	LANDES	124,999,756.95			**-124,999,756.95**
41715	COMM	63873JZX1	NATXNY DISC NOTE	Purchase	12/30/2021	Natixis NY Branch	49,999,930.56			**-49,999,930.56**
41718	COMM	89190GAB3	TAOT 0.14% MAT	Purchase	12/30/2021	TOYOTA AUTO REC	3,393,811.94			**-3,393,811.94**
41719	COMM	88602UD49	TBLLC DISC NOTE	Purchase	12/30/2021	Thunder Bay Funding	24,986,145.83			**-24,986,145.83**
41014	COMM	13059QAF2	CASCHF 0.22% MAT	Redemption	12/30/2021	CA SCH FIN AUTH		15,000,000.00		**15,000,000.00**
41028	COMM	13059QAK1	CALIFORNIA SCH	Redemption	12/30/2021	CA SCH FIN AUTH		16,435,000.00		**16,435,000.00**
41029	COMM	13059QAH8	CALIFORNIA SCH	Redemption	12/30/2021	CA SCH FIN AUTH		2,500,000.00		**2,500,000.00**
41681	COMM	30229AZW2	XON DISC NOTE	Redemption	12/30/2021	Exxon Mobil Corp Dis		50,000,000.00		**50,000,000.00**
41709	COMM	16536HZW4	CHES DISC NOTE	Redemption	12/30/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41710	COMM	5148X0ZW8	LANDES DISC NOTE	Redemption	12/30/2021	LANDES		125,000,000.00		**125,000,000.00**

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Investment #	Fund	CUSIP	Inv Descrip	TransactionType	TransactionDate	Issuer	New Principal	Principal Paydowns	Interest	Total Cash
41712	COMM	63873JZW3	NATXNY DISC NOTE	Redemption	12/30/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
40522	COMM	3136G4XZ1	FEDERAL NATL MTG	Interest	12/30/2021	FNMA NOTES			55,500.00	**55,500.00**
40523	COMM	3136G4XZ1	FEDERAL NATL MTG	Interest	12/30/2021	FNMA NOTES			18,500.00	**18,500.00**
41014	COMM	13059QAF2	CASCHF 0.22% MAT	Interest	12/30/2021	CA SCH FIN AUTH			25,300.00	**25,300.00**
41028	COMM	13059QAK1	CALIFORNIA SCH	Interest	12/30/2021	CA SCH FIN AUTH			32,048.25	**32,048.25**
41029	COMM	13059QAH8	CALIFORNIA SCH	Interest	12/30/2021	CA SCH FIN AUTH			4,875.00	**4,875.00**
		Totals for 12/30/2021					**297,997,834.65**	**333,935,000.00**	**136,223.25**	**36,073,388.60**
41720	COMM	16536JA31	CHES DISC NOTE	Purchase	12/31/2021	CHESHAM FINANCE	74,999,562.50			**-74,999,562.50**
41722	COMM	313385UB0	FHDN DISC NOTE	Purchase	12/31/2021	FHLB DISCOUNT	49,996,645.83			**-49,996,645.83**
41721	COMM	5148X1A37	LANDES DISC NOTE	Purchase	12/31/2021	LANDES	49,999,750.00			**-49,999,750.00**
41713	COMM	16536HZX2	CHES DISC NOTE	Redemption	12/31/2021	CHESHAM FINANCE		75,000,000.00		**75,000,000.00**
41714	COMM	5148X0ZX6	LANDES DISC NOTE	Redemption	12/31/2021	LANDES		125,000,000.00		**125,000,000.00**
41715	COMM	63873JZX1	NATXNY DISC NOTE	Redemption	12/31/2021	Natixis NY Branch		50,000,000.00		**50,000,000.00**
40155	COMM	9128286Z8	UNITED STATES	Interest	12/31/2021	U.S. TREASURY			262,500.00	**262,500.00**
41016	COMM	912828ZW3	UNITED STATES	Interest	12/31/2021	U.S. TREASURY			31,250.00	**31,250.00**
41062	COMM	912828ZW3	UNITED STATES	Interest	12/31/2021	U.S. TREASURY			50,000.00	**50,000.00**
41496	COMM	9128287B0	UNITED STATES	Interest	12/31/2021	U.S. TREASURY			234,375.00	**234,375.00**
41496	COMM	9128287B0	UNITED STATES	Accr Int	12/31/2021	U.S. TREASURY		160,495.92	-160,495.92	**0.00**
41686	COMM	9128284U1	UNITED STATES	Interest	12/31/2021	U.S. TREASURY			525,000.00	**525,000.00**
41686	COMM	9128284U1	UNITED STATES	Accr Int	12/31/2021	U.S. TREASURY		493,614.13	-493,614.13	**0.00**
41687	COMM	9128284U1	UNITED STATES	Interest	12/31/2021	U.S. TREASURY			262,500.00	**262,500.00**
41687	COMM	9128284U1	UNITED STATES	Accr Int	12/31/2021	U.S. TREASURY		246,807.07	-246,807.07	**0.00**
		Totals for 12/31/2021					**174,995,958.33**	**250,900,917.12**	**464,707.88**	**76,369,666.67**
		Grand Total					**19,466,431,197.**	**17,154,176,560.**	**17,160,441.26**	**-2,295,094,195.**

14.06

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

2930 Gay Avenue
San Jose, CA 95127

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF TRUSTEES

To the Board of Trustees:

Subject : **CONTRACTS FOR PROFESSIONAL SERVICES – FIRMS/ORGANIZATIONS**

Staff Analysis:
The following contracts for professional services are being presented to the Board of Trustees for review and approval.

Recommendation:
Staff recommends approval of the following contracts for professional services on the attached sheet(s). Contract details are on file in the Purchasing Office.

Prepared by: Maria J. Martinez M.M Title: Procurement Manager

Approved by: Kolvira Chheng Kc Title: Assistant Superintendent of Business Services

To the Board of Trustees:

Recommend Approval

14.06

Agenda Placement

Meeting: March 10, 2022

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
March 10, 2022 Board Meeting

PROFESSIONAL CONSULTANT SERVICES – FIRMS/ORGANIZATIONS

DEPARTMENT	DATE OF SERVICE	CONSULTANT NAME	COST	PURPOSE
Business Services Kolvira Chheng	07/01/21- 06/30/22	California Consulting, Inc.	$48,000.00	Contract Extension: CO 226108, Board approved July 8, 2021. Original contract amount: $48,000.00 New contract amount: $96,000.00 More specific grants will be written for the fiscal year, therefore the cost needs to be increased to accommodate the account. Funding: General
Human Resources Tereasa Smith	09/10/21- 06/30/22	Swing Education	$28,000.00	Contract Extension: CO 226083, Board approved September 9th, 2021. Original contract amount: $29,000.00 Two additional increases have been made in the amount of $37,900.00 New contract amount: $94,900.00 Increase requested to pay remaining invoices for February, March & April 2022. Funding: General

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

PURCHASE ORDER / CONTRACT CHARGE ORDER (POCO)

P.O. No. 226108 Contract No. 226108 Contract Original Amount: $48,000.00

Vendor Name: California Consulting Inc Vendor No. 300491

Please check:

_____ Cancel P.O. / Contract
_____ Change Item No.: _____
✓ Increase Amount Line Item No.: 1
_____ 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: _____
X Other ~~Add~~ Going for addtl Amount

CONTRACTS ONLY

Change Orders:	
Contracts Original Amount	$48,000.00
Change Order #: _____	$48,000.00
Change Order #: _____	$_____
Change Order #: _____	$_____
New Contract Total (including Change Orders)	$96,000.00

FD	RESC	PY	OBJECT	SUB-OBJ	GOAL	FCTN	COST-CNTR	LOC	PROG	$AMOUNT	PRG. TITLE	BUS. OFC
~~010~~	~~0000~~	~~0~~	~~5815~~	~~00~~	~~0000~~	~~7100~~	~~000000~~	~~710~~	~~7110~~	~~48,000.0~~		
010	~~0000~~ 1100	0	5815	00	1110	1000	000000	305	1141	48,000		

2/25/22

Reason for Adjustment:
More specific grants will be written for the fiscal year, therefore the cost needs to be increased to accommodate the account.

School/Dept.: Business Services Requested by: Kolvira Chheng

Approval: _____ Assistant Superintendent of Business Services
(for Contracts Only)

_____ Program Manager

_____ Purchasing Manager

Date Requested: 2/18/22 Date Entered: 2/18/22 Entered By: 2/18/22

(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

PURCHASE ORDER / CONTRACT CHARGE ORDER (POCO)

P.O. No. _____ Contract No. 226083 Contract Original Amount: $29000.00

Vendor Name: Swing Education Inc. Vendor No. 300263

Please check:

_____ Cancel P.O. / Contract
_____ Change Item No.: _____
✓ Increase Amount Line Item No.: 1
_____ 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	$29000.00
Change Order #: 1	$35000.00*
Change Order #: 2	$2900.00
Change Order #: 3	$28000.00
New Contract Total (including Change Orders)	$94900.00

FD	RESC	PY	OBJECT	SUB-OBJ	GOAL	FCTN	COST-CNTR	LOC	PROG	$AMOUNT	PRG. TITLE	BUS. OFC
101	0000	0	5815	00	1110	1000	000000	600	1000	28000.0		
	0000	0		00			000000					

2/10/22

Reason for Adjustment:

Original contract for $29000.00 (Board app 9/9/2021) for deposit only. Deposit monies will be used for May & June 2022 invoices; any leftover monies will be returned to the district in July 2022. *First change order for $35000.00 (Board app 10/14/2021) is exhausted. Requested a 10% increase off the original contract with a second change order (2/4/2022) to pay current invoice received. Third change order to pay invoices for the remainder of February, March & April 2022 is being requested to go to the March 2022 Board for approval.

School/Dept.: Human Resources Requested by: Tereasa Smith

Approval: _____ Assistant Superintendent of Business Services
(for Contracts Only)

_____ Program Manager

_____ Purchasing Manager

Date Requested: 2/14/2022 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

14.07

2930 Gay Avenue
San Jose, CA 95127

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 as summarized on the sheet(s) dated March 10, 2022.

Recommendation:
Staff recommends acceptance of these memorandum(s) of understanding.

Prepared by:: Maria J. Martinez M.M. Title: Procurement Manager

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

To the Board of Trustees:
Recommend Approval

14.07

Agenda Placement

Meeting: March 10, 2022
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
March 10, 2022 Board Meeting

MEMORANDUM(S) OF UNDERSTANDING

DEPARTMENT	DATE OF SERVICE	CONSULTANT NAME	COST	PURPOSE
McCollam Pablo Fiene	03/29/22- 05/24/22	Santa Clara County Office of Education	$2,025.00	Five-1 1/2 hour sessions of Next Generation Science Standard (NGSS) and Environmental Literacy Professional learning workshops. Focus is on supporting the teachers adoption of FOSS. Also provide technical assistance to support sustainability and school garden projects. Funding: Restricted
State and Federal Sandra Garcia	07/05/22- 07/22/22	Teach for America	No Cost	Provide grade level summer program for up to 6 schools with a minimum enrollment of 200 students. Services will be in-person and/or virtually Monday through Friday 8:00 am – 12:00 pm. Program offered for the 2021-2022 school year. Funding: N/A
Student Services Norma Flores	09/01/21- 08/31/26	Regents of UC Santa Cruz-Educational Talent Search (ETS)	No Cost	ETS will serve a cohort of 75 students from Joseph George Middle School with strong academic preparation for college success; nurturing attitude and beliefs towards school and college-going identities; supporting/mentoring them academically and socially from middle school through high school graduation. Fund: N/A

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

Request for Contracted Services

To: **BUSINESS OFFICE** Contract No.: _____ Vendor No.: 010547

McCollam Elementary (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) ☐ **MASTER CONTRACT PARTICIPATION**
☐ Exhibit B & C (Fingerprinting and TB Test) ☐ 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 237 City: San Jose State: Ca Zip: 95131

Phone: (408) 453-6523 Email: JMutch@sccoe.org

SSN: _____ Fed I.D. #: 77-027-2168

CONTRACT TERM: start dates March 29th, 2022 end date May 24th, 2022

CONTRACTOR'S OBLIGATION:
Description of services to be provided: (Please attach proposals, scope of work, and other documentation.)

Five-1 1/2 hour sessions of Next Generation Science Standard (NGSS) and Environmental Literacy professional learning workshops. Focus is on supporting the teachers adoption of FOSS. Also provide technical assistance to support sustainability and school garden projects.

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:** $2025.00 per Contract Not to Exceed $ 2025.00 of services.

____ b. **Other:** $_____

Describe other related costs: _____

BUDGET CODE: 060-3010-0-5815-00-1110-1000-000000-040-1190 CK 2/18/22
Accountant Initials

_____ _____
Accountant Initials

APPROVALS:

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT:

Site/Department Administrator: _____ Date: 02/16/22
Director of Fiscal Services: _____ Date: 2/18/22
Asst. Supt., of Business Services: _____ Date: 2/22/22
Superintendent: _____ Date: _____

Santa Clara County Office of Education

Memorandum of Understanding
between
Santa Clara County Office of Education
and
McCollam Elementary (Alum Rock Union School District)

This is a Memorandum of Understanding (MOU) between the Santa Clara County Office of Education – iSTEAM-Science (hereinafter referred to as the SCCOE) and McCollam Elementary (Alum Rock Union School District) (hereinafter referred to as the Agency). The SCCOE and the Agency can be referred to as the "Party" or collectively as the "Parties" for the purpose of this MOU.

1. Overview

This MOU is intended to define terms and responsibilities of each party regarding the participation in five (5)-one and a half hour (1.5) sessions of Next Generation Science Standard (NGSS) and Environmental Literacy professional learning workshops to McCollam Elementary teachers with focus on supporting their adoption of FOSS. The Science Coordinator will also provide technical assistance to McCollam Elementary to support sustainability and school garden projects on their campus. These sessions will be provided virtually and in person as health department regulations allow. This MOU will take place from March 29, 2022 and end May 24, 2022.

2. Shared Goals

☒ Improve access to inclusive, equitable, high-quality education.
☒ Provide quality support to districts, schools, students, and communities.
☐ Be a premier service organization.

3. Responsibilities

3.1. The Agency Responsibilities:

3.1.a. Alum Rock Union SD/McCollam Elementary will identify educators and administrators to participate in the Next Generation Science Standards (NGSS) and Environmental Literacy professional learning workshops.

3.1.b. Alum Rock Union SD/McCollam Elementary will provide the space, a screen, and an LCD projector at school site in a room to be determined (if in person workshop allowed).

3.1.c. Alum Rock Union SD/McCollam Elementary will provide access to FOSS Science kits and materials as needed for the hands-on parts of the workshops.

3.1.d. These sessions will be provided virtually and in person as health department regulations allow.

3.2. The SCCOE Responsibilities:

3.2.a. Santa Clara County Office of Education (SCCOE) will provide all handouts and materials except for

documents that are available free online.

3.2.b. SCCOE will provide one (1) Science Coordinator to facilitate the trainings on:

- Tuesday, March 29th, 2022 (2:40-4:10pm)
- Tuesday, April 12th, 2022 (2:40-4:10pm)
- Tuesday April 26th, 2022 (2:40-4:10pm)
- Tuesday May 10th, 2022 (2:40-4:10pm)
- Tuesday May 24th, 2022 (2:40-4:10pm)

4. Articulation of Monies/Compensation

4.1 McCollam Elementary (Alum Rock Union School District) will pay Santa Clara County Office of Education $2,025.00 for services.

4.2 Monies will be paid upon receipt of invoice.

5. Other Terms

5.1. Amendments: Either party may request changes to this MOU. Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

5.2. Santa Clara County Office of Education will provide five (5)- one and a half hour (1.5) sessions of Next Generation Standard (NGSS) and Environmental Literacy Professional learning workshops to be held virtually and in person (if allowed) on March 29, 2022 from 2:40-4:10 p.m., April 12, 2022 from 2:40-4:10 p.m., April 26, 2022 from 2:40-4:10 p.m., May 10, 2022 from 2:40-4:10 p.m., and May 24, 2022 from 2:40-4:10 p.m.

6. Insurance/Hold Harmless

- Insurance: The SCCOE and the Agency shall maintain a certificate of insurance in the Business Office of each respective office.
- Indemnification: The SCCOE and the Agency shall be held harmless from and against any and all claims arising from a default in the performance of any obligation of the MOU.

7. Duration of MOU

This MOU begins on March 29, 2022 and ends on May 24,2022.

8. Termination

Either the Agency or the SCCOE may terminate this MOU with or without cause upon advance written notice to either party.

9. Approvals

This MOU shall become effective upon its approval and signature by the authorized officers:

Santa Clara County Office of Education

SCCOE:

By: _____
Signature of Authorized SCCOE Official

Name: Karen Larson

Title: Director, iSTEAM

Date: _____

Address: 1290 Ridder Park Drive, MC 237
San Jose, CA 95131

Phone: (408)453-6523

Email: klarson@sccoe.org

McCollam Elementary (Alum Rock Union School District):

By: _____
Signature of Authorized Agency Official

Name: Dr. Hilaria Bauer

Title: Superintendent

Date: _____

Address: 2930 Gay Ave
San Jose, CA 95127

Phone: (408)928-6800

Email: Hilaria.bauer@arusd.org

For Contracts Office/Risk Management use only:

RM#: _____

Signature: _____

Date: _____



McCollom Elementary

Notes from Meeting with Principal Fiene February 7th, 2022:

Notes from Meeting with Principal Fiene on January 7th, 2022:

- New adoption of FOSS
- Support teachers with strengthening knowledge of NGSS, integration of science, investigations and environmental literacy.
- Know more about Environmental Justice (McEntee working in this)
- Consider Green Schools/Ribbon initiative- incorporate school garden

Proposal:

I would propose 4-5 sessions with your staff for 1-1.5 hours each.
Days and times to be determined- most likely during staff meetings.
1-2 times/ month for 4 months (February-May)

Session 1: Intro to NGSS and Environmental Principles and Concepts (EP&Cs) through FOSS lens
Anatomy and Architecture of NGSS
Lesson design in FOSS (5E)
Project Based Learning and EP&Cs
EP&Cs- what are they and how do they fit into my instruction?/Environmental Justice

Session 2: FOSS Outdoor Learning
Use the FOSS Outdoor learning resources to take kids outside
Learn about outdoor learning initiative
Using school garden and campus as outside lab

Session 3: CA Framework and FOSS/NGSS
Look at your own grade level.
What are the expectations for different grade levels?
DCI, SEP, and CCC Progressions across grade levels

Session 4: Science Literacy (Language and Science)
Science and informational text
Science discourse
Strategies for science literacy

Session 5: FOSS Essentials to cover Performance Expectations, 3D, and literacy.
More in depth look at FOSS lessons and sequences
Look at the hands-on components/preparation.
Project Based Learning

Ideally, these sessions can be done in person if allowed, but I can present them as virtual workshops and have teachers use materials they may have in their classrooms. I'll send a materials list and/or materials ahead of time.

Cost: $405/session. Total: 4 Sessions: $1620
5 Sessions: $2025

Please also let me know when your District training is for FOSS so that I can listen in and support your teachers with questions that may come up.

I can also work with your staff and students on sustainability, school garden, and Green Ribbon support if there is interest. I would provide that support as technical assistance and would be included in MOU cost above (no extra charge).

Please feel free to add any notes or ideas. I'm looking forward to working with you and your staff.

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

Request for Contracted Services

To: **BUSINESS OFFICE** Contract No.: _____ Vendor No.: 16896

State and Federal (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) ☐ **MASTER CONTRACT PARTICIPATION**

☑ Exhibit B & C (Fingerprinting and TB Test) ☐ 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: Teach For America, INC

Address: 25 Broadway, 12th floor City: New York State: NY Zip: 10004

Phone: (408) 420-4082 Email: dorian.barrero-dominguez@teachforamer

SSN. _____ Fed I.D. #: 13-3541913

CONTRACT TERM: start dates July 5, 2022 end date July 22, 2022

CONTRACTOR'S OBLIGATION:

Description of services to be provided: (Please attach proposals, scope of work, and other documentation.)

Provide grade level summer program for up to 6 schools with a minimum enrollment of 200 students. Services will be in-person and or virtually Monday through Friday 8:00 am-12:00 pm Program offered for the 2021-2022 school year.

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:** $0

Describe other related costs: Zero Cost

BUDGET CODE: 060-7425-0-5815-00-1110-1000-010100-360-7390 _____ Accountant Initials

_____ _____ Accountant Initials

APPROVALS:

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT:

Site/Department Administrator: _____ Date: 02 / 24 / 2022

Director of Fiscal Services: _____ Date: _____

Asst. Supt., of Business Services: _____ Date: _____

Superintendent: _____ Date: _____

Doc ID: 3e21012fe08dbaced44d6c98aba2e43c23d49820)

SUMMER SCHOOL AGREEMENT BETWEEN
TEACH FOR AMERICA, INC AND
ALUM ROCK SCHOOL DISTRICT

SUMMER SCHOOL AGREEMENT BETWEEN
TEACH FOR AMERICA, INC AND
ALUM ROCK SCHOOL DISTRICT

This Agreement (this "Agreement"), effective as of March 10, 2022 is made by and between the Alum Rock School District, a political subdivision of the State of California with its headquarters located at 2930 Gay Avenue, San Jose, CA 95127 **("School Partner")**, and **Teach For America, Inc., a non-profit corporation organized under the laws of the State of Connecticut ("TFA")** with offices at 25 Broadway, 12th Floor, New York, New York 10004 (individually each a "Party" and collectively the "Parties").

RECITALS

WHEREAS, the School Partner offers an annual summer school education program that is available to its students;

WHEREAS, Teach For America is the national teacher corps of talented, dedicated individuals from all academic majors and cultural backgrounds who commit two years to teach in urban and rural public schools. Teach For America trains and assists in the placement of teacher candidates from all academic majors and cultural backgrounds ("Corps Members") in urban and rural school systems across America;

WHEREAS, TFA in partnership with The New Teacher Project ("TNTP") will conduct an annual summer training program for new Corps Members (the "Pre-Service Training"), where Corps Members are trained in pedagogy and teaching strategies and will have the opportunity to teach in actual classroom settings; and

WHEREAS, the School Partner and TFA recognize the mutual benefits of providing a tuition-free summer school program that enables School Partner students and Corps Members to participate in an innovative summer program of instruction ("Instruction Program") focused on supporting students to continue growing academically and personally (especially in light of the learning loss and challenges brought about by COVID-19.

NOW THEREFORE, School Partner and TFA agree to be bound by the terms and conditions of this Agreement.

AGREEMENT

SECTION 1 – THE PRE-SERVICE TRAINING PROGRAM

1.1 Instruction Program. The Instruction Program shall adhere to the mutually agreed upon and created School Partner/TFA – Student Achievement Plan for each grade and/or content area, based on and fully aligned with state academic and School Partner standards and curriculum, which Corps Members will deliver to each student in the Instruction Program after consideration of each students needs and constraints. The School Partner will provide final approval over all Student Achievement Plans.

1.2 Duration of the Pre-Service Training and Instruction Program. The Pre-Service Training will commence on July 5th, and conclude on July 22nd, and run [daily Monday through Friday], excepting national holidays. Instruction Program hours will begin at 8:00 a.m. and conclude at 12: 00 p.m. for Elementary, Middle School, High School and Extended School Year/Special Education.

SECTION 2 – SCHOOL DISTRICT'S PARTNERSHIP OBLIGATIONS

2.1 Facilities. The School Partner agrees to identify and to allow Teach For America's use of a minimum of 1-6 schools ("Designated Schools") for the duration of the Pre-Service Training. The School Partner agrees to make at least 10 instructional classrooms available at each Designated School and ensure that each Designated School has a minimum of 5 additional vacant classrooms available daily during the Pre-Service Training and open library space for non-student facing collaboration. All Designated Schools will have sufficient parking for School Partner and Teach For America staff from 6 a.m. to 6 p.m. daily.

2.2 Student Participation, Recruitment, & Enrollment. The School Partner shall permit students enrolled in the School Partner's summer school program at the Designated Schools to participate in the Instruction Program. The School Partner understands that during the Instruction Program, students will receive primary instruction from Corps Members with the supervision of a Teach For America or The National Teacher Project coach/director working in partnership with the School Partner Teacher of Record (defined below). The School Partner shall use its best efforts to enroll students in the Instruction Program and maintain a minimum enrollment of 200 students, with a minimum of 12 students in each classroom. The School Partner shall notify TFA, in the event that the School Partner has not tentatively confirmed enrollment of at least 12 students in each by June 17th, 2022. In such an event, the Parties will meet to discuss the implications and possible courses of action to increase enrollment. The School Partner acknowledges that TFA may not be able to operate the Pre-Service Training with fewer than 12 students in each classroom enrolled at each Designated School. The School Partner will provide regular updates to TFA regarding enrollment beginning June 1st and will provide final enrollment numbers on Wednesday, June 27th .

2.3 Virtual Learning Option or Hybrid Model. The School Partner agrees to have a plan in place for virtual instruction in the event students are not permitted to attend in-person instruction due to local health or safety regulations, through which TFA Corps Members will continue to administer Instructional Programming ("Online Platform"). In the event of a virtual option or a hybrid model, the School Partner will secure and provide a sufficient number licenses for access to the online platform by corps members and TFA instructional staff. The Online Platform will, at a minimum:

a. comply with School Partner security requirements in order to safeguard student data;
b. feature a [24 hour] tech support help line;
c. adhere to the standards established by the state regulation for all instructional, administrative, and supervisory personnel employed by the School Partner;
d. [the Platform will include professional development plans with performance valuation goals];

2.4 Administrative Duties.

a. Student Records. Subject to applicable law, including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), Section 504 of the Rehabilitation Act of 1973 ("Section 504") and the Individuals with Disabilities Education Act ("IDEA"), TFA coaching staff members shall be deemed "School Partner Officials" and the School Partner shall make available to TFA coaching staff members such confidential student records as shall be reasonably necessary to tailor instructional strategies to meet the educational needs of each student participating in the Instruction Program. These records may include, but are not necessarily limited to, all testing data, individual student reports (if applicable), Section 504 plans and IEPs for students with special needs. Moreover, School Partner hereby agrees that as a teacher training/professional development organization under contract with the School Partner, TFA has a legitimate educational interest in acquiring student data, especially assessment data collected over the course of the summer. For the avoidance of doubt, Teach For America will be held to the standard of confidentiality set forth in applicable laws named above.

b. Student Handbook. Any applicable policies, procedures and regulations of School Partner, including the Parent/Student Handbook on Rights, Responsibilities, and Discipline, shall remain applicable throughout the Pre-Service Training.

c. TFA Materials. The School Partner shall take reasonable precautions against the unauthorized use of TFA instructional or other materials by any School Partner personnel who receive such materials directly as a result of the partnership between the School Partner and TFA. Specifically, School Partner shall cooperate with and support TFA's efforts to prevent the unauthorized use of items contained in the teacher instructional materials as many of these materials contain trademarked or copyrighted materials that TFA has licensed from third parties.

d. Transportation. The School Partner shall provide transportation for students attending the Instruction Program, where applicable. The times for pick-up and delivery, as well as all bus routes shall be determined solely by the School Partner.

e. Health and Safety. The School Partner shall comply with all applicable health and safety requirements. Further, the School Partner will provide TFA with a copy of its health and safety protocols.

2.5 Financial Obligations. The School Partner shall:

a. Salaries. Assume responsibility for paying the salaries including compensation for time spent on all Pre-Service Training activities with TFA and TNTP during and in advance of the July 5th start date for all School Partner personnel participating directly in the Pre-Service Training. The School Partner shall also assume responsibility for paying the salaries of all other district personnel assigned at each Designated School whose services are required to operate the Designated Schools during the Pre-Service Training.

b. Operational Costs. Assume responsibility for any and all operational costs associated with the school's current online platform and buildings of the Designated Schools being open during the Pre-Service Training. Such costs include, but are not limited

to, student instructional supplies, utilities, student food services including breakfast and lunch daily, maintenance supplies, general administrative costs such as the use of copy machines and supplies and all costs associated with complying with all safety and health measures required by local regulations. Except as expressly set forth herein, TFA shall not be liable for any charges pertaining to the operation of the Instruction Program.

c. Student Transportation. Assume responsibility for any and all costs associated with transporting all enrolled students to and from the Designated Schools for the entirety of Pre-Service Training.

SUMMER SCHOOL STRUCTURE

2.6 Staffing and Training. The School Partner shall:

a. School Partner Liaison. Assign one (1) qualified individual to serve as the School Partner liaison ("School Partner Liaison") for this Agreement. The School Partner Liaison, among other responsibilities mutually agreed upon by the Parties, shall cooperate in a reasonable manner and implement the Pre-Service Training, school district policies, meet student enrollment goals, support classroom instruction, and ensure students are meeting desired academic outcomes. The School Partner Liaison will work in partnership with Teach For America to identify and select School Partner Summer School Principals in advance.

b. School Partner Summer School Principal "Summer School Principal". The School Partner will recruit and select one qualified administrator per school site to serve as Summer School Principals. The Summer School Principals, shall cooperate to a reasonable extent with Teach For America and/or TNTP staff onsite to implement the School Partner Student Code of Conduct and in the event of a matter beyond the scope of such code of conduct, Summer School Principals are authorized to cooperate in a reasonable manner, subject to applicable law and School Partner policies, regulations, and/or procedures, and legally binding contractual obligations, to collaborate with the Teach For America and/or TNTP school leadership team to arrive at a mutually acceptable solutions. Summer School Principals will be required to attend a number of meetings with Teach For America and/or TNTP school leadership team to ensure planning for the summer is complete. In addition, Summer School Principals will be required to participate in the hiring of Teachers of Record and to attend the training designated for Teachers of Record, as set forth in Section 2.6c below.

c. School Partner Teachers of Record "Teachers of Record". The School Partner will recruit and select 10-15 (one for every four Corps Members) qualified School Partner teaching staff to serve as mentor teachers (" Teachers of Record") during the Pre-Service Training. Teachers of Record may currently teach at a Designated School or another school within the School Partner. Teachers of Record will lead the Instruction Program from July 5th through July 8th as Corps Members observe and prepare. Thereafter, Teachers of Record will work in partnership and collaboration with Teach For America and/or TNTP coaching staff to model strong teaching; facilitate a co-teaching experience, observe Corps Members lead-teaching; deliver feedback on

lesson plans and Corps Members' teaching; provide coaching on relationship building, connecting with community and classroom management; guide Corps Members in the implementation of School Partner's policies and curriculum; and assist with required student documentation. Each Teacher of Record will also serve as the designated classroom emergency management resource person for each classroom and will implement any and all School Partner student and non-student emergency policies and procedures. Teachers of Record will be required to attend training conducted by Teach For America and/or TNTP in May and early June at a time and location to be designated by the School Partner.

d. Support Staff. The School Partner shall recruit, select, and compensate appropriate support personnel to assume responsibility for answering phones, handling school mail, maintenance and cleaning of buildings, providing food service to students, staffing libraries, [serving as district liaison to the vendor selected to manage the Online Platform] and other necessary administrative functions during the Pre-Service Training and in accordance with approved School Partner budgets in effect during the term of this Agreement.

e. Recruiting. The School Partner will recruit and select qualified Summer School Principals and Teachers of Record. TFA will support the process, including supplying the School Partner with information packets for any School Partner administrators or faculty interested in serving as Summer School Principals or Teachers of Record, as well as providing other promotional materials for the purpose of recruiting qualified Summer School Principals and Teachers of Record.

2.7 Resources. The School Partner shall provide the following:

a. Curricular Resources. Provide free of charge any curricular resources available at the Designated School and one copy of all approved and/or required assessments if any exist or are desired.

b. Media Facilities. Allow Teach For America and/or TNTP staff and Corps Members reasonable use of library and library resources, audio-visual equipment, temporary office space, and a large meeting area at each Designated School throughout the Pre-Service Training.

c. Computer Facilities. Allow Teach For America and/or TNTP staff to make reasonable use of a limited number of existing computer facilities with Internet access and printer capabilities throughout the Pre-Service Training. When utilizing School Partner property and networks, Teach For America and/or TNTP staff shall comply with the School Partner's [INTERNET POLICY REFERENCE].

d. Photocopying. Provide reasonable photocopying privileges to Teach For America and/or TNTP staff for administrative purposes. The total number of copies collectively allowed to Teach For America and the School Partner for the purpose of the Pre-Service Training shall not exceed [1,500] at any Designated School.

e. Supplies. Allow Teach For America and/or TNTP staff and Corps Members at a Designated School reasonable use of any supplies and instructional materials that are available at such Designated School.

f. Wireless internet access. Provide free of charge wireless internet access at all Designated Schools. Teach For America and/or TNTP staff shall comply with the School Partner's Administrative Policy when utilizing School Partner property and networks. [REFERENCE INTERNET SAFETY ACCEPTABLE USE POLICY].

SECTION 3 – TEACH FOR AMERICA'S PARTNERSHIP OBLIGATIONS

3.1 Instruction Program. In partnership with the School Partner, TFA shall conduct the Instruction Program according to a schedule mutually determined and agreeable to the Parties and consistent with School Partner policies and regulations.

3.2 Curricular Goals. TFA, in collaboration with the School Partner staff at each Designated School, shall ensure that Corps Members determine rigorous grade level and content area curricular goals for their students in full compliance with School Partner standards. Corps Members will design lesson plans consistent with School Partner instructional methods and curriculum requirements that will meet goals, constantly evaluate their students' progress through the use of standardized (Common Core or NGSS aligned) assessments, collect and analyze data formally and informally, and adjust their instructional practice as necessary. Corps Members will regularly communicate with parents about student progress (with approval from the School Partner), and provide opportunities for parents to support their children's work with the guidance of School Partner personnel. Corps Members shall also keep a parent communication log that will be submitted to the School Partner at the conclusion of the Instruction Program.

3.3 Staffing. TFA shall provide the necessary amount at least 40 corps members total (Ex. 20 corps members across 3 school sites) at each Designated School to facilitate classroom instruction and Corps Member training. TFA shall be solely responsible for recruiting, selecting, training and compensating said staff, which will include the following positions:

Position	**Duties**
TNTP Program Director and TFA Director, Pre-Service	Working in partnership with the School Partner, Executive Director and 1-5 Public School Partner Principals, acts as the liaison between the School Partner, Teach For America Staff, and TNTP staff.
TNTP Site Director	Works in partnership with individual School Partner Principals, provides leadership for the Designated School, and serves as school campus point person for TFA

3.4 Recruiting. TFA shall recruit at least 40 Corps Members, who will work in teams of two to four and collectively be responsible for delivering instruction for one class of 12-20 students. A minimum of 40 Corps Members will be placed at each Designated School.

3.5 Training.

a. School Partner Staff in Designated Schools: TFA shall provide training for School Partner Summer School Principals and Teachers of Record to familiarize them with the TFA training model, materials, and approach to instruction. Training sessions will include training on the vision of instruction, observation best practices and protocol, Corps Member evaluation rubric, and other topics related to TFA local curriculum for training new corps members. In addition, TFA will facilitate opportunities for meetings between designated TFA staff and School Partner staff persons who will be directly involved with the Pre-Service Training.

b. Other School Partner Staff: As part of an effort to partner with School Partner to increase instructional capacity, TFA shall provide access to training and other resources for School Partner Staff not directly employed in Designated Schools through mutually agreeable training opportunities up to and including the opportunity for School Partner staff to shadow TFA staff in performing their roles. School Partner shall partner with TFA to ensure that said training and shadow programming does not breach the obligations to protect TFA intellectual property.

3.6 Resources. TFA shall provide the following:

a. Instruction Materials. Supply Corps Members with instruction materials to use with their students that incorporate and are aligned with School Partner standards for each grade level and content area ("Toolkits"). Toolkits will include, but are not limited to sample Student Achievement Plan, sample lesson plan templates, sample assessments, and the like. On the days established by TFA staff onsite for the administration of tests, Corps Members will administer all pre and post tests, and other weekly end of unit assessments to those students required to take such tests for grade-level reasons.

3.7 Administrative.

a. Policies and Procedures. TFA shall comply with all established School Partner policies and procedures, in effect as of the date of this Agreement, and will ensure that all TFA staff and Corps Members are aware of these policies. School Partner policies are located at:[INSERT LINK TO POLICY]. TFA is only responsible for knowledge of policies in effect as of the date of this Agreement.

b. Assessment of Students. TFA shall provide appropriate assessment of enrolled students, including initial, daily, and end of summer assessment data and/or student work portfolios. Corps Members shall also submit grades in compliance with School Partner's grading policies throughout the entire Instruction Program, with guidance from Teachers of Record and, where appropriate, Summer School Principals.

c. Attendance Records. The Parties shall jointly supply attendance records to the designated Site Administrator during the entire Instruction Program.

d. Criminal Background Checks. All TFA and TNTP staff participating in the Summer Program who will be in direct contact with students and Corps Members must complete a criminal background check in compliance with state law and School Partner policy prior to being on School Partner's premises or in contact with students.

i. Independently, Teach for America and TNTP will conduct, at its expense, such criminal background checks for its respective staff and submit the results to School Partner's HR Department (Annette Gratsy). Such records will be reviewed and School Partner will notify Teach for America or TNPT of any individual(s) who, based on School Partner's standards, are unfit and should not have contact with School Partner students.

ii. All determinations made by School Partner as to the fitness of an individual are made in School Partner's sole discretion.

e. School Partner Materials. TFA shall take reasonable precautions against the unauthorized use of School Partner curriculum material or other materials by any TFA Corps Members or staff who receive such materials directly as a result of the partnership between the School Partner and TFA. Teach for America will indemnify, defend and hold School Partner harmless from any infringement of intellectual property rights claims, or other similar actions, against School Partner as a result unauthorized use of materials by Corps Members or TFA staff.

SECTION 4 – OTHER TERMS AND CONDITIONS

4.1 Term and Termination. The term of this Agreement commences January 25th, 2022on March 10, 2022 or upon approval by the Alum Rock School District whichever date is later, through July 29, 2022 . Either Party may terminate this Agreement at any time upon 60 days written notice to the other Party.

4.2 Notices. Any notices to either Party shall be in writing and delivered by hand or sent by nationally recognized messenger service, or by registered or certified mail, return receipt requested, to the addresses set forth below or to other address as that Party may designate by notice. Notice shall be effective one (1) business day after being sent by a nationally recognized messenger service or three days after being sent by mail.

DISTRICT CONTACT

Name: _____
Title: _____
Address: _____
Email: _____

TEACH FOR AMERICA:		***With an electronic copy to:**	
Name:	Dorian Barrero-Dominguez	Name:	TFA Legal Affairs
Title:	Senior Managing Director, Program	Email:	LegalAffairs@teachforamerica.org

Address:	401 Grand Avenue, #400 Oakland, CA 94610	**Send only notices related to breach of contract and indemnity.*
Email:	dorian.barrero-dominguez@teachforamerica.org	

4.3 No Agency or Joint Venture. The Parties understand and agree that TFA is an independent contractor and is operating the Pre-Service Training. Neither TFA, nor any of its employees, agents, or subcontractors, shall in any way or for any purpose whatsoever be deemed an employee or agent of the School Partner. The Parties do not intend to create, and nothing herein shall be construed as creating, a joint venture or partnership between the Parties. Subject to indemnification obligations set forth below, each Party assumes full responsibility for their supervision, daily direction and control, payment of salary, worker's compensation, disability benefits, and like requirements and obligations.

4.4 Mutual Indemnification. To the extent permitted by applicable state laws and regulations, each Party shall indemnify and hold harmless the other party and its officers, directors, employees and agents (the "Indemnitees") from and against any and all losses, liabilities, claims, damages, costs and expenses (including attorneys' fees) ("Losses") to which such Indemnitee may become subject arising out of a breach of this Agreement by the indemnifying party or arising out of the provision of services hereunder (including without limitation to the designation of Teachers), except to the extent such Losses result from the willful misconduct or gross negligence of such Indemnity.

4.5 Insurance. TFA will maintain, during the term of this Agreement, the following insurance with the minimum limits as set forth below:

Workers' Compensation	Statutory Limits
Employers' Liability	$5,000,000 aggregate
Commercial General Liability	$1,000,000 per occurrence/$2,000,000 aggregate
Auto Liability	$1,000,000 per occurrence
Umbrella (excess) Liability	$5,000,000 aggregate
Professional Liability	$1,000,000 per occurrence/$2,000,000 aggregate

The Alum Rock School District shall be named as an additional insured with respect to general liability and umbrella liability insurance. School Partner shall be afforded a written notice of cancellation, non-renewal or material change in Teach for America's insurance coverages for the duration of this Agreement.

4.6 Amendment/Modification. No amendment or modification of this Agreement, and no waiver hereunder, shall be valid or binding unless set forth in writing and signed by the Parties.

4.7 No Assignment. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned, in whole or in part, by operation of law or otherwise by either Party without the prior written consent of the other Party.

4.8 Counterparts. This Agreement may be executed in any number of counterparts (including by electronic transmission).

4.9 Survivability. In the event that this Agreement expires or is terminated by either Party, 4.4 (Mutual Indemnification) shall survive the expiration or termination of this Agreement.

4.10 Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable or invalid in whole or in part for any reason, it shall be stricken from this Agreement, and then such stricken provision shall be replaced, to the extent possible, with a legal, enforceable and valid provision that is as similar in tenor to the stricken provision as is legally possible.

4.11 Governing. This Agreement and all matters relating hereto shall be governed by, construed and interpreted in accordance with the laws of the State of California without regard to the conflict of laws provisions of such State.

4.12 Sovereign Immunity. Neither the execution of this Agreement by the School Partner nor any other conduct, action or inaction of any School Partner representative related to the Agreement shall constitute a waiver of School Partner's sovereign immunity.

4.13 Subcontractors. If TFA is permitted to subcontract any of the work set forth in the Agreement, TFA shall ensure that each subcontractor complies with all provisions of the Agreement. TFA will remain liable for the acts and omissions of such subcontractor(s) and the proper performance and delivery of the products and/or services set forth in the Agreement.

4.14 Non-Discrimination. Each Party represents and warrants to the other Party that it does not and will not engage in discriminatory practices and that there shall be no discrimination in connection with TFA's performance under the Agreement on account of race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law. Each Party further covenants that no otherwise qualified individual shall, solely by reason of his/her race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law be excluded from participation in, be denied services, or be subject to discrimination under any provision of the Agreement.

4.15 Waiver. The failure by either Party to enforce any provision of this Agreement will not constitute a waiver of future enforcement of that or any other provision.

4.16 Entire Agreement/Authority/Binding. This Agreement is the complete and exclusive statement of the agreement between the parties as to the subject matter hereof and supersedes all communications between the parties related to the subject matter of this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, each of the Parties has caused its duly authorized representative to sign and deliver this Agreement on the day and year first above written.

Alum Rock School District

By: _____

Name: _____

Address: _____

_____

_____

Teach For America

By: _____

Name: Dorian Barrero-Dominguez

Title: Senior Managing Director, Program

Address: 401 Grand Avenue #400

Oakland, CA 94610

Teach For America

Contract Owner Attestation:

☐ This contract required legal changes to the required terms and was reviewed/approved by TFA Legal Affairs in this final form.

☐ This contract did not require legal changes and was not reviewed by TFA Legal Affairs.

Name: _____

Title: _____

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

Request for Contracted Services

To: **BUSINESS OFFICE** Contract No.: _____ Vendor No.: 13101

Student Services (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) ☐ **MASTER CONTRACT PARTICIPATION**

☑ Exhibit B & C (Fingerprinting and TB Test) ☐ 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: Regents of UC Santa Cruz (Educational Talent Search)

Address: 1156 High Street City: Santa Cruz State: CA Zip: 95064

Phone: ( ) Email: sbramos@ucsc.edu

SSN: _____ Fed I.D. #: 94-1539563

CONTRACT TERM: start dates September 1, 2021 end date August 31, 2026

CONTRACTOR'S OBLIGATION:
Description of services to be provided: (Please attach proposals, scope of work, and other documentation.)

ETS will serve a cohort of 75 students from Joseph George Middle School with strong academic preparation for college success; nurturing attitudes and beliefs towards school and college-going identities; supporting/ mentoring them academically and socially from middle school through high school graduation.

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:** $0.00

Describe other related costs: No cost to District

BUDGET CODE: 010-0000-0-5815-00-0000-3130-000000-340-7221 2/18/22
Accountant Initials

_____ _____
Accountant Initials

APPROVALS:

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT:

Site/Department Administrator: _____ Date: 2/14/22

Director of Fiscal Services: _____ Date: 2/18/22

Asst. Supt., of Business Services: _____ Date: 2/18/22

Superintendent: _____ Date: _____

COLLABORATION SERVICES AGREEMENT (#22-11)

Between

The Regents of the University of California on behalf of UC Santa Cruz campus (UCSC) Educational Talent Search Program (ETS)
&
Alum Rock Union School District (ARUSD)

In consideration of the mutual promises and undertakings contained herein, UCSC and ARUSD agree as follows:

I. Purpose of Agreement

The purpose of this Collaborative Service Agreement (Agreement) is to outline the five-year commitments, services and resources from each party with the shared intent to provide services to cohort students, parents, and teachers as outlined in the Educational Talent Search Partnership (ETS) grant and in this Agreement from September 1, 2021 – August 31, 2026.

UCSC's Educational Partnership Center (EPC) personnel shall participate with ARUSD in collaborative activities that implement the goals and objectives of the ETS grant.

II. Program Goals & Objectives

The overall program goal is to ensure that ARUSD UCSC ETS program participants have an opportunity to pursue and succeed in post-secondary education. To support students in achieving this goal, our efforts will focus on the following areas:

A. **Secondary School Persistence:** 83% of non-senior participants served each project year will complete the current academic year and continue in school for the next academic year, at the next grade level.
B. **Secondary School Graduation (regular secondary school diploma):** 83% of seniors served during the project year will graduate during the project year with a regular secondary school diploma within the standard number of years.
C. **Secondary School Graduation (rigorous secondary school program of study):** 45% of seniors served during the project year will complete a rigorous secondary school program of study and will graduate during the project year with a regular secondary school diploma within the standard number of years.

D. **Postsecondary Education Enrollment:** 75% of participants, who have graduated with a regular secondary school diploma, during the project year, will enroll in an institution of higher education by the fall semester immediately following high school graduation or will have received notification, by the fall semester immediately following high school, from an institution of higher education, of acceptance but deferred enrollment until the next academic semester (e.g. spring semester).
E. **Postsecondary Attainment**: 24% of participants served during the project year who enrolled in an institution of higher education by the fall semester immediately following high school graduation, or by the next academic semester (e.g. spring semester) as a result of acceptance but deferred enrollment, will complete a program of postsecondary education within six years.

UCSC's obligations in furtherance of these goals and objectives are limited to those obligations specifically set forth in Sections IV and V below.

III. Program Summary

In accordance with provisions of the ETS grant, 75 students from Joseph George in ARUSD will be served annually.

IV. Program Components

A. Roles and Responsibilities:

- **Executive Director, EPC, Maria Rocha-Ruiz:** has general contract oversight.

- **Cal-SOAP and ETS Director (12%), EPC, Sonia Ramos**: responsible for (1) general oversight, direction, vision and overseeing the successful implementation of the ETS project as well as ensuring grant service deliverables and requirements are met as outlined in the grant; (2) contract oversight; (3) approving all ETS budgetary commitments; (4) overseeing of the ARUSD ETS grant; (5) serving as the main point of contact between EPC and ARUSD; and (6) working with district personnel to ensure grant requirements are captured and/or implemented successfully.

- **ETS Program Coordinator (40%), EPC, Maliah Kenoly**: The Academic Coordinator will; 1) work with school and district personnel to ensure high quality serviced are delivered, targeted to the needs of cohort students and meet grant objectives; 2) deliver individual and group advising services; 3) maintain relationships with high school participants, teachers and counselors; 4) coordinates the collection of student data and information to support the completion of tasks and projects and needed for the completion of the U.S. Department of Education Annual Performance Report; 5) produces program reports, documents participant contacts and progress, tracks participation of students; 6) plans/implements college field trips, activities, and events; 7)

plans and implements grade-appropriate college-going workshops, curricula, materials and activities; and 8) acts as advocate for program participants and families.

- **ARUSD Assistant Superintendent of Academic Services, Rene Sanchez**: The Assistant Superintendent will support the integration of the program within ARUSD targeted school to most effectively impact graduation rates and postsecondary enrollment and preparation.

- **ARUSD Director of Curriculum and Instruction, Norma Flores** will (1) serve as the main point of contact for the district, (2) facilitate the successful implementation of the ETS project in the district and will work with the program director in shaping the general direction and vision of ETS in ARUSD, (3) support the program in its efforts to align and/or articulate across schools with university expectations with the goal of increasing both graduation rates and postsecondary enrollment, (4) address issues or concerns that may arise and assist the ETS evaluator to collect student performance data for reporting and evaluation purposes, and (5) ensure that the district leverages its resources, when possible, that will lead to fostering a college-going culture, and increases in student achievement, high school graduation, and/or college enrollment rates.

- **Principal Tara Bickford, ARUSD, Joseph George Middle School, Barbara Campbell**: will (1) help shape the services to meet the needs of their students and families; (2) work directly with ARUSD personnel by facilitating access to students and facilities to deliver ETS services; and (3) help integrate student and family services within the school.

B. Services to Students

ETS will implement a comprehensive college readiness framework that focuses on 1) building students' *strong academic preparation* for college success; 2) nurturing students' attitudes and beliefs towards school and developing their *college-going identities*; and 3) supporting/ mentoring them academically and socially from middle school through high school graduation. In collaboration with partners, effectiveness will be maximized by coordinating and aligning services when appropriate.

C. Services to Families

ETS will engage parents of participants, on a quarterly basis or as needed, to offer grade-appropriate workshops that will equip them with information and resources to promote high school graduation and college-going expectations.

D. Evaluating Program Outcomes and Overall Success

The evaluation component of the project has three purposes: 1) **formative evaluation** of services and their *appropriateness* for providing regular feedback on progress and continual improvement in achieving the five project objectives (secondary school persistence, graduation from regular or rigorous programs of study, and postsecondary education (PSE) enrollment, persistence, and attainment); 2) **summative evaluation** to assess how objectives are met annually and by

project's end; and 3) identifying and reporting unanticipated outcomes and effective strategies. The evaluation of the effect of program services on student outcomes will be done through the analysis of such data as student course completion, grades, attendance records, and high school graduation and postsecondary enrollment rates.

E. Data Sharing

In order to conduct program effectiveness evaluations, and to consistently monitor students on the "A-G" pathway, the ARUSD agrees to provide student information (also referred to as student records or data) to the UC Santa Cruz Educational Partnership Center under the terms and conditions stated in this agreement. This information will be used to plan and implement services, manage participant caseload, evaluate outcomes, and report progress on ETS. Program progress and outcomes will be reported to ARUSD on a regular basis.

The EPC will adhere to all legal requirements regarding protection of confidential information contained in the federal Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g), and the California Education Code (Section 49060 et seq). The EPC has devised a data collection and storage process to protect the confidentiality of all student data in perpetuity. Furthermore, the EPC agrees to keep confidential records protected at all times to prevent the unauthorized or inadvertent release of any individually-identifiable information. No information that could identify any individual student or parent will be released in any reports, publications, research, marketing materials, or other documents produced by the EPC or ETS that are created from data exchanged under this agreement. At EPC, only ETS staff, managers, and evaluators will be given access to the student data. ARUSD will identify and disclose to the EPC "other" information that they regard as confidential so that the same confidential standards are followed. The parties will maintain a log of all staff members who receive confidential information, including a description of the types of data they have received and their permissible uses. These staff members will receive regular and periodic training to review procedures for protecting confidential information. These staff will also be asked to sign a statement acknowledging their legal responsibility to protect confidential information. Usernames and Passwords will be used to protect confidential information when it is stored electronically. ARUSD also agrees to provide access to its student record system to the ETS program staff working at targeted school sites.

The EPC will submit formal data requests at least 30 days in advance and will occur twice per year. The requests will explain how the data should be prepared and transmitted to the EPC. The EPC will create a secure FTP (file transfer protocol) site with a password-protected account for the district officer in charge of handling the data request. The person who submits the data to the EPC will be able to log into the site and upload the data at any time. The data requested by EPC will be used for the following purposes:

(1) *To complete mandatory annual reports to the U.S. Department of Education and the University of California Office of the President.* These reports require EPC to report data such as student demographic summaries, course completions and marks, grade point average, free and reduced lunch, and a-g course taking patterns.
(2) *To evaluate program performance on a regular basis*. The U.S. Department of

Education requires EPC to conduct periodic evaluations to assess the program's progress in meeting its stated objectives. These evaluations will be used to make improvements to the program and will be shared with stakeholders from the district and UC Santa Cruz as appropriate.

(3) *To assist program staff in the delivery of services.* Program staff will use student transcript data, demographics and contact information to plan and tailor services as well as to manage student caseloads in the student database.

The information requested under this agreement consists of four types of data, including:

(1) Student demographics and contact information (name, school, date of birth, grade, graduation date if senior, district ID, CSIS ID (statewide identifier), gender, ethnicity, free/reduced lunch eligibility, ELL status, primary language, address, city, zip, phone number, email address, parent name, parent type, phone number and parent educational attainment.
(2) Student transcripts (course history, including credits and marks and "a-g" indication).
(3) Student grade promotion and graduation information by individual CSIS/Student ID.
(4) FAFSA and Cal Grant GPA verification submission status/information by individual CSIS/ Student ID.

Because ETS is based on a cohort model, the students for which data will be requested will change annually.

V. Parties and Commitments

The parties shall perform all obligations under this Agreement in accordance with all applicable laws, including without limitation to the Federal Educational Records Privacy Act and UC policies and in accordance with any terms and conditions applicable to the Educational Talent Search Program funding (e.g. grant terms).

UC Santa Cruz Educational Partnership Center (EPC)-Educational Talent Search agrees to operate the program under the following parameters (at its sole costs and expense unless otherwise indicated), subject to the availability of funding and other resources:

a. EPC will provide high quality outreach services to James Lick High School and Joseph George Middle School. We will leverage all funding and program opportunities to increase high school graduation and college enrollment and persistence.
b. EPC will assign one ETS Academic Coordinator to Joseph George to provide direct services to at 40% FTE x 10 months. The Academic Coordinator will provide comprehensive college awareness programs to students through multiple formats including but not limited to: 1) one-on-one advising; 2) small group and large group workshops/presentations; 3) classroom presentations; 4) college campus visits; and 5) after-

school/ evening programs.
c. EPC will assign appropriate supervision of the Academic Coordinator by the Project Director whom will dedicate at least fifteen (12%) of their time to supervising and supporting the staff. The Project Director will meet with the school principal as needed to evaluate the services.
d. EPC will provide the Academic Coordinators with a cell phone and laptop.
e. EPC Talent Search staff will follow district and school site safety and health protocols and procedures related to COVID-19. Protocols and procedures include but are not limited to: COVID staff vaccination plans; COVID staff surveillance testing; student and family safety expectations and symptom monitoring; facility preparation and work orders; cleaning and disinfecting of classrooms, and communal spaces; PPE supplies and materials (such as masks, face shields, plexiglass, etc.); number of individuals per space; staff trainings; and any other expectations or working conditions.

ARUSD agrees to operate the program under the following parameters (at its sole costs and expense unless otherwise indicated):

a. An authorized official of ARUSD will sign and return an original copy of this agreement to the primary contact for the Educational Partnership Center.
b. ARUSD will provide adequate office and working space for the assigned Academic Coordinator including use of computer labs, classrooms, the library and the college/career center to provide services. ARUSD will provide a landline phone for local calls and a data line for access to email and internet sources.
c. ARUSD, along with the ETS Director, will ensure a collaborative working relationship between the EPC Academic Coordinators and the school guidance counselors, resource teachers and any other relevant school staff.
d. ARUSD agrees to integrate EPC direct services to the central mission and operations of the school community.
e. ARUSD will support direct services workshops and events by providing facility space at no cost to the EPC both during and after school hours, including weekends.
f. ARUSD will support college awareness activities by allowing students to participate in relevant activities including field trips and will provide certified staff to chaperone on field trips when that is mandated.
g. ARUSD will cost-share college awareness programming activities whenever possible to support the sustainability of a college-going culture beyond the life of the grant.
h. ARUSD will provide training and establish accounts for ARUSD email and any student/parent information systems to the ETS Academic Coordinator for the purposes of communicating with partner school staff and students, identification of eligible

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students, viewing class schedules and grad inventories, student recruitment, following up with students and families.
i. As outlined in Senate Bill 451, chapter 539, section 49600 of the Education Code, relating to pupil instruction and services; (g) Nothing in this section shall be construed as prohibiting persons participating in an organized advisory program approved by the governing board of a school district, and supervised by a school district counselor, from advising pupils pursuant to the organized advisory program.
j. ARUSD will ensure that all EPC Talent Search staff are informed about the school's safety and health protocols, as well as procedures related to COVID-19 and that these are communicated in a timely manner. Protocols and procedures will include but are not limited to: COVID staff vaccination plans; COVID staff surveillance testing; student and family safety expectations and symptom monitoring; facility preparation and work orders; cleaning and disinfecting of classroom, and communal spaces; PPE supplies and materials (such as masks, face shields, plexiglass, etc.); number of individuals per space; staff trainings; and any other expectations or working conditions.

VI. Indemnification

ARUSD shall defend, indemnify and hold harmless UCSC its officers, employees and agents from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the ARUSD, its respective officers, agents or employees.

VII. Termination

Either party may terminate this Agreement for any reason at any time by giving thirty (30) calendar days prior written notice to the other party. UCSC will be compensated for services provided by EPC to date of termination, if applicable. Should either party materially breach any of its provisions, the non-breaching party may terminate this Agreement by giving written notice to the breaching party. Termination shall be effective immediately on receipt of notice.

VIII. Term of Collaborations

The term of this Agreement is September 1, 2021 through August 31, 2026. ARUSD will seek board approval for the entire term of agreement period.

IX. Misc.

This Agreement, including the Exhibits and/or Addenda listed below (if any), contains the entire agreement of the parties with respect to the subject matter of this Agreement and supersedes any

other agreement relating to such subject matter, whether oral or written.

Included Exhibits and/or Addenda (listed below or mark "N/A" if none):

- Alum Rock Union School District Letter of Support

X. Primary Contacts

Alum Rock Union School District

Name: Hilaria Bauer

Title: Superintendent

Email: Hilaria.bauer@arusd.org

Phone:

Fax:

Educational Partnership Center-Educational Talent Search Program

Name: Sonia Ramos

Title: Director

Email: sbramos@ucsc.edu

Phone: 408-531-6124

Fax:

XI. Signatures

All of the parties agree on the terms outlined in this agreement and sign as authorized agents of their respective organizations.

Alum Rock Union School District

Signature: _____ Date: _____

Print Name: Dr. Hilaria Bauer

Title: Superintendent

Contact information of ARUSD fiscal administrator:

Name: Kolvira Chheng

Title: Assistant Superintendent of Business Services

Email: Kolvira.chheng@arusd.org

Phone: 408-928-6847

Fax:

The Regents of the University of California, on behalf of the UC Santa Cruz Educational Partnership Center-Educational Talent Search program

Signature: DocuSigned by: Richard Hughey B9F7E47AAEC342E... Date: 2/3/2022

Print Name: Richard Hughey

Title: Vice Provost / Dean of Undergraduate Education

Organization: UC Santa Cruz

Name & contact information of EPC fiscal administrator Educational Talent Search Program:

Name: Haydee McAmis

Title: EPC Contracts and Grants Manager

Email: hmcamis@ucsc.edu

Phone: (831) 459-1727

Fax: (831) 459-3570

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

14.08

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: **Approve Updated CSEA, Teamsters, Supervisory and Management/Confidential Calendars, 2021-2022.**

Staff Analysis:

District administration updated CSEA, Teamsters, Supervisory and Management/Confidential group calendars to include the Federal Juneteenth Holiday.

Recommendation:

District administration is recommending that the Board of Trustees approve the updated 2021-2022 calendars.

Submitted by: Tereasa Smith Title: Director, Human Resources

To the Board of Trustees: **Recommend Approval**
14.08
Agenda Placement

Meeting: March 10, 2022
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

CSEA 2021-2022

JULY

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29 ✦	30

7/5 Fourth of July

AUGUST

M	T	W	TH	F
2	3	4 ★	5 ♦	6 ♦
9	10	11	12	13
16 ●	17	18	19	20
23	24	25	26	27
30	31			

8/5 Admin. Asst. Training
8/6 Office Asst. Training
8/16 Para In-service

SEPTEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

9/6 Labor Day

OCTOBER

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21* NWD	22* NWD
25	26	27	28	29

10/21 & 22 Non-work days for 9.5/10 month

NOVEMBER

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12 NWD
15	16	17	18	19
22*	23*	24*	25	26
29	30			

11/11 Veteran's Day
11/12 Non-work day 9.5 & 10 mo
11/25 Thanksgiving Day

DECEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20*	21*	22*	23*	24
27*	28*	29*	30*	31

12/24 Christmas Day
12/31 New Year's Day

JANUARY

M	T	W	TH	F
3*	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

1/17 MLK

FEBRUARY

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22*	23*	24*	25
28				

2/21 President's Day

MARCH

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18*	19* NWD	20* NWD	21* NWD	22* NWD
25	26	27	28	29

4/1 Cesar Chavez (Observed)
4/18 Spring Break
4/19-4/22 Non-work days for 9.5/10 month

MAY

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

5/30 Memorial Day

JUNE

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15 ★ ✦	16	17
20	21	22	23	24
27	28	29	30	

▭	Legal Holiday
⬭	Local Holiday
*	Students Not In Attendance
✸	Starting/Ending Dates for Students
✦	1st & Last Day for School Admin. Asst.'s
★	1st & Last Day for School Office Asst.'s
♦	Clerical In-service
●	Paraeducator In-Service / 1st Day

Board Approval: March 10, 2022

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
SUPERVISORY 2021-2022

JULY

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

7/5 Fourth of July

AUGUST

M	T	W	TH	F
2	3 ✦	4	5	6
9	10	11	12 ★	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

9/6 Labor Day

OCTOBER

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21*NWD	22*NWD
25	26	27	28	29

10/21 & 22 Non wk Day for 10 mo

NOVEMBER

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12*NWD
15	16	17	18	19
22*	23*	24*	25	26
29	30			

11/11 Veteran's Day

11/12 Non wk day/10 mo

11/25 Thanksgiving Day

DECEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20*	21*	22*	23*	24
27	28*	29*	30*	31

12/27 Christmas Day

Legal Holiday

Local Holiday

* Students Not In Attendance

Starting/Ending Dates for Students

JANUARY

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

1/3 New Year's Day

1/17 MLK

FEBRUARY

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22*	23*	24*	25
28				

2/21 President's Day

MARCH

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18*	19*	20*NWD	21*NWD	22*NWD
25	26	27	28	29

4/1 Cesar Chavez (Observed)

4/18-20 Spr Bk 10 mo

4/18-19 Spr Bk 10.5 mo

4/20-22 Non Wk Days for 10.5 mo

MAY

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

5/30 Memorial Day

JUNE

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13 ★	14	15	16	17
20	21	22	23	24 ✦
27	28	29	30	

★ 1st & Last Day for Kitchen/Satellite Supervisors (185 Days)

12 Month Supervisor Work Year = 225 Days

10 Month Supervisor Work Year = 185 Days

10.5 Month Supervisor Work Year = 200 Days

✦ 1st & Last Day for 10.5 Month Supervisors (200 Days)

Board Approval: March 10, 2022

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

TEAMSTERS 2021-2022

JULY

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

7/5 Fourth of July

AUGUST

M	T	W	TH	F
2	3	4	5	6
9	10♦	11	12	13
16★	17 ✦	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

9/6 Labor Day

OCTOBER

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21* NWD	22* NWD
25	26	27	28	29

10/21 & 22 Non-work day for 9.5/10 month

NOVEMBER

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12* NWD
15	16	17	18	19
22*	23*	24*	25	26
29	30			

11/11 Veteran's Day

11/12 Non work day for 9.5/10 month

11/25 Thanksgiving Day

DECEMBER

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20*	21*	22*	23*	24
27*	28*	29*	30*	31

12/24 Christmas Day

12/31 New Year's Day

JANUARY

M	T	W	TH	F
3*	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

1/17 MLK

FEBRUARY

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22*	23*	24*	25
28				

2/21 President's Day

MARCH

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18* NWD	19* NWD	20* NWD	21* NWD	22* NWD
25	26	27	28	29

4/1 Cesar Chavez (Observed)

4/18-4/22 Non-work days for 9.5/10 month

MAY

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

5/30 Memorial Day

JUNE

M	T	W	TH	F
		1	2	3
6	7	8	9	10 ✦★
13♦	14	15	16	17
20	21	22	23	24
27	28	29	30	

- Legal Holiday
- Local Holiday
- * Students Not In Attendance
- Starting/Ending Dates for Students

- ✦ 1st & Last Day for CNA I (180 Days)
- ★ 1st & Last Day for CNA II (181 Days)
- ♦ 1st & Last Day for Bus Drivers (186 Days)

Board Approval: March 10, 2022

ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT
MANAGEMENT-CONFIDENTIAL 2021-2022

22	JULY				
M	T	W	TH	F	
			1	2	
5	6	7	8	9	7/5 Fourth of July
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

22	AUGUST				
M	T	W	TH	F	
2	3	4	5	6	
9	★10	11	12	✧13	
✧16	17	18	19	20	
23	24	25	26	27	
30	31				

22	SEPTEMBER				
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	9/6 Labor Day
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

21	OCTOBER				
M	T	W	TH	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21*	22*	
25	26	27	28	29	

22	NOVEMBER				
M	T	W	TH	F	
1	2	3	4	5	
8	9	10	11	12*	11/11 Veteran's Day
15	16	17	18	19	
22*	23*	24*	25	26	11/25 Thanksgiving Day
29	30				

23	DECEMBER				
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20*	21*	22*	23*	24	
27	28*	29*	30*	31	12/27 Christmas Day

21	JANUARY				
M	T	W	TH	F	
3	4	5	6	7	1/3 New Year's Day
10	11	12	13	14	
17	18	19	20	21	1/17 MLK
24	25	26	27	28	
31					

20	FEBRUARY				
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22*	23*	24*	25	2/21 President's Day
28					

23	MARCH				
M	T	W	TH	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

21	APRIL				
M	T	W	TH	F	
				1	4/1 Cesar Chavez (Observed)
4	5	6	7	8	
11	12	13	14	15	
18*	19*	20*	21*	22*	4/18-4/22 Spring Break
25	26	27	28	29	

22	MAY				
M	T	W	TH	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				5/30 Memorial Day

22	JUNE				
M	T	W	TH	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

Legal Holiday
Local Holiday
* Students Not In Attendance
Starting/Ending Dates for Students

✧ Mandatory Teacher Work Days
■ Teacher Professional Development Days
★ New Teacher Institute

Board Approval: March 10, 2022

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

14.09

Office of Superintendent of Schools

ITEM REQUIRING ATTENTION – BOARD OF EDUCATION

To the Board of Trustees:

Subject: Current Enrollment.

Information Only

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

To the Board of Trustees: Meeting: March10, 2022
Information Only Regular Board Meeting

14.09

Agenda Placement

Hilaria Bauer

Hilaria Bauer, Ph.D., Superintendent

DISPOSITION BY BOARD OF TRUSTEES

Motion by: Seconded by:

Approved: Not Approved: Tabled:

Master Enrollment

as of Feb 18, 2022 4:33:11 PM

School	T4	TK	00	01	02	03	04	05	06	07	08	Total W/O SDC	SDC	Total W/ SDC	PK	TTL W/ SDC & PK
Adelante 1 K-8	0	19	55	61	57	57	52	54	34	55	51	**495**	0	495	0	495
Adelante 2 K-8	3	17	50	47	46	46	31	17	16	13	0	**286**	0	286	0	286
Aptitud K-8	0	8	33	47	46	56	43	47	47	35	40	**402**	7	409	0	409
Cassell ES	4	15	46	44	32	40	49	59	0	0	0	**289**	16	305	0	305
Chavez ES	4	14	44	51	77	74	80	75	0	0	0	**419**	6	425	21	446
Cureton ES	0	9	32	38	35	47	39	53	0	0	0	**253**	20	273	0	273
Dorsa ES	3	11	39	46	48	47	58	58	0	0	0	**310**	18	328	0	328
Hubbard K-8	2	16	37	49	41	51	76	65	56	52	39	**484**	0	484	11	495
Linda Vista ES	5	15	67	88	71	71	52	69	0	0	0	**438**	23	461	6	467
LUCHA ES	1	11	31	34	44	41	46	40	0	0	0	**248**	0	248	0	248
Lyndale ES	1	19	48	47	37	45	48	41	0	0	0	**286**	10	296	25	321
McCollam ES	2	18	66	57	72	67	59	72	0	0	0	**413**	24	437	0	437
Meyer ES	3	15	44	30	44	39	45	43	0	0	0	**263**	19	282	10	292
Painter ES	2	21	59	53	47	46	44	46	0	0	0	**318**	0	318	0	318
Russo McEntee ES	0	16	46	47	49	47	53	60	0	0	0	**318**	27	345	0	345
Ryan ES	3	11	35	39	57	35	39	35	0	0	0	**254**	9	263	0	263
San Antonio ES	4	9	29	43	40	45	46	38	0	0	0	**254**	8	262	0	262
George MS	0	0	0	0	0	0	0	0	117	146	148	**411**	1	412	0	412
Ocala MS	0	0	0	0	0	0	0	0	115	124	132	**371**	13	384	0	384
Renaissance 1 MS	0	0	0	0	0	0	0	0	118	131	160	**409**	15	424	0	424
Renaissance 2 MS	0	0	0	0	0	0	0	0	145	156	175	**476**	7	483	0	483
Sheppard MS	0	0	0	0	0	0	0	0	166	151	189	**506**	2	508	0	508
Home/Hosp	0	0	0	0	0	0	0	0	0	0	0	**0**	1	1	0	1
	37	**244**	**761**	**821**	**843**	**854**	**860**	**872**	**814**	**863**	**934**	**7903**	**226**	**8129**	**73**	**8202**

-- Included Above:

Independent Study Enrollment

as of Feb 18, 2022 4:33:52 PM

School	T4	TK	00	01	02	03	04	05	06	07	08	Total W/O SDC	SDC	Total W/ SDC	PK	TTL W/ SDC & PK
Chavez ES	0	7	21	21	36	29	34	30	0	0	0	**178**	6	184	0	184
Renaissance 2 MS	0	0	0	0	0	0	0	0	31	33	28	**92**	1	93	0	93
	0	**7**	**21**	**21**	**36**	**29**	**34**	**30**	**31**	**33**	**28**	**270**	**7**	**277**	**0**	**277**

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

14.10

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/March 10, 2022.**

Staff Analysis:

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

Recommendation:

District administration is recommending that the Board of Trustees approve the hiring of any new employee, and any change of status for existing employees.

Submitted by: Tereasa Smith TBS Title: Director, Human Resources

To the Board of Trustees: **Recommend Approval**

Meeting: March 10, 2022 Regular Board Meeting

14.10
Agenda Placement

HBauer
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
March 10, 2022

CERTIFICATED OFFER OF EMPLOYMENT:

1. Employee Contracts:

1.	De Luna, Nataly	Test Examiner	03/11/2022-06/30/2022
2.	Gonzalez, Rebecca	Test Examiner	03/11/2022-06/30/2022
3.	Lewis, Maria	Test Examiner	03/11/2022-06/30/2022
4.	Lopez, Karina	Test Examiner	03/11/2022-06/30/2022
5.	Paniagua, Marlene	Test Examiner	03/11/2022-06/30/2022
6.	Sudano, Elizabeth	Test Examiner	03/11/2022-06/30/2022
7.	Zamora, Luis	Test Examiner	03/11/2022-06/30/2022

1. New Hire-Substitute Teacher:

1.	Kellerman, Gregory	02/01/2022
2.	Landin, Tania	01/31/2022
3.	Sanchez, Jacalyn	02/01/2022
4.	Sanchez, Sarah	01/31/2022
5.	Sudha, Kamath	02/24/2022
6.	Villanueva, Rita	02/01/2022

2. Substitute Residential Teacher Contracts:

1.	Hinojosa, Jennifer	04/04/2022, 04/29/2022
2.	Sanchez, Sarah	02/14/2022, 04/29/2022

CLASSIFIED PERSONNEL – March 10, 2022

CLASSIFIED OFFERS OF EMPLOYMENT:/

I. New Employee:

1. Ireland, Kenneth Leo	Paraeducator Special Education II/Aptitud	01/31/2022
2. Kaur, Nirmaljit	Campus Paraeducator/Meyer	02/07/2022
3. Leon, Angelica	Health Assistant & Campus Paraeducator/Sheppard	03/01/2022
4. Mendes, Orlanda L	Administrative Assistant/State & Federal	03/01/2022
5. Ortiz, Evelin Gonzalez	District Operator-Receptionist/Human Resources	03/01/2022
6. Santana, Chastidy	Autism Intervention Assistant/Special Education Services	03/01/2022
7. Shafsky, Marcela Dolores	School Office Assistant & Campus Paraeducator/ Hubbard	02/14/2022

II. Re-Hire from Unpaid Personal Leave of Absence:

1. Aranda, Cecilia	School Administrative Assistant/Cureton	02/07/2022
2. Magana, Maricela	Child Nutrition Assistant II/McCollam	02/07/2022
3. Zuniga, Grisel	Child Nutrition Assistant II/Renaissance II	02/07/2022

III. Change of Status:

1. Nino, Kattya Carol	Community Liaison & Campus Paraeducator/ Linda Vista	01/25/2022

IV. 39-month Re-Employment:

1. Ramirez, Gabriel	Night Custodian II/Renaissance I	02/16/2022-05/16/2025

V. Unpaid Personal Leave of Absence:

1. Galindo, Zoila	Paraeducator Special Education II & Campus Paraeducator/Renaissance II	02/01/2022-02/01/2023

VI. Contracted Employee:

1. Amaro, Jessyka	Boys Volleyball Coach/Renaissance I	02/14/2022-06/30/2022
2. Ezatagha, Gabriella	Volleyball Coach/Renaissance I	02/02/2022-06/10/2022
3. Garcia, Selena	Athletic Director/Renaissance I	09/01/2021-06/11/2022
4. Schroeder-Reguindin, Debra	Intervention Tutor/Lyndale	02/07/2022-06/10/2022
5. Smith, Matthew	Boys Soccer Coach/Renaissance I	02/02/2022-06/30/2022