



N O T I C E

**BOARD MEETING OF THE BELLEVUE UNION SCHOOL
DISTRICT BOARD OF TRUSTEES WILL BE HELD ON Tuesday
April 20, 2021, CLOSED SESSION 5:30PM & 6:00PM OPEN SESSION
VIDEO TELECONFERENCE STREAMED VIA YOUTUBE LIVE ON THE
BUSD HOMEPAGE HOSTED BY BELLEVUE UNION SCHOOL DISTRICT
3150**

EDUCATION DRIVE SANTA ROSA, CA 95407

DATED: April 16, 2021

**David Alexander, Ed.D.
SECRETARY TO THE BOARD
AND DISTRICT SUPERINTENDENT**

POSTED: April 16, 2021

BELLEVUE UNION SCHOOL DISTRICT
Regular Board Meeting
Video Teleconference Streamed Via Zoom linked on the BUSD Homepage
Hosted by Bellevue Union School District
Tuesday, April 20, 2021

As authorized by the Governor's Emergency Executive Order issued on March 12, 2020, the Bellevue Union School District Board of Education will conduct Board of Education meetings by live video conference until further notice. The meeting will be via zoom which can be reached via a link from our Bellevue Union School District homepage @ www.BUSD.org

AGENDA

1. Open Session 5:30pm Video Teleconference Streamed Live Via Zoom on the BUSD Homepage

1.1. Call To Order

1.2. Public Comment on Closed Session Agenda

The Public is invited to address the Board regarding items that are on the Closed Session Agenda. Speakers are limited to 3 minutes each. Because this is the time for the public to comment it is our time to hear from you. Although the Board will not respond we want you to know that we are listening to you carefully.

To access the [Public Comment Form](#), please click on the link: [BUSD Digital Comment Form](#) on the agenda or website to submit your comment to Moriah Hart prior to the start of the meeting. All comments received prior to the start of the meeting will be shared during the scheduled public comment portion of the agenda.

2. Adjourn To Closed Session

2.1. Closed Session Agenda

2.1.1. Conference With Labor Negotiator §54957.6

2.1.1.1. BEA

2.1.1.2. CSEA

3. Reconvene to Open Session 6:00pm

3.1. Flag Salute

3.2. Report on Closed Session

3.3. Consider Agenda Adjustment

4. Public Comment

At this time, members of the public may express opinions or make statements regarding issues pertinent to the District. Action may not be taken on statements or testimony made regarding any item not on the agenda, per Government Code 54954.2. There will be a limit of three minutes placed on each individual making a statement and a total 30 minute time allocation. Persons wishing to comment should complete the public comment form prior to the start of the meeting.

To access the [Public Comment Form](#), please click on the link: [BUSD Digital Comment Form](#) on the agenda or website to submit your comment to Moriah Hart prior to the start of the meeting. All comments received prior to the start of the meeting will be shared during the scheduled public comment portion of the agenda.

Because this is the time for the public to comment it is our time to hear from you. Although Government Code Section 54954.2(a) limits the ability of Board Members to respond to public comments we want you to know that we are listening to you carefully.

5. Informational

- 5.1. COVID-19 Updates, Tracy Whitaker, M.A. Director of Student Services & BUSD COVID-19 Coordinator
- 5.2. Budget Update, Chris Kim, Ed.D., CBO

6. Action

- 6.1. Consider Approval of 2021-22 School Calendar
- 6.2. Consider Approval of Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding COVID-19 Pandemic and School Reopening for In-Person Instruction During the 2020-2021 School Year
- 6.3. Consider Approval of Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding Summer School Rate of Pay for the 2021 Summer Session
- 6.4. Consider Approval of Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding 2020/2021 Learning Steering Committee Stipend
- 6.5. Consider Approval of Memorandum of Understanding Between Bellevue Union School District And California School Employees Association and its Bellevue Chapter No. 501 regarding 2020/2021 Learning Steering Committee Stipend
- 6.6. Consider Approval of Resolution No. 13: Proclaiming May 3-7, 2021 Teacher Appreciation Week And May 4, 2021 National Teacher Day
- 6.7. Consider Approval of Resolution No. 14: Proclaiming the Week of May 16-22, 2021 as Classified School Employee Week
- 6.8. Consider Approval of Amended COVID-19 Safety Plan (CSP)
- 6.9. Consider Approval of the Counselor Job Description & Salary Schedule
- 6.10. Consider Approval of the Williams Quarterly Uniform Complaint Report Summary (January 1-March 31, 2021)
- 6.11. Consider Ratification of Bills and Warrants

7. Consent Calendar

- 7.1. Retirement Incentive Awardees
- 7.2. School & College Legal Services Contract Renewal
- 7.3. Board Meeting Minutes

- 7.3.1. Special Board Meeting Minutes March 16, 2021
- 7.3.2. Regular Board Meeting Minutes March 9, 2021
- 7.4. Acknowledge and Accept Grants & Donations
 - 7.4.1. Kawana Student Support Fund of Community Foundation Sonoma County, \$390 for three science enrichment lessons and materials presented by specialist Mark Bradski
 - 7.4.2. Kawana Student Support Fund of Community Foundation Sonoma County, \$1,000 for Westminster Woods virtual outdoor education for 6th grade
 - 7.4.3. James Martin, a local Graphic Designer dedicated his creativity, talent, and time for new murals on the handball walls at Meadow View
- 7.5. Personnel Activity Log

8. Reports

- 8.1. California School Employees Association, Chapter 501
- 8.2. Bellevue Education Association
- 8.3. Principal Reports
- 8.4. Board Reports/Board Items
 - 8.4.1. Correspondence - Williams Quarterly Letter
- 8.5. Superintendent Report
 - 8.5.1. Attendance/Enrollment

9. Planning

May 18, 2021	Regular Board Meeting	5:30pm	To be live streamed on zoom, linked on the District's Homepage: www.bUSD.org
June 1, 2021	Special Board Meeting	5:30pm	To be live streamed on zoom, linked on the District's Homepage: www.bUSD.org

10. Reconvene to Closed Session as Needed

Notice

The Bellevue Union School District complies with the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent's Office by calling (707)542-5197 x2. All efforts will be made for reasonable accommodations.

Agenda available in Spanish upon request. Orden del día disponible en español si se solicita.

*District Employees, parents and community members shall treat each other with civility, courtesy and respect.
Civility Policy (BP 1313)*

Bellevue Union School District

Agenda Item for Board Meeting of April 20, 2021

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of the 2021-22

~~Prepared~~ By: Lindsay McLaughlin, for Siara Goyer, HR Manager

Background:

BUSD and BEA met and agreed on a 2021-22 draft calendar. BEA has ratified the attached calendar.

Recommended Action:

It is recommended that the Board of Trustees approve the 2021-22 Calendar.

Supporting Documents:

2021-22 Calendar

Bellevue Union School District 2021-2022
180 Instructional Day / 185 Contract Day Calendar
Board Approved: DRAFT

JULY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

7/5- July 4th Holiday

AUGUST						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8/9 & 10- Professional Development Day;

8/12- First Day of School (Minimum day)

SEPTEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9/6 - Labor Day

OCTOBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11/11 - Veteran's Day Observed; 11/22-11/26 - Thanksgiving Break

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12/20 - 12/31- Winter Break

JANUARY						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1/17 - ML King, Jr. Day; 1/27 Professional Day

FEBRUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2/14- Lincoln's Birthday Celebrated; 2/21- Presidents' Day;

MARCH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3/18 - Local Holiday

APRIL						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4/8 Emergency Day; 4/15 - Local Holiday

MAY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5/6 Emergency Day; 5/30 - Memorial Day

JUNE						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6/3 - Last Day of School (Minimum Day)

 Legal Holiday - No School
 Local Holiday - No School

 Professional Development Day - No School
 Non-Instructional Contract - No School

 Emergency Days *
 First/Last Day

Back to School Night = TBD

Open House = TBD

Fall Conference Dates = TBD

sbac Testing Window = TBD

1st Trimester Ends - TBD

2nd Trimester Ends - TBD

3rd Trimester Ends - TBD

* Designated Makeup days in case of school closure due to emergency.

Bellevue Union School District

Agenda Item for Board Meeting of April 20, 2021

Agenda Category: Review and Action

Agenda Item Title: Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding COVID-19 Pandemic and School Reopening for In-Person Instruction During the 2020-2021 School Year

Prepared By: David Alexander Ed.D., Superintendent

Background:

The Bellevue District Management (“District”) and the Bellevue Education Association (“Association”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding the issues related to the coronavirus COVID-19 and the reopening of schools for In-Person Instruction during the 2020-2021 School Year

This MOU between Bellevue Union School District and Bellevue Education Association regarding COVID-19 recognizes that the COVID-19 pandemic necessitates significant modifications operation of schools reopening to In-Person Instruction to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for all students.

Recommended Action:

Approve the Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding COVID-19 Pandemic and School Reopening for In-Person Instruction During the 2020-2021 School Year

Supporting Documents:

Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding COVID-19 Pandemic and School Reopening for In-Person Instruction During the 2020-2021 School Year

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN BELLEVUE UNION
SCHOOL DISTRICT (BUSD) AND BELLEVUE EDUCATION ASSOCIATION (BEA)
REGARDING THE COVID-19 PANDEMIC AND SCHOOL REOPENING FOR IN-
PERSON INSTRUCTION DURING THE 2020-2021 SCHOOL YEAR**

3/31/2021

The Bellevue Union School District ("District") and the Bellevue Education Association ("Association"), jointly known as the Parties ("Parties") enter into this Memorandum of Understanding ("MOU") regarding the issues related to the coronavirus COVID-19 and the reopening of schools to in-person learning during the 2020-2021 school year.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for all students. Both parties acknowledge that this MOU shall address both an in-person educational model as well as a distance learning educational model.

Both parties acknowledge the California Department of Public Health (CDPH): COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year as a public health directive that applies to all public and private schools operating in California and this MOU reflects the guidance from this directive. Both parties acknowledge that the District may also be subject to other guidance from other federal, state, local, and nongovernmental sources, to the extent.

The Parties acknowledge that staff and students may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Association. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement ("CBA") not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act ("EERA") California Government Codes 3540 et seq. apply and remain in effect.

The Parties agree to the following:

1. Definitions

- 1.1. "Classroom" - is any indoor academic, learning, assessment, or instructional space used by students on a school campus. This includes libraries, computer or scientific laboratories, study halls, any indoor space used for Physical Education instruction, and like indoor settings.
- 1.2. "Cohorts" are designed to provide specialized services to students and to remain stable and intact to the extent required by relevant public health guidance in order to prevent the spread of infection and illness arising from COVID-19.
- 1.3. "Stable Groups" - as defined by CDPH in the applicable guidance. The District will administer stable groups in accordance with the relevant public health guidance.
- 1.4. "Common Equipment" - is any school equipment or structure that is designed to be used or shared by more than one individual. This includes, but is not limited to, technology, books, computers, recess/playground equipment, physical education equipment, pens, pencils, etc.
- 1.5. "Common Space" - is any indoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but is not limited to, school offices, nurse stations, hallways, bathrooms, etc.
- 1.6. "Face Coverings" - cloth face coverings or masks as recommended by federal, state, and local public health guidance.
- 1.7. "Hand Sanitizer" - this product must contain at least 60% alcohol.
- 1.8. "Personal Protective Equipment" - this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and may include face coverings, masks, face shields, neck guards, physical barriers, disposable gloves, goggles, etc.
- 1.9. "Physical Distancing" - also known as social distancing to help decrease the spread of the virus by increasing the space between people as required per Sonoma County Public Health guidelines.

2. Health & Safety

2.1. Adherence to Health Guidelines and Orders

2.1.1. The District and the Association bargaining unit members shall adhere to the most current COVID-19 guidelines and orders applicable to schools issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), California Department of Education ("CDE"), California Department of Industrial Relations Division of Occupational Safety and Health ("Cal-OSHA"), and Sonoma County Health Officer.

2.1.1.1. COVID-19 Safety Plan (CSP)

2.1.1.1.1. All schools must complete and post to their website the newly required COVID-19 Safety Plan prior to opening. The CSP consists of two components:

2.1.1.1.1.1. COVID-19 School Safety Checklist: Each school will complete and have approval by Public Health prior to reopening.

2.1.1.1.1.2. Cal/OSHA COVID-19 Prevention Program (CPP): which align with Cal/OSHA standards

2.1.2. Where there is a conflict between the various orders, the District shall adhere to the orders of the California Department of Public Health.

2.1.3. The Parties agree to meet as soon as possible to negotiate the effects of any revisions or updates to the guidelines, to the extent they impact working conditions.

2.2 COVID-19 Vaccinations

2.2.1. The parties agree that TK-6 grades will begin returning to in-person instruction two weeks after the first vaccine dosage has been offered to all employees and the average daily county case rate is 25/100,000 or below for 5 consecutive days. This number and reopening timeline may be modified by the Governing Board if the zip code infection rate is significantly higher than the county infection rate.

2.3 Personal Protective Equipment ("PPE")

2.3.1. The District shall make face coverings available to all unit members and students for every day that unit members or students are required to report to school sites.

2.3.2. In-lieu of using District-provided PPE, unit members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.

2.4 Face Covering Requirements

2.4.1. Face coverings are required to be worn properly over the nose and mouth at all times by all individuals on a school campus indoors or outdoors. This applies to all staff, all students in grades TK-6, all administrators, and any visitors on campus over two years of age. The District shall develop and share with staff a plan to support students and others who are not in compliance with the face covering requirements and be in alignment with current progressive discipline procedures.

12



2.4.1.1. Face coverings shall not be required for individuals with a medical condition, mental health condition, or disability that prevents them from wearing a face covering.

2.4.2. For unit members and students who cannot wear a mask, face shields with neck drapes tucked into the shirt shall be used.

2.5. KN95 or KF94 shall be size appropriate and provided to:

2.5.1. Unit members caring for individuals who get sick at the worksite with possible symptoms of COVID-19 illness; and

2.5.2. Unit members with a high number of daily workplace contacts or unit members who request in writing a KN95 or KF94 due to professional or personal health concerns.

2.5.3. The District will prioritize provision of KN95 or KF94 for unit members who provide services to students where physical distancing may not be possible (such as special education service providers).

2.6. Personal Safety Shields

2.6.1. Plastic partitions or dividers for teachers' desks will be provided for each certificated employee. The District has acquired individual student partitions upon request from individual teachers.

2.7. Hand Washing Requirements

2.7.1. The Parties recognize that frequent hand washing for a minimum of 20 seconds minimizes the spread of COVID-19.

2.7.2. All individuals shall be required to wash their hands or use hand sanitizer upon entering district sites and every time a classroom is entered.

2.7.3. The District shall comply with the following hand washing requirements:

2.7.3.1. Every room with a sink shall be stocked with soap, medically effective hand sanitizer, and paper towels.

2.7.3.2. Every classroom shall be provided hand sanitizer.

2.7.3.3. Non-classroom indoor workspaces shall be provided hand sanitizer.

2.7.3.4. Hand sanitizer shall be provided at each ingress and egress point on a school campus.

2.7.3.5. All hand-washing/hand-sanitizing supplies-noted above or otherwise provided-shall be checked and restocked as needed and prior to the beginning of each day that staff or students are on campus.

DA



2.8 Isolation Rooms

2.8.1 An isolation area (rooms or designated covered outdoor areas) will be available on each campus for individuals who become ill with one or more CDC-recognized symptoms of COVID-19 while on campus. Isolation area(s) will have proper signage and be equipped with all required PPE.

2.8.2 A staff member will be available to screen entrants into the isolation area for possible COVID-19 symptoms and ensure the student is cared for appropriately.

2.8.3 District staff will notify parents/guardians requesting students who become ill to be picked up.

2.8.4 In addition to the PPE requirements above, isolation areas will be equipped with facemasks (i.e. N95, KN95, KF94, or surgical), face shields, gowns, and gloves. Staff interacting with individuals who become ill will be provided appropriate PPE and shall use universal and appropriate transmission-based precautions.

2.8.5 There will be a separate restroom for ill individuals. If the isolation area is occupied, the restroom will be designated and marked for the sole use of the ill individual(s) until disinfected.

2.9. Protocol for positive COVID-19

2.9.1. The District will follow all protocols per BUSD's Cal/OSHA COVID-19 Prevention Program (CPP) and current guidance from the local public health department.

2.10. Physical Distancing Classroom/Instructional/Academic

2.10.1. Learning Spaces

2.10.1.1. The District shall ensure minimum physical distancing as required by the Sonoma County Public Health Department between all student workspaces, between all educator and student workspaces, and between all employee workspaces.

2.10.1.2. The District shall calculate the maximum capacity of all workspaces while maintaining physical distance requirements. The district shall provide the maximum capacity of each classroom to staff upon request. All workspaces shall be measured to maintain the physical distancing requirement prior to the start of in-person learning.



5



2.10.1.3. In situations in a classroom where the minimum physical distancing requirement is insufficient to provide necessary academic instruction or assessments as mutually agreed to by the unit member and the site administrator, alternative and effective safety devices shall be used such as plexiglass barriers and/or face shields with neck drapes. Time spent in proximity of less than minimum physical distancing as required by the Sonoma County Public Health Department between individuals shall be minimized to the extent possible.

2.10.1.4. No unit member shall be directed to violate the minimum physical distancing as required by the Sonoma County Public Health Department requirement except to prevent imminent bodily or physical harm from occurring or to complete their professional duties.

2.10.2. Lunch

2.10.2.1. Minimum physical distancing as required by the Sonoma County Public Health Department shall be maintained between students, between staff and students, and between all staff during their lunch period(s).

2.10.3. School Ingress and Egress Points

2.10.3.1. School sites shall identify multiple access points to be used for student and parent ingress and egress before and after school. Plans shall be made available to staff prior to the reopening of school.

2.10.4 Recess/Student Break Times

2.10.4.1. School site administrators, in consultation with unit members, shall create plans and schedules that provide recess and break times for both students and unit members consistent with the following:

2.10.4.1.1. All recess and break times shall be designed to maintain physical distance requirements and to maintain cohort stability.

2.10.4.1.2. All recess and break times shall be staggered or utilize zones to minimize the number of different people with whom staff and students interact.

2.10.5. Meetings and Gatherings

2.10.5.1. Meetings that involve teachers shall be held virtually as permitted by law (including but not limited to, staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, district meetings, staff gatherings, parent meetings, and parent-teacher conferences). It will be encouraged to schedule meetings during non-instructional time. For 504, IEP, and SST meetings, if the parent refuses to meet online, the



administrator shall meet with the parent, as safe to do so, allowing the teacher(s) to attend the meeting virtually.

2.10.5.2. Large in-person gatherings (i.e. school assemblies) may be convened if permitted by relevant public health guidance. Back-To-School Night, Open House, and in-person Promotion/Graduation meetings or ceremonies shall be held virtually or an alternative for the school year unless mutually agreed upon by the Parties.

2.10.6. Student Cohorts

2.10.6.1. The Parties affirm that student cohorts are intended and designed to provide stable groupings of students that are maintained throughout each school day with an assigned primary cohort teacher, and systems are in place at the school site to prevent the mixing of classroom cohorts. The parties recognize that it is impossible to avoid some mixing of cohorts.

2.10.6.2. Students should remain in their same workspace as much as practicable.

2.10.6.2.1. If students need to move to other workspaces in a classroom, the teacher should ensure the space is properly cleaned before and after its use.

2.10.6.3. The District, working with unit members, shall provide each student with sufficient supplies in order to provide equitable access to education as well as to minimize the sharing of high-touch materials. If equipment must be shared between students, the teacher should ensure the equipment is cleaned and disinfected between uses.

2.10.6.4. School staff shall limit the number of in-person visits to classroom cohorts in order to maintain the stability of the cohorts and to minimize the spread of the illness. Staff members not assigned as the primary cohort teacher shall use virtual methods of interacting with the student cohort, where possible.

2.10.6.4.1. Unit members shall only interact in-person with students from as few classroom cohorts as practical in the same workday in order to minimize their potential exposure to COVID-19.

2.11. Cleaning and Disinfecting

2.11.1. The District shall ensure that all classroom spaces, restrooms and workspaces are cleaned and disinfected daily, including but not limited to desks,

doorknobs, light switches, faucets, and other high touch fixtures, using cleaning/disinfecting products recommended by federal, state, and/or local health officials.

2.11.2. Daily cleaning and disinfecting as described in Section shall be done by trained custodial personnel. Certificated unit members shall not be required to perform daily cleaning and disinfecting that falls outside the scope of the normal duties in our bargaining unit. Unit members shall be provided with the cleaning schedule prior to school reopening.

2.11.3. Upon request of the Association, the District shall provide copies of all Safety Data Sheets ("SDS") required to be maintained by Cal-OSHA.

2.11.4. Regular Cleaning and Disinfecting of Classroom Spaces

2.11.4.1. Cleaning and disinfecting shall occur with sufficient time for any harmful chemicals to dissipate prior to the space being occupied by staff, students, administrators, or visitors.

2.11.5 Air Ventilation and Filtration

2.11.5.1. The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

2.11.5.1.1. HVAC air filters shall be changed at the recommended intervals.

2.11.5.2. The District has equipped all HVAC systems with MERV-13 filters.

2.11.5.3. The District has supplied each indoor workspace with a portable HEPA air purifier sufficient to cover the classroom space.

2.12. Health Screening, Testing, Notification, and Contact Tracing

2.12.1. The School Nurse and/or the District COVID-19 Coordinator will be consulted on:

2.12.1.1. health screening, testing, and notification of all individuals on the school campus;

2.12.1.2. coordinate with the District and interface with the Sonoma County Public Health Department;

2.12.1.3. care for any individuals that manifest symptoms associated with COVID-19;

2.12.1.4. quarantine protocols; and

DB

8/8/20

- 2.12.1.5.-training of all students, staff, and parents on effective hygiene practices including but not limited to hand washing, physical distancing, and PPE usage.
- 2.12.2. The District shall ensure that all students, employees, and visitors self-screen for symptoms associated with COVID-19 infection prior to entering school.
- 2.12.3. Health screening, testing, notification, and quarantine protocols and procedures will be created prior to in-person learning occurring.
- 2.12.3.1. All students and staff will be provided information on these protocols and procedures.
- 2.12.4. Staff and students with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall be sent home or sent to an isolation room on site pending travel home or to a medical facility.
- 2.12.4.1. The District will comply with all relevant public health guidance with respect to any obligation for siblings of ill students to quarantine.
- 2.12.5. Upon notification that an employee or student has been infected with COVID-19, the District will follow the applicable contact tracing procedures dictated by the Sonoma County Public Health Department. The District will comply with all notification procedures as required by law (AB 685).
- 2.12.6. All bargaining unit members shall be provided on-site COVID-19 testing at no charge every 2 months, when available. The District will comply with the relevant CDPH testing cadences.

3. Teaching and Learning

- 3.1. The Parties affirm that the District shall offer in-person instruction to the greatest extent possible while also maintaining a safe and healthy learning environment for all students, educators, and their families. This is done consistent with the provisions of this MOU.
- 3.2. Both parties acknowledge and agree to provide daily ELD instruction as required by Ed. Code and for 30 minutes a day in accordance with English Learner Master Plan and provide additional training as needed.
- 3.3. The District has provided sample daily schedules for the hybrid concurrent model.
- 3.3.1 During the 60 minutes of synchronous instructional time required in the afternoon, unit members have flexibility (in accordance with 4.2.6) to determine which groups of students to serve and what content area(s) to address to provide a guaranteed and viable curriculum for students.
- 3.4. Classroom teachers shall regularly communicate with parents/guardians regarding a student's academic progress consistent with established practices and procedures prior to the COVID-19 closure.

DA

TJK

3.5. Bargaining unit members will make every reasonable effort to maintain communication with students, families, and the District during distance learning.

4. Board-Adopted Hybrid Concurrent Model

4.1. In-Person Instruction

4.1.1. The District with input from all stakeholders will establish a concurrent hybrid model that meets the needs of students and is consistent with applicable public health guidance.

4.1.2. The District shall provide and Bargaining Unit members are expected to utilize appropriate software, as determined by the District, and training to engage with students in an in-person setting.

4.2. Distance/Remote Element of Hybrid Concurrent Model

4.2.1. All students will receive synchronous or asynchronous instruction and content during distance/remote learning. The lesson design and type of instruction provided shall be at the discretion of the classroom teacher and incorporate the instructional components of the Hybrid Concurrent Model as adopted by the BUSD Governing Board. Teachers are encouraged to review the BUSD Reopening Plan carefully.

4.2.1.1. All content shall be aligned to grade level standards that is provided at a level of quality and rigor substantially equivalent to in-person instruction.

4.2.1.2. All students will receive daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders and consistent with this MOU. Daily live interaction shall be consistent with the Districtwide schedule and instructional model in place.

4.2.1.2.1. This daily live interaction shall be designed to meet the needs of students.

4.2.2. The District shall ensure equitable access to education for all students and shall confirm and/or make provisions so that all pupils have adequate access to connectivity and technological devices to participate in the educational program and complete assigned work.

4.2.3. Students will be provided academic and other supports in distance learning that are designed to address the needs of pupils who are not performing at grade level, or need support in other areas such as English Learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health support.

DX



4.2.3.1. Parties acknowledge existing state law requires public schools to provide in-person instruction to the greatest extent possible (Education Code section 45304(b)).

4.2.3.2. Parties acknowledge state law requires that students with disabilities and English learners receive educational and related services to which they are entitled under the law, among other requirements (Education Code section 45303(b) (1), (4) & (5)). Instruction and support may be offered to small cohorts of students to ensure students receive necessary services even while students are generally participating in distance learning.

4.2.4. Unit members are responsible for certifying instructional time based on the time value of assignments as determined by the employee using the District's designated form and/or process for certification.

4.2.4.1. When providing distance learning, academic content, classwork, independent work, assignments, projects, synchronous instruction, and asynchronous instruction shall all be combined to meet the daily minimum minutes per grade level and/or shall be consistent with the Districtwide schedule and instructional model in place. Daily lesson plans, assessments, and instructional methodologies used shall be at the discretion of the classroom teacher incorporating the Instructional Components of Concurrent Hybrid Model and grade level priority standards, districtwide assessments and services which support students' needs.

4.2.5. Bargaining unit members shall determine the means and methods for providing distance learning based on appropriate standards-based instruction, the Instructional Components of the Concurrent Hybrid Model and grade level priority standards, their resources, and their students' abilities to access the curriculum. Bargaining unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students within 24 hours (excluding weekends and holidays), supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator to develop a plan for additional outreach and follow-up.

4.2.6. Bargaining unit members are expected to work closely with their grade level colleagues and school site principals to ensure and maximize available school services and resources available to students. To provide students and parents with consistency and to avoid conflicts, office hours and synchronous instruction shall be scheduled during the same times each week. Bargaining unit members shall have time each week designated to provide student support, feedback, and clarification which may be conducted via phone, text, email, and/or



other virtual platforms. Bargaining Unit members shall share proposed instructional schedules with administration prior to providing in-person instruction. Administration recognizes the need for teachers to adjust their schedules during the school year in order to maximize the efficiency of instructional delivery.

4.2.7. The District shall provide and Bargaining Unit members are expected to utilize appropriate software and training to engage with students in a virtual setting.

4.2.8. Bargaining unit members providing distance learning instruction may work remotely or may access and work from their assigned classroom/office workspace during regular school hours as they deem necessary. When bargaining unit members report to a district worksite, they shall be responsible for following all staff safety expectations as outlined in the Safety and Sanitation section of the BUSD Return to School Plan. These classrooms shall not be assigned to alternative uses and shall remain vacant and available to be used at teacher's discretion.

4.2.9. Under the District's distance learning model, the Parties agree unit members are highly encouraged to report to work at their assigned school site. If a Unit member chooses to teach from home, they must do so in a reasonably uninterrupted, professional work space with adequate WIFI capabilities to provide remote instruction. The district is not responsible for supplying furniture, WIFI access or technology devices/services in order to accommodate a Unit Member who chooses to work from home.

4.2.10. The District shall not require in-person staff meetings, professional development, or other gatherings/meetings, unless not practical to perform such functions.

4.2.11. Bargaining unit members shall develop and make available an information sheet with class expectations, instructions on accessing the teacher's Distance Learning platforms, contact information, assignments, and daily live meeting times.

4.2.12. Special Educators shall be subject to the same expectations as General Educators as noted in this MOU above. The Parties understand in person one to one assessment are sometimes required to determine initial or ongoing eligibility for Special Education services. The District shall communicate, as needed, to appropriate staff, when virtual tools are not appropriate or create significant legal risk. If this occurs, staff shall work with students and families in the manner directed by the District, consistent with then-in-place safety protocols.

4.2.13. In the event a pupil is absent from distance learning, the District will develop written procedures for tiered reengagement strategies. Consistent with Education Code section 43504, unit members will monitor student engagement



12



and attendance. These procedures shall require unit members, school site administrators, or classified staff to contact the pupil's parents/guardians pursuant to the requirements of Ed Code Section 43504(f). Responsibility of classroom teachers for such contact will be limited to two (2) contact attempts per day.

5. Days and Hours

5.1. Classroom Preparation Days to Support Return to In-Person Instruction

5.1.1. Unless already provided for in the CBA, when the District initially transitions from distance learning to in-person instruction, bargaining unit members shall be provided five (5) modified school days for classroom preparation prior to the start of the return of students for in-person instruction. Three (3) of the 5 modified school days will be District-directed in accordance with the District's support plan. These days shall be already contracted work days during which students will receive daily live interaction including a minimum of 30 minutes of designated English Language Development for English Learners. The rest of the instructional day shall include asynchronous learning opportunities and/or opportunities to work on classroom assignments.

5.2. In-Person Learning Unit Member Daily Start Time

5.2.1. Unit members shall report to work according to the bargaining unit member start time in the CBA or consistent with past practice. If the school develops staggered start and end times, bargaining unit members shall have their contractual start and end time adjusted by the Administration so that the overall workday remains the same number of minutes as provided for in the CBA.

5.3 Minimum Day Distance Learning Wednesdays

5.3.1 Wednesday instruction will take place exclusively via distance learning in accordance with Section 4.2 above and the adopted schedule.

5.3.2 Each Wednesday shall consist of 60 minutes of live interaction followed by asynchronous learning opportunities and or opportunities to work on classroom assignments, so as to allow for additional teacher prep time. Unit members will follow the adopted schedule for the remainder of the work day (including PLCs, staff meetings, grade level meetings and committees, etc.).

6. Compensation and Leaves

6.1. Unit members will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or suspension due to COVID-19. If extracurricular duties can and are performed, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the CBA (Appendix A-1).

Handwritten signature and initials, possibly "TJ" and "13", in the bottom right corner.Handwritten initials "TA" in the bottom left corner.

6.2. Any required training preapproved by the District directly related to the bargaining unit members' ability to successfully perform the professional duties associated with distance learning shall be conducted during regular work hours or compensated at the rate of \$38.50 per hour.

6.3. Bargaining unit members that provide substitute coverage for a distance learning class shall be compensated per the relevant terms of the CBA. Bargaining unit members will provide substitute plans to be used in case of emergency.

7. Transfers and Assignments

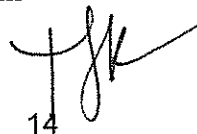
7.1. Unit members who have a pre-existing medical condition that constitutes a qualifying disability under applicable disability law may request an accommodation through the interactive process. Accommodations may include, but are not limited to, the provision of personal protective equipment (PPE), heightened social distancing protocols, remote working, alternative work assignments (modified duty), alternative remote assignment and temporary reassignments (e.g., transfer to distance learning or "supported home instruction", etc.) If the unit member is unable to accept all offered alternative assignments, unit members will be granted any and all available and applicable leaves (FMLA, unpaid leave), thus giving an opportunity other than resignation. Requests for such accommodations will be considered on a case-by-case basis and only with supporting medical documentation from a medical provider.

7.2. The following procedures shall apply to the assignment of distance learning remote work:

7.2.1 The District shall post and notify all bargaining unit members of remote assignment vacancies via district email. Vacancies shall also be posted on the District website. The vacancy shall contain the title and brief description of the position, the credential requirements for the position, and a closing date which is at least five (5) calendar days following the posting date.

7.2.2. The unit member's request for a distance learning remote work assignment must be submitted via email. The request may include the reasons for the bargaining unit member's request, including that they are seeking the distance learning remote work assignment because either they or someone in their household is at high risk for infection and illness associated with COVID-19. Such information shall not be utilized or perceived by the District as a request for a reasonable accommodation.

7.2.3. The District will attempt to prioritize requests for distance learning remote work assignments for those individuals who are requesting the remote work assignment because they are at high risk for infection or illness associated with COVID-19 with supporting medical documentation from a medical provider, in


14

14

order of hire date seniority with the District. The District retains final discretion to determine to whom to grant remote work assignments.

7.2.4. If after considering bargaining unit members who are at high risk there is additional distance learning remote work available, the District may consider requests from unit members with a family member with a medical condition (documented by a doctor). The District retains final discretion to determine to whom to grant remote work assignments.

8. Evaluation Procedure

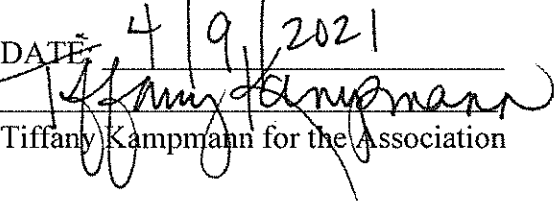
8.1. For the evaluation process goal setting meetings can take place in the month of October, observations can begin after November 9th. All other observations and final evaluations will be concluded by the designated end date in Article 12 of the CBA.

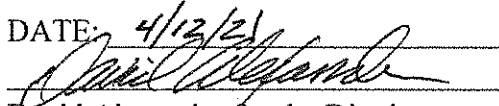
9. Duration and Reopeners

9.1. Due to the evolving nature of the pandemic, the Association reserves the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as required by law.

9.2. This MOU shall expire in full without precedent on June 30, 2021, unless extended by mutual written agreement of the Parties.

This MOU shall be operational upon signing by both represented parties and ratification by voting unit members. This MOU will expire in full without precedent on June 30, 2021, unless extended by mutual written agreement between BEA and BUSD.

DATE: 4/9/2021

Tiffany Kampmann for the Association

DATE: 4/12/21

David Alexander for the District

Bellevue Union School District

Agenda Item for Board Meeting of April 20, 2021

Agenda Category: Review and Action

Agenda Item Title: Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding Summer School Rate of Pay for the 2021 Summer Session

Prepared By: David Alexander Ed.D., Superintendent

Background:

The Bellevue District Management (“District”) and the Bellevue Education Association (“Association”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding Summer School Rate of Pay for the 2021 Summer Session.

This MOU between Bellevue Union School District and Bellevue Education Association defines the rate of pay, entitlement and amount of prep time for the 2021 summer school programs.

Recommended Action:

Approve the Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding Summer School Rate of Pay for the 2021 Summer Session.

Supporting Documents:

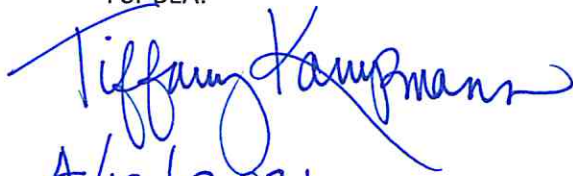
Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding Summer School Rate of Pay for the 2021 Summer Session.

MEMORANDUM OF UNDERSTANDING
BETWEEN
BELLEVUE UNION SCHOOL DISTRICT
AND
BELLEVUE EDUCATORS ASSOCIATION
[Date]

The parties agree as follows:

1. For summer session 2021 only, participating unit members will be paid \$50 per hour or their per diem hourly rate, whichever is greater.
2. For summer session 2021 only, participating unit members will be entitled to 15 minutes of prep time per hour of instruction per day.
3. The summer session rate of pay shall return to the hourly rate status quo ante for summer session 2022, unless negotiated otherwise.
4. This MOU shall not set a precedent for any reason, nor shall it serve as the basis for any future negotiations regarding summer session rate of pay or prep time.

For BEA:


4/15/2021

For the District:


4/16/21

Bellevue Union School District

Agenda Item for Board Meeting of April 20, 2021

Agenda Category: Review and Action

Agenda Item Title: Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding 2020/2021 Learning Steering Committee Stipend

Prepared By: David Alexander Ed.D., Superintendent

Background:

The Bellevue District Management (“District”) and the Bellevue Education Association (“Association”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding creating a stipend for unit participation on the 2020-21 school year Learning Steering Committee

This MOU between Bellevue Union School District and Bellevue Education Association defines the stipend position and compensation for participation on the 2020-21 school year Learning Steering Committee.

Recommended Action:

Approve the Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding 2020/2021 Learning Steering Committee Stipend.

Supporting Documents:

Memorandum of Understanding Between Bellevue Union School District And Bellevue Education Association regarding 2020/2021 Learning Steering Committee Stipend.

Learning Steering Committee Description

MEMORANDUM OF UNDERSTANDING
BETWEEN
BELLEVUE UNION SCHOOL DISTRICT
AND
BELLEVUE EDUCATORS ASSOCIATION
[Date]

The parties agree as follows:

1. For 2020-21 only, the District will establish stipend positions for unit member participation on the Learning Steering Committee based on the need of the district.
2. In order to be eligible for the stipend position, the unit member[s] must meet the requirements in the attached Learning Steering Committee description.
3. The stipend amount shall be \$1,500, based on the unit member's attendance at six (6) 3-hour meetings (18 hours total). The stipend amount will be prorated based on the unit member's absence for any of the 18 hours required.
4. Interested unit members will submit their names to their supervisor to be considered.
5. The Learning Steering Committee stipend positions are in effect for the 2020-21 school year only, unless otherwise negotiated.
6. This MOU shall not set a precedent for any reason, nor shall it serve as the basis for any future negotiations regarding stipends.

For BEA:


4/15/2021

For the District:


4/16/2021

BUSD Learning Steering Committee

The Learning Steering Committee will:

- ❑ provide a forum for stakeholder engagement and sharing of information
- ❑ seek input from our stakeholders in formulating a District Learning Plan (DLP) including:
 - ❑ Extended Learning Opportunities (ELO) Grant (i.e. Summer School, Extended School Year, Interventions)
 - ❑ Local Control Accountability Plan (LCAP)
- ❑ provide suggestions and recommendations to the superintendent to consider in the development of plans to bring to the Board for approval.

The District Learning Plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant, Local Control Funding Formula (LCFF), and other district funds to implement a robust and comprehensive learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level.

Components and Expectations of the Extended Learning Opportunity Grant:

Supplemental Instruction and Support Strategies:

- Extending instructional learning time
- Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports
- Integrated student supports to address other barriers to learning
- Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports
- Additional academic services for students
- Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs

Time Commitment

Tuesday, 4/13/21 2:00 - 5:00

Thursday, 4/22/21 2:00 - 5:00

Tuesday, 4/27/21 2:00 - 5:00

Thursday, 4/29/21 2:00 - 5:00

Thursday, 5/6/21 2:00 - 5:00

Thursday, 5/13/21 2:00 - 5:00

Stipend

Stipend provided to all BEA and CSEA serving members of \$1,500 (prorated for absences). Pending MOUs.

Learning Steering Committee 30 Members	Districtwide	Bellevue	Kawana Springs	Meadow View	Taylor Mountain
Parent	DELAC Rep. TBD	TBD	TBD	TBD	TBD
Teachers (GenEd)	TBD	Primary TBD Intermediate TBD	Primary TBD Intermediate TBD	Primary TBD Intermediate TBD	Primary TBD Intermediate TBD
Teachers (Student Services)	Counselor or Psych: RSP or SDC:				
School Staff	Lit Para: Lit Para or classified employee working in an educational capacity:				
Principal	X	Nina Craig	Denise McCullough	Jean Walker	Margaret Jacobson
BEA Rep	TBD				
CSEA Rep	TBD				
Partners	Melissa Moore				
Student Services Director	Tracy Whitaker				
Curriculum/ EL Director	Aracely Romo-Flore				
IT Director	Larry Black				
Chief Business Officer	Chris Kim				
Superintendent	David Alexander				

Bellevue Union School District

Agenda Item for Board Meeting of April 20, 2021

Agenda Category: Review and Action

Agenda Item Title: Memorandum of Understanding Between Bellevue Union School District And California School Employees Association and its Bellevue Chapter No. 501 regarding 2020/2021 Learning Steering Committee Stipend

Prepared By: David Alexander Ed.D., Superintendent

Background:

The Bellevue District Management (“District”) and California School Employees Association and its Bellevue Chapter No. 501, jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) regarding creating a stipend for unit participation on the 2020-21 school year Learning Steering Committee

This MOU between Bellevue Union School District and California School Employees Association and its Bellevue Chapter No. 501 defines the stipend position and compensation for participation on the 2020-21 school year Learning Steering Committee.

Recommended Action:

Approve the Memorandum of Understanding Between Bellevue Union School District And California School Employees Association and its Bellevue Chapter No. 501 regarding 2020/2021 Learning Steering Committee Stipend.

Supporting Documents:

Memorandum of Understanding Between Bellevue Union School District And California School Employees Association and its Bellevue Chapter No. 501 regarding 2020/2021 Learning Steering Committee Stipend.

Learning Steering Committee Description

MEMORANDUM OF UNDERSTANDING
BETWEEN
BELLEVUE UNION SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS BELLEVUE

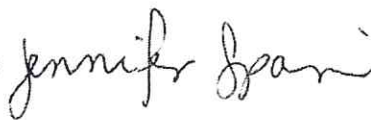
CHAPTER NO. 501

4/16/21

The parties agree as follows:

1. For 2020-21 only, the District will establish stipend positions for unit member participation on the Learning Steering Committee based on the need of the district.
2. In order to be eligible for the stipend position, the unit member[s] must meet the requirements in the attached Learning Steering Committee description.
3. The stipend amount shall be \$1,500, based on the unit member's attendance at six (6) 3-hour meetings (18 hours total). The stipend amount will be prorated based on the unit member's absence for any of the 18 hours required.
4. Interested unit members will submit their names to their supervisor to be considered.
5. The Learning Steering Committee stipend positions are in effect for the 2020-21 school year only, unless otherwise negotiated.
6. This MOU shall not set a precedent for any reason, nor shall it serve as the basis for any future negotiations regarding stipends.

For CSEA:



For the District:



BUSD Learning Steering Committee

The Learning Steering Committee will:

- ❑ provide a forum for stakeholder engagement and sharing of information
- ❑ seek input from our stakeholders in formulating a District Learning Plan (DLP) including:
 - ❑ Extended Learning Opportunities (ELO) Grant (i.e. Summer School, Extended School Year, Interventions)
 - ❑ Local Control Accountability Plan (LCAP)
- ❑ provide suggestions and recommendations to the superintendent to consider in the development of plans to bring to the Board for approval.

The District Learning Plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant, Local Control Funding Formula (LCFF), and other district funds to implement a robust and comprehensive learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level.

Components and Expectations of the Extended Learning Opportunity Grant:

Supplemental Instruction and Support Strategies:

- Extending instructional learning time
- Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports
- Integrated student supports to address other barriers to learning
- Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports
- Additional academic services for students
- Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs

Time Commitment

Tuesday, 4/13/21 2:00 - 5:00

Thursday, 4/22/21 2:00 - 5:00

Tuesday, 4/27/21 2:00 - 5:00

Thursday, 4/29/21 2:00 - 5:00

Thursday, 5/6/21 2:00 - 5:00

Thursday, 5/13/21 2:00 - 5:00

Stipend

Stipend provided to all BEA and CSEA serving members of \$1,500 (prorated for absences). Pending MOUs.

Learning Steering Committee 30 Members	Districtwide	Bellevue	Kawana Springs	Meadow View	Taylor Mountain
Parent	DELAC Rep. TBD	TBD	TBD	TBD	TBD
Teachers (GenEd)	TBD	Primary TBD Intermediate TBD	Primary TBD Intermediate TBD	Primary TBD Intermediate TBD	Primary TBD Intermediate TBD
Teachers (Student Services)	Counselor or Psych: RSP or SDC:				
School Staff	Lit Para: Lit Para or classified employee working in an educational capacity:				
Principal	X	Nina Craig	Denise McCullough	Jean Walker	Margaret Jacobson
BEA Rep	TBD				
CSEA Rep	TBD				
Partners	Melissa Moore				
Student Services Director	Tracy Whitaker				
Curriculum/ EL Director	Aracely Romo-Flore				
IT Director	Larry Black				
Chief Business Officer	Chris Kim				
Superintendent	David Alexander				

Bellevue Union School District

Agenda Item for Board Meeting of April 20, 2021

Agenda Category: Review and Action

Agenda Item Title: Resolution No. 13: Proclaiming May 3-7, 2021 Teacher Appreciation Week And May 4, 2021 National Teacher Day

Prepared By: David Alexander, Ed.D., Superintendent

Background:

May 3-7, 2021 is Teacher Appreciation Week And May 4, 2021 National Teacher Day. We will be joining school districts locally and nationally as we honor and celebrate teachers.

Recommended Action:

It is recommended that the Board of Trustees approve

Supporting Documents:

Resolution No. 13: Proclaiming May 3-7, 2021 Teacher Appreciation Week And May 4, 2021 National Teacher Day

**RESOLUTION OF THE BELLEVUE UNION SCHOOL DISTRICT BOARD OF EDUCATION
PROCLAIMING RESOLUTION NO. 13: PROCLAIMING MAY 3-7, 2021 TEACHER
APPRECIATION WEEK AND MAY 4, 2021 NATIONAL TEACHER DAY**

WHEREAS, an educated citizenry serves as the foundation of our democracy; and,

WHEREAS, teachers fill many roles, as listeners, explorers, role models, motivators and mentors; and

WHEREAS, no other profession touches as many people with such lasting effect; and

WHEREAS, good teaching grows in value and pays dividends far beyond the classroom; and

WHEREAS, teachers continue to influence us long after our school days are only memories;

WHEREAS, excellence in our state begins with California's teachers;

WHEREAS, California's teachers are among the best educated, most credentialed and hardest-working educators in the country; and

NOW, THEREFORE, BE IT RESOLVED that the Bellevue Union School District Board of Education and the Superintendent of Bellevue Union School District urge all citizens to observe May 3-7, 2021 Teacher Appreciation Week And May 4, 2021 National Teacher Day by taking time to remember and honor those Bellevue Union School District Teachers who give the gift of knowledge through teaching.

The foregoing resolution was moved by Board Member _____, seconded by Board Member _____, and adopted on roll call vote on April 21, 2021, by the following vote:

Board Member	Adele Walker	_____
Board Member	Jamie Padilla	_____
Board Member	Stephanie Merrida-Grant	_____
Board Member	Lisa Reyes	_____
Board Member	John Jarvis	_____

AYES: _____ **NOES:** _____ **ABSENT/NOT VOTING:** _____

I hereby certify the foregoing to be a full, true, and correct resolution duly adopted by the Bellevue Union School District Board of Education.

Attest:

President
Bellevue Union Board of Education

Secretary of the Board/Superintendent

Bellevue Union School District

Agenda Item for Board Meeting of April 20, 2021

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of Resolution No. 14: Proclaiming the Week of May 16-22, 2021 as Classified School Employee Week

Prepared By: David Alexander, Ed.D., Superintendent

Background:

The Week of May 16-22, 2021 is Classified School Employee Week in the State of California. We will be joining other districts in California in honoring our hard working support staff.

Recommended Action:

It is recommended that the Board of Trustees approve

Supporting Documents:

Resolution No. 14: Proclaiming the Week of May 16-22, 2021 as Classified School Employee Week

**RESOLUTION 14 OF THE BELLEVUE UNION SCHOOL DISTRICT
BOARD OF EDUCATION
PROCLAIMING THE WEEK OF MAY 17-23, 2020 AS CLASSIFIED
SCHOOL EMPLOYEE WEEK**

WHEREAS, classified professionals provide valuable services to the schools and students of the Bellevue Union School District; and

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

WHEREAS, classified professionals serve a vital role in providing for the welfare and safety of Bellevue Union School District's students; and

WHEREAS, classified professionals employed by the Bellevue Union School District strive for excellence in all areas relative to the educational community;

NOW, THEREFORE, BE IT RESOLVED, that the Bellevue Union School District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the state of California and in Bellevue Union School District and declares the week of May 17-23, 2020, as Classified School Employee Week in the Bellevue Union School District.

The foregoing resolution was moved by Board Member _____, seconded by Board Member _____, and adopted on roll call vote on April 21, 2020, by the following vote:

Board Member	John Jarvis	_____
Board Member	Adele Walker	_____
Board Member	Jamie Padilla	_____
Board Member	Stephanie Merrida-Grant	_____
Board Member	Lisa Reyes	_____

AYES: _____ **NOES:** _____ **ABSENT/NOT VOTING:** _____

I hereby certify the foregoing to be a full, true, and correct resolution duly adopted by the Bellevue Union School District Board of Education.

Attest:

President
Bellevue Union Board of Education

Secretary of the Board/Superintendent

Bellevue Union School District

Agenda Item for Board Meeting of April 20, 2021

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of the Amended COVID-19 Safety Plan (CSP)

Prepared By: Tracy Whitaker, M.A., Director of Student Services & BUSD
COVID-19 Coordinator

Background: A COVID-19 Safety Plan (CSP) is a required element to open for in-person instruction. The BUSD CSP addresses 19 elements related to safety measures that need to be in place for staff and students. The BUSD CSP was previously approved by the board on March 9, 2021. Since this time Sonoma County Public Health amended social distancing guidelines for students to 3 feet. The COVID-19 Safety Plan (CSP) is revised to state “follow public health guidelines” in regard to specific measurements (ie 6ft, 3ft, etc.). This will allow the district to easily adjust as guidance changes. As we return to school the district will to the best of our ability follow the 6ft distance as a precaution. An additional revision includes the number of students in the classroom as this number is based on square footage and social distancing recommendations from public health.

Recommended Action:

It is recommended that the Board of Trustees approve the Amended COVID-19 Safety Plan (CSP)

Supporting Documents:

Amended Bellevue Union School District COVID-19 Safety Plan (Revised 4/15/2021)
Social Distancing recommendations from Sonoma County Public Health



Bellevue Union School District

2021 COVID-19 Safety Plan (CSP) & School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. ****Please note: Some sections may be decided by district, and some may be site specific. Please include a detailed plan for each site, wherever noted as site specific.**

1. Stable group structures (site specific)

How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.

A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes: For all sites: Half of the student body will be divided into Cohort A and the other half into Cohort B. Some families may also choose to continue with the Distance Learning Model. Stable groups will be based on the classroom space. The number of students and staff allowed in a stable group is dependent on the size of the classroom and the number of students and staff that can occupy the room while maintaining SCPH recommended social distancing. District will prioritise keeping siblings together in the same hybrid cohort. For the scheduled chart below, DL refers to Distance Learning.

Cohorts	In Person Instruction	DL Synchronous & Asynchronous	DL Synchronous & Asynchronous
Cohort A	Monday, Tuesday	Wednesday	Thursday, Friday
Cohort B	Thursday, Friday	Wednesday	Monday, Tuesday

- **Bellevue Elementary:** No additional procedural information to report
- **Kawana Springs Elementary:** No additional procedural information to report
- **Meadow View Elementary:** No additional procedural information to report.
- **Taylor Mountain Elementary:** No additional procedural information to report
- **Early Learning Center:** The Early Learning Center consists of one special day class, two North Bay Children's Center preschool classrooms, one Early Head Start Infant program. Each of these programs consists of no more than 16 individuals and have separate times on the play yard and garden. Other than the play yard and garden there is no other shared space. See attached map and schedule.

For regular classes, how many students and staff will be in each planned stable, group structure: The total number of individuals could be a combination of students and staff. In general education classrooms, numbers will primarily be one staff and 17 students. Special Education classes could be up to 16 students, 2 adults or up to 14 students and 4 adults. The adult to student ratio is dependent on the level of need of students in the class.

- **Bellevue Elementary:** total number of individuals based on square footage and social distancing guidelines by SCPH.

- **Kawana Springs Elementary:** total number of individuals based on square footage and social distancing guidelines by SCPH.
- **Meadow View Elementary:** total number of individuals based on square footage and social distancing guidelines by SCPH.
- **Taylor Mountain Elementary:** total number of individuals based on square footage and social distancing guidelines by SCPH.
- **Early Learning Center:** Each of these programs consists of no more than 16 individuals and have separate times on the play yard and garden.

If you have departmentalized classes, how you will organize staff and students in stable groups:

[See attached PE schedule.](#) There may be 2 stable groups combined during PE, however, the 2 stable groups will be separated by space and students will not be mixed. PE is held outside except in inclement weather. If PE needs to be held indoors the schedule will be adjusted to accommodate spacing and safety.

If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:

N/A

Other considerations – After school programs, special education, therapies, carpooling, etc.:

- A. Students in special day classes will continue with their special day class. They may join specified cohort physical education classes. PE will be held outside or in the multipurpose room with students socially distanced per SCPH guidelines. Students may also participate with their general education group if indicated in the Individualized Education Plan.
- B. Students who receive specialized academic instruction will be pulled with other students in their stable group for these services or will receive their services virtually. This pertains to students who receive speech and language services as well. Counseling services will be provided one on one or if in a group setting will take place outside or in a virtual format.
- C. Carpooling: Students will be encouraged to wear masks if carpooling with others not in their household. Everyone in the car will need to wear masks and windows will need to be open to allow ventilation even in inclement weather.

2. Visitors / Volunteers / Vendors

*School/District's plans to handle visitors on campus **Please consider limiting non-essential visitors of any kind*

1. **Essential visitor / vendor policy - log-in/out list:** Anyone entering a BUSD campus (including non-regular essential visitors-i.e. copy machine repair) will be subject to the same precautionary measures including a temperature check and COVID-19 symptom check protocol using our online screening procedure. Essential visitors will not be in the classroom while students are present. The online screening procedure is recorded on a Google Form with date and time for future access if needed for exposure and contact tracing.
2. **Policy for limiting non-essential visitors:** Nonessential visitors, and community members will be asked not to come to a BUSD site unless a virtual option (e.g. video conferencing) is not available. All on-campus volunteer opportunities are suspended until further notice. Attendance at staff meetings, IEPs, back to school nights, attendance meetings, parent/teacher conferences, 504 meetings, and SST meetings may be held remotely, if possible. Bellevue Union School District will ensure that technology is available for students/parents to participate in remote meetings.

3. Entrance (site specific)

How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.

- A. **Describe drop-off procedure / policy for parents onsite:** There will be group-specific points for ingress. Students will only enter and exit the campus through a designated entry and exit point and follow identified routes to classrooms. Drivers are to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should pick up or drop off their child at the designated gate. Parents may

not proceed onto campus. We will utilize three/four gates. Gates will be opened at 8:00am (TM , MV, K) 8:40am (BV). Upon arrival, students stand on socially-distanced line markers at their cohort egress gate. Ingress procedures will occur over a 30 minute period to allow for staggering.

- a. **Bellevue Elementary:** Bellevue will follow the district wide drop off procedures.
- b. **Kawana Springs Elementary:** Kawana Springs will follow the district wide drop off procedures.
- c. **Meadow View Elementary:** Meadow View will follow the district wide drop off procedures.
- d. **Taylor Mountain Elementary:** Taylor Mountain will follow the district wide drop off procedures.
- e. **Early Learning Center:** Parents will pull up to the drop off location indicated on the site map. Staff will be at the curb. Staff will take the students temperature and review symptom screening with parents at the car. Students will be walked into the classroom by a staff person. There are very few students in this class and easily laid out to avoid mixing with other groups. The other programs on site (2 other preschool daycare programs) are following a similar procedure. There is no mixing of cohorts.

B. Describe plan to minimize mixing of cohorts on arrival to school: At all sites students will follow the directional arrows to their classroom door, where they will wait on socially distanced dots until they are invited into the classroom by their teacher.

- a. **Bellevue Elementary:** Bellevue will follow the district wide arrival procedure.
- b. **Kawana Springs Elementary:** Kawana Springs will follow the district wide arrival procedure.
- c. **Meadow View Elementary:** Meadow View will follow the district wide arrival procedure.
- d. **Taylor Mountain Elementary:** Taylor Mountain will follow the district wide arrival procedure.
- e. **Early Learning Center:** The preschool special day class has a schedule separate from the general education day preschool classes on site. They will not be on the playground or in the garden at the same time.

C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

All sites: Staff will stop at the school office to have their temperature taken when arriving to work. In addition, BUSD has an online symptom screener which can be completed on the individual staff's device. BUSD is utilizing Frontline screener for students. Parents will complete a symptom screener daily through Frontline for their child prior to entering campus. In addition temperatures will be taken at the specific ingress points. There will be a visual poster of symptoms consistent with COVID-19 so students can acknowledge they do not have any symptoms. Posters will be in both Spanish and English.

Two staff with touchless thermometers will be posted at every entrance point as well as hand sanitizing stations. Additional staffing will be student supervisors, AmeriCorps staff, or other classified staff. Staff members will follow district health screening protocols. Once students pass the entry point they will follow directional arrows to their classroom where they will stand on a socially-distanced marker and wait for their teacher to invite them into the classroom.

Site Specific Information:

- a. **Bellevue Elementary:** Bellevue will follow the district wide arrival procedure
- b. **Kawana Springs Elementary:** Kawana Springs will follow the district wide arrival procedure.
- c. **Meadow View Elementary:** No additional procedural information to report.
- d. **Taylor Mountain Elementary:** No additional procedural information to report.
- e. **Early Learning Center:** The ELC requires only one entrance and screening staff as opposed to multiple entry points and personnel.

D. How school/district plans to encourage a zero-mingling policy before school: Parents and students will not be permitted to mingle. Parents will remain in their vehicles while dropping off students. Students will proceed to the entrance point via socially distanced markers. Staff will monitor mingling and redirect individuals if necessary.

- a. **Bellevue Elementary:** Bellevue will follow the district wide arrival procedure
- b. **Kawana Springs Elementary:** Kawana Springs will follow the district wide arrival procedure.
- c. **Meadow View Elementary:** Meadow View will follow the district wide arrival procedure
- d. **Taylor Mountain Elementary:** Taylor Mountain will follow the district wide arrival procedure.
- e. **Early Learning Center:** Parents will pull up to the drop off zone. Staff will meet the preschooler at the car, take the temperature and complete a symptom screening. The student will be walked directly to the classroom. There will be no opportunity for parents or students to mingle prior to entering their classroom. Parents will not be permitted to loiter.

4. Movement within the School (site specific)

How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.

- A. **Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:** See attached maps for each site. In addition to directional arrows. There are staggered schedules for PE and recess. [PE/Recess Schedule](#). [ELC Recess Schedule](#).

Links to site maps:

[Bellevue Elementary](#)

[Kawana Springs Elementary](#)

[Meadow View Elementary](#)

[Taylor Mountain Elementary](#)

[Early Learning Center](#)

5. Egress (site specific)

How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.

- A. **Describe pick-up procedure / policy for parents onsite:** See attached maps for each site's egress locations.
- Students will be excused from class to socially-distanced markers at their assigned egress gate.
 - Students will be monitored by classified staff, using walkie-talkies as necessary.
 - Students will be excused from the markers as parent/guardian arrive.
 - May be staggered by grade level.
- B. **Plan to minimize mixing of cohorts on departure:** There will be a 30 minute window for pick up. Parents will be required to stay in their vehicle. Students in a stable group will be dismissed to the socially distanced markers at the exit point and students will be collected by their parent/guardian.
- Bellevue Elementary:** See pick-up procedures/policy for parents above.
- Kawana Springs Elementary:** See pick-up procedure/policy for parents above.
- Meadow View Elementary:** See pick-up procedures/policy for parents above.
- Taylor Mountain Elementary:** See pick-up policy for parents above.
- Early Learning Center:** Parents/guardians will pull up to the curb and wait for staff to bring their child out to the car. There will be no mingling.
- C. **How school/district plans to encourage a zero-mingling policy after school:** For all sites, parents/guardians will remain in vehicles. Students will be escorted to cars/buses. This will also be communicated to parents/guardians during the family education events.

6. Face Coverings / Other PPE

How CDPH's face covering requirements will be satisfied and enforced for staff and students

- A. **Please provide complete policy for face coverings:** BUSD provide clean, undamaged face coverings and ensure they are properly worn by employees and students over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

The District will follow current state and county guidelines regarding the use of face coverings. Cloth or surgical masks are required by everyone--students and staff while on campus unless medically exempt. Employees and students are

encouraged to supply their own masks, however, the District will have disposable face-coverings available if needed for both staff and students.

Staff will be provided with the option of a district purchased face shield. Shields should be used by all who are engaged in instructional activities, tasks where the ability to see one's facial expression or lip movements is necessary or when there is an issue of personal safety. (e.g. DHH students/teachers, speech therapists, or anyone who is incapacitated and is unable to remove their face covering without assistance).

Face-covering may be removed during breaks during designated times and in designated areas. Face coverings will not be required while students and staff are actively engaged in eating or drinking. Recommended social distancing guidelines will be followed during these times. Training will be provided for students and staff in the proper use and etiquette of all face coverings. BUSD will continue to monitor and update requirements for face coverings based on guidance from the County Department of Public Health.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room such as his/her classroom or an office with a door closed.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders
- Employees and students who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

B. Describe specifications on type of face coverings allowed (ie: no valves, ≥2 ply, no bandanas, etc): The specific types of face coverings allowed include N95, KN95, cloth, and 2 ply surgical masks. Masks with valves and bandanas will not be allowed. Face shields should be used by all who are engaged in instructional activities, tasks where the ability to see one's facial expression or lip movements is necessary or when there is an issue of personal safety. (e.g. DHH students/teachers or anyone who is incapacitated and is unable to remove their face covering without assistance).

C. Where will extra masks be available if needed? Yes, BUSD has acquired many facial coverings including N95, KN95, cloth, and 2 ply disposable masks and maintains a stock on hand. The District has both adult and child sizes of facial covering available. Each site has additional supplies available in each school office. Each classroom will have some child sized disposable masks on hand as well if students need to change masks.

D. Describe plan for refusal to wear face coverings:

Bellevue Union Code of Conduct
In order to return to campus, students must:

- Agree to self screen prior to coming on campus by filling out the online questionnaire.
- Agree to stay home and report any symptoms to school administration and participate in contact tracing investigations if he/she answers yes to any symptoms on the questionnaire.
- Agree to maintain SCPH recommended distance from all other students and staff, whenever possible.
- Agree to stay within his/her assigned stable group.
- Agree to wear proper fitting masks following CDC [Mask Guidelines](#) while on campus except when eating or drinking.
- Agree to follow procedures for entering/leaving the school site
- Agree to not share equipment or materials with other students.
- Agree to wash hands with soap and water or use hand sanitizer upon request.

If students disobey the masking protocols, they will be reminded of the BUSD Code of Conduct. If students continue to be disruptive by not following the protocols, progressive discipline and restorative practices will be utilized to help students understand why it's important everyone follows these guidelines. However, if ultimately the student continues to refuse to follow the guidelines, the school will have no choice but to call home and ask a parent or guardian to come pick up the student. If that happens, the student will still be allowed to come back to school the following days; however, if the student continues multiple times to violate the Code of Conduct, the student will be placed on distance learning and not allowed to physically come to school for in-person instruction. This will be a last resort measure. Administration, the student and the

parent will meet to discuss this before that happens. In order for students to attend in-person learning, they must follow the guidelines of making and social distancing set forth by county health and the BUSD. During the first week of in-person learning, students will learn the new rules of the school and practice routines and procedures associated with the Code of Conduct.

If a student refuses to wear a face covering, the following steps will be taken:

- 1) The teacher will remind the student to put the mask on.
- 2) The teacher will ask the student to put the mask on and explain reasons for wearing a mask. The teacher will remind the student of the BUSD Code of Conduct.
- 3) The site administrator/office staff will be notified and work with the student.
- 5) The parent/caregiver will be contacted to collect their child.
- 6) Site administrator will work with the student and family about next steps if offenses continue.
- 7) The student will be placed on Distance Learning.

7. Health screening / Symptom monitoring / Sick protocol

How individuals will be screened and monitored for symptoms - how ill staff / student will be handled

- A. **Details of at-home screening plan:** The district will utilize the program provided by Frontline for the prescreening of students and the Google Forms Symptom Screener created by BUSD for employees and visitors. The parent or guardian will screen their student for symptoms from home and fill out an online symptom checklist on their smartphone or other personal device. Each teacher will be able to look at their class to confirm all parents have completed the pre-screening procedure. Students will also be screened at each gate.
- B. **Support available for individuals staying home:** School site office staff will follow up with families when a student is out sick/does not pass the symptom screener to determine what support may be necessary. Students are provided an electronic device and hot spot (if needed) for internet access if they need to and are well enough to access instruction from home. A student or employee who needs to stay home due to illness or isolation/quarantine requirements will not experience repercussions to employment or his/her grade.
- C. **Screening criteria/procedure onsite for staff:** As a preventative measure our BUSD sites have implemented a screening protocol as recommended by the Center of Disease Control (CDC). All staff, contractors, and vendors complete a health screening questionnaire <http://bit.ly/busdcovid>. If Individuals are symptomatic in any areas and/or the answer is YES to any of these questions, the person cannot proceed to any BUSD campus and is encouraged to self-quarantine and seek medical counsel.

All employees will complete a temperature check when entering campus and complete the above mentioned questionnaire. Employees will maintain face coverings during temperature checks and temperature checks will be conducted with non-contact thermometers. Staff must have a temperature of less than 100.4.

- D. **Immediate protocol in case of a sick staff/faculty member:** If a staff member becomes ill with symptoms consistent with COVID-19, they will be sent home and recommended they be tested for COVID-19. Site administrator will plan for staff coverage. If a staff member is unable to drive due to illness, the emergency contact is unavailable, and the symptoms are severe, 911 will be called. Severe symptoms include, but are not limited to, trouble breathing, persistent pain, chest pressure, or confusion. Any individuals, student or staff in the work area or classroom where the staff member works will be disinfected. Students and/or staff who are in the stable group will be moved outside or to another location while the area is being disinfected. The staff member will be recommended for testing. For staff who test positive for COVID-19, yet feel well enough to work from home, may work from home if the position/type of work allows.
- E. **Screening criteria/procedure onsite for students:** Parents will be required to keep symptomatic students or students who have had close contact with a person with COVID-19 at home. Students will safely and respectfully receive a temperature check before they enter any BUSD facility. Each school site has designated ingress and egress points. See site maps for ingress and egress information. In addition, there will be a visual COVID-19 self-checklist assessment posted at each designated point of entry that students and parents are required to follow. Anyone, staff or student, who shows symptoms of

COVID-19 will be denied entry to a BUSD facility.

Two staff persons with touchless thermometers will be posted at each entrance to perform temperature checks and review the poster of visual symptoms asking each student if they are experiencing any of the symptoms. A student will not be admitted onto campus if the student registers a temperature, is observed to have symptoms or indicates they are experiencing any COVID-19 symptoms. Staff who are screening students for temperatures will have additional PPE available (face shield, gowns, gloves).

- F. Immediate protocol in case of a sick student:** If a student becomes ill they will be removed from the classroom and taken to the designated isolation area. There are 3 staff per each site who have been FIT tested for N95/KN95 masks. These staff are designated to attend to students in the isolation area. Any students exhibiting symptoms will remain in the isolation area until they can be picked up by a responsible adult on their emergency contact for or be transported to a healthcare facility if symptoms are severe. If a student becomes sick, the emergency contact is unavailable and the symptoms are severe, 911 will be called. Severe symptoms include, but are not limited to, trouble breathing, persistent pain, chest pressure, or confusion.

Once the sick student has been removed from the classroom, the remaining students and staff will relocate to an outdoor area or the multipurpose room during inclement weather while the impacted classroom is disinfected by custodial staff. Once the room has been aired and disinfected the remainder the students and staff may return to class. [See Flowchart](#).

Students will have the opportunity to make up assignments, tests, etcetera. Students will continue to have remote access to distance learning if they feel well enough to participate.

- G. Symptom monitoring procedures throughout the day:** Students should self-monitor throughout the day for symptoms of illness. Teachers and other instructional staff will monitor students throughout the school day through observation. If a student reports feeling ill or exhibits signs and/or symptoms of COVID-19, classroom staff will contact the school office. A designated staff person will go to the classroom to take the students temperature, and screen the student for symptoms consistent with COVID-19. If the student is symptomatic they will be taken to the isolation area.
- H. Screening of essential visitors/vendors:** Anyone entering a BUSD campus (including non-regular essential visitors-i.e. copy machine repair) will be subject to the same precautionary measures including a temperature check and COVID-19 symptom check protocol using our online screening procedure. The online screening procedure is recorded on a Google Form with date and time for future access if needed for exposure and contact tracing.
- I. Scenario based guidance--Sonoma County Public Health Guidelines:** See charts below.



FLOWCHART FOR COVID-19 ASSESSMENT

BASED ON CDC GUIDELINES



STAFF OR STUDENT EXHIBITS SYMPTOMS OF COVID-19

- Fever > 100.4
- Cough or Sneezing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Shortness of Breath
- New loss of taste or smell
- Difficulty breathing
- Congestion
- Nausea
- Diarrhea

DESIGNATED STAFF MEMBER ESCORTS PERSON TO ISOLATION ROOM

If the emergency contact is unavailable and the symptoms are severe, 911 will be called. Severe symptoms include, but not limited to, trouble breathing, persistent pain, chest pressure, or confusion.



LESS SEVERE SYMPTOMS

if symptoms are not severe and there is no underlying reason, such as allergies, identified, a parent or emergency contact will be notified. Staff members will be sent home.

COVID-19 COORDINATOR

The COVID-19 Coordinator will follow up with families or staff members. The Superintendent or designee will share information with the Sonoma County Department of Public Health and coordinate information for the site to share as necessary.



Scenario-based COVID-19 Guidance for Schools, Childcare, and Programs for Children and Youth

Updated March 2021

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing ASAP. Cohort¹ remains OPEN.	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact ² with someone with confirmed COVID-19.	Send home, instruct to quarantine for 10 days starting the day after last exposure. Monitor for symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). ³ Cohort remains OPEN.	Consider notifying staff and families of children in the cohort. See "Contact of Contact Advisory" template
Child or staff has confirmed COVID-19 infection	Notify Sonoma County Public Health (complete "Site Information Gathering Tool" prior): <i>Call (707) 565-4566 or e-mail to: Phnurse@sonoma-county.org</i> - Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for >24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved. - If no symptoms, keep home for 10 days since the day they were tested. - Identify close contacts, which likely includes the entire cohort of the person with COVID-19. - Instruct to quarantine for 10 days after the last exposure. - It is strongly recommended⁴ that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop. - Clean and disinfect spaces where the person with COVID-19 spent significant time. Cohort should be CLOSED for 10 days after last exposure. Non-exposed cohorts may remain open.	Notify staff and families of children who are close contacts using the "Close Contact Advisory" template. Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template.

¹ A cohort is defined as a stable group with fixed membership that stays together for all activities (e.g., lunch, recess) and avoids close contact with other persons or cohorts.

² See CDC definition of "close contact": <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

³ When possible, it is strongly advised to do an initial test for child or staff as soon as a close COVID contact is identified to prevent further spread within the cohort. If negative, testing needs to be repeated at Day 8-10 of 10d quarantine. A negative result on an early test does not exempt someone from testing on/after Day 8.

⁴ They must have no symptoms upon returning and test negative on/after Day 8. Students or staff who are tested too soon/not at all after an exposure are released from quarantine 14 days after the exposure given they have no symptoms of COVID-19. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.

Return-to-school criteria for children and staff in schools, childcares, and other programs serving youth after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Criteria
Child or staff has a negative test after symptoms of COVID-19 OR an alternate diagnosis has been made by a healthcare provider	Follow facility illness policy for non-COVID illnesses, e.g.: - No fever for 24-72 hours without use of fever-reducing medication - No nausea, vomiting, or diarrhea for 24-72 hours without the use of anti-nausea or anti-diarrhea medication - Well enough to participate in routine activities - Other criteria as determined by site Follow any additional criteria determined by the patient's healthcare provider, if applicable
Child or staff has symptoms of COVID-19, has not been tested for COVID-19, and has not received an alternate diagnosis from a medical provider	Stay home until: 10 days have passed since the onset of symptoms, AND - The person has had no fever for 24 hours without the use of fever-reducing medications, AND - Symptoms have improved
Child or staff has symptoms of COVID-19 and was tested but is still waiting for the test result	Stay home until the person has received their test result and a determination can be made as to how to proceed.
Child or staff had a positive test/confirmed COVID-19 (with or without symptoms)	Stay home until: 10 days have passed since the onset of symptoms, AND - The person has had no fever for 24 hours without the use of fever-reducing medications, AND - Symptoms have improved - If no symptoms, stay home until 10 days have passed since the date of the test. A doctor's note does <u>not</u> override these criteria.
Child or staff had close contact with someone with confirmed COVID-19.	Stay home for 10 days after last exposure. They must have no symptoms upon returning <u>and test negative on/after Day 8</u>. If not tested, must complete 14 day quarantine with no symptoms. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed. If the person has ongoing close contact with the person with COVID-19 (ie: a parent or sibling), the person must quarantine for 10 days <u>after</u> the person with COVID-19 is no longer infectious. In most cases, this is a total of 20 days after the person with COVID-19 first developed symptoms or had a positive test.

8. Routine Testing

School/District's plan for routine/asymptomatic testing of staff and students

- A. Plan to routinely test staff by tier:** At this time, BUSD is awaiting federal, state and county required and mandated protocol guidance on asymptomatic, exposure, symptomatic, and outbreak testing. Under current guidance, BUSD is entering into a contract with Valencia to provide exposure, symptomatic/response, and outbreak testing. Asymptomatic routine testing is voluntary for students, unless new mandates and requirements are issued to school districts to administer. Current recommended testing cadence is seen in the graph below. At the time of this report completion there is no state mandate for the testing cadences as seen below, however BUSD will conduct testing that is required of employees and students when there has been a workplace outbreak per Cal/OSHA guidelines.

	Yellow CR<1.0* TP<2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9 TP >8%
Staff	Symptomatic and response testing	Symptomatic and response testing	Symptomatic and response testing + Every 2 weeks asymptomatic testing	Symptomatic and response testing + Every 2 weeks asymptomatic testing

- B. Plan to routinely test students by tier:**

	Yellow CR<1.0* TP<2%	Orange CR 1-3.9* TP 2-4.9%	Red CR 4-7* TP 5-8%	Purple CR >7-13.9 TP >8%
Students	Symptomatic and response testing	Symptomatic and response testing	Symptomatic and response testing + Every 2 weeks asymptomatic testing	Symptomatic and response testing + Every 2 weeks asymptomatic testing

TP = test positivity

* The case rates above are adjusted case rates.

For all individuals BUSD is following the current guidance and protocols, our testing of staff will continue to evolve based upon CDC recommendations and state and county legal mandates.

- Exposure Testing: If students or staff members have been exposed to COVID-19, they will be required to test on day 8 following exposure.
- Symptomatic Testing: Students or staff experiencing symptoms of COVID-19 will be recommended to test immediately.
- Response Testing: Students and staff may be tested by our contracted testing company on our site in response to any outbreak at school. Outbreak testing will continue for all students and staff until no longer considered an outbreak.
- Test results are returned in 24-48 hours.

9. Physical Distancing (site specific)

How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:

All Sites: Signs that promote protective measures and physical distancing will be posted in visible locations throughout the district office and school sites.

Seating at tables or desks is spaced according to current county and state guidelines. The recommended distance is relevant to the distance between people; portions of desks or tables may be within the recommended social distance by SCPH.

Layouts and social distancing include positioning staff work areas so that they are a safe distance away from high traffic areas. This may include the need for moving desks, rerouting traffic, or installation of plexiglass or other types of dividers. For all positions that perform one-on-one legally required student assessment (e.g. school psychologists, speech, nurses, educational specialist teachers, and any other BUSD staff), safety protocols will be followed for all testing and services.

Common or shared spaces such as cafeterias, playgrounds, and staff room will operate with staggered schedules that are determined by the site administrators. The schedules will promote social distancing guidelines to ensure staff and student safety while in these areas.

A. Bus/Transport/Carpools:

All Sites: BUSD utilizes West County Transportation Agency (WCTA) services to support student transportation. WCTA is following the guidelines outlined in the Sonoma County Roadmap to Reopening.

Masks required on the school bus except for those with medical exemptions. Students will be seated in a zigzag pattern and at last 2 windows will be open at all times. (It has been recommended that all windows be open weather permitting.) Members of the same household may sit in the same seat.

BUSD is taking a parent survey to determine how many parents are able to transport their child to school as opposed to using the school bus. For those who do continue to take the school bus, WCTA will put the following in place:

Use mitigation measures to reduce risk in a school bus setting, including:

- Students and staff should wear face coverings at all times on a bus, especially when six feet distancing is not possible
- Keep windows open whenever possible to maximize ventilation
- Maximize space between students wherever possible. Utilization of three students per seat is not recommended. It is acknowledged that maintaining a strict six feet distancing standard at all times may be difficult.
- Consider staggering arrival and drop-off times and locations to reduce risk of transmission.
- School buses need to be sanitized between busloads of passengers.
- Train bus drivers in the areas of hygiene and safety for students.

Carpools: Carpools are discouraged but if needed then ideally students will be in the same stable group. Masks should be worn and windows should be open.

B. Classrooms: All sites: Students will be seated within the recommended social distance by SCPH. Directional arrows are available to place in the classroom as well as other markers to indicate social distancing from the teacher's desk, waiting in line to wash hands at the classroom sink, etc. In addition, markers will be placed outside the classroom to support social distancing while preparing to enter or exit the classroom. Classrooms are equipped with additional air filtration systems. Plastic screens will be available if necessary.

C. Hallways: All Sites: See site maps. Sites have planned one way directionality as much as possible. All schools in the Bellevue Union School District have open air hallways. Hallways are wide with ample space. When we do have indoor hallways, arrow markers will indicate the proper route. Any narrow hallways will be made one way.

- a. **Bellevue Elementary:** Bellevue has some indoor hallways and will be marked with arrows as indicated above.
- b. **Kawana Springs Elementary:** Kawana has some indoor hallways and will be marked with arrows as indicated above.
- c. **Meadow View Elementary:** No additional information is relevant to this site. This site does not have indoor hallways.
- d. **Taylor Mountain Elementary:** No additional information is relevant to this site. This site does not have indoor hallways.
- e. **Early Learning Center:** The ELC is 7 portables with an open layout. There are no hallways.

- D. Bathrooms:** Socially distanced floor dots in place to encourage social distancing. No more than 2 students will be allowed in the bathroom at a time. (Staff will monitor). Doors will be left open to support ventilation.
- Bellevue Elementary:** No additional information is relevant to this site
 - Kawana Springs Elementary:** No additional information is relevant to this site
 - Meadow View Elementary:** No additional information is relevant to this site
 - Taylor Mountain Elementary:** No additional information is relevant to this site
 - Early Learning Center:** Each classroom has its own bathroom to be used by the stable group assigned to the specific classroom.
- E. Cafeteria: All sites:** Students will be encouraged to eat outside in designated areas. The multipurpose room/cafeeteria may be used. This will include 2 stable groups maximum, in the cafeteria, at any given time seated in opposite corners of the large space. Members of each stable group are seated at the SCPH recommended distances. Socially-distanced floor markers in place near all garbage receptacles. Doors and windows will remain open to support extra ventilation. Additional air filtration systems are also placed in the multipurpose rooms. Students will have grab and go lunches. The school day has been reduced. Students will be dismissed at 12:50 and will receive a “Grab & Go” lunch to take home for consumption.
- Bellevue Elementary:** No additional information is relevant to this site
 - Kawana Springs Elementary:** No additional information is relevant to this site
 - Meadow View Elementary:** No additional information is relevant to this site
 - Taylor Mountain Elementary:** No additional information is relevant to this site
 - Early Learning Center:** Students will have their snack in the classroom, socially distanced.
- F. Playground / fields:** See designated recess areas on the site maps. Students will be required to wash and/or sanitize their hands prior to using play structures as well as after recess.
- Bellevue Elementary:** Bellevue Site Map
 - Kawana Springs Elementary:** Kawana Site Map
 - Meadow View Elementary:** Meadow View Site Map
 - Taylor Mountain Elementary:** Taylor Mountain Site Map
 - Early Learning Center:** Early Learning Center Site Map
- G. Staff break rooms: All Sites:** The staff break room will be off limits for certificated staff eating or breaks to reduce the tendency to congregate and mingle. Certificated staff may eat outside spaced apart by the SCPH recommended distancing or in their classrooms/offices. Staff may use the break room to store and heat up food. Classified staff may eat outside with recommended social distancing or in the break room with recommended social distancing with no more than 2 people during inclement weather. The break room has an air purifier with a HEPA filter. Doors may be opened for additional ventilation. No more than 2 people will be allowed in the break room at a time. Masks must be worn at all times in the staff break room with the exception of when classified staff are actively eating and drinking.
- Bellevue Elementary:** No additional information is relevant to this site
 - Kawana Springs Elementary:** No additional information is relevant to this site
 - Meadow View Elementary:** No additional information is relevant to this site
 - Taylor Mountain Elementary:** No additional information is relevant to this site
 - Early Learning Center:** Staff will eat outside or in their individual classrooms or offices. The ELC does not have a breakroom.
- H. Other: Teacher workroom:** Please see the number of staff that can occupy the teacher workroom at each site while maintaining socially safe distancing.
- Bellevue Elementary:** A maximum of 4 employees
 - Kawana Springs Elementary:** A maximum of 3 employees
 - Meadow View Elementary:** A maximum of 3 employees
 - Taylor Mountain Elementary:** A maximum of 4 staff members
 - Early Learning Center:** A maximum of 4 individuals allowed in the front office which is also the workroom. Non-employees will not be permitted in the office. Parents and visitors will be served from the doorway with a barrier in place.
- I. Office:** Safety plexiglass has been installed in the front entrance of the school office on each school site.

- J. Plan for specific situations when distancing is >6 ft is not possible: All Sites:** The recommended social distancing by SCPH will be maintained and if for some reason it is not possible, additional PPE or plexiglass barriers will be provided.

10. Healthy Hygiene practices

The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.

A. Plan to encourage healthy hygiene/handwashing routines:

Demonstrations will be used to teach and reinforce handwashing with soap and water for at least 20 seconds. Supervision of students may be utilized to reinforce health and safety protocols. Hand hygiene is one of the most simple yet effective actions to prevent the spread of most respiratory viruses. Practicing frequent and proper hand hygiene, which includes the use of alcohol-based hand sanitizer or handwashing with soap and water is a critical practice to reduce the spread of pathogens and prevent infections, including the COVID-19 virus.

A sink with soap and water is available in every classroom, student bathrooms, the staff break room, and staff bathrooms. The district will install/provide two additional hand washing stations that accommodate multiple students per site.

Students will be encouraged to rub sanitizer into their hands until completely dry. The District provides unscented, ethyl alcohol based hand sanitizers.

- Handwashing and hand sanitation will be taught as a priority. Students will have access to handwashing stations.
 - Teachers and staff will model hand washing for students.
- Students will have access to hand sanitizer and/or sinks with soap and water.
- Hand sanitizer is available at the entry point of each classroom.
 - Two hand sanitizer stations will be located at each ingress point.
- There will be two additional hand washing stations per site (except the ELC) in addition to bathrooms and the sinks located in classrooms. See site maps for locations.
- Age-appropriate signage is displayed to remind students to wash their hands.
- A schedule for hand hygiene will be in place. Students will clean/sanitize their hands upon entry to the classroom. Frequent reminders to wash or sanitize hands will be given throughout the day.
- Hand hygiene will be performed prior to and after snack and recess breaks.
- Students will be taught about respiratory etiquette. Students will be reminded to sneeze or cough into their elbow, even while wearing a face covering.
- Students will be encouraged to avoid touching their face, eyes, nose, and mouth.

- B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:** At this time, water fountains are shut off to prevent the spread of COVID-19. Staff and students are encouraged to bring their own water bottle containing water. Additional, disposable water bottles will be available at each site. Water bottles may be refilled in classrooms. BUSD classroom sinks have a “gooseneck” to make filling water bottles convenient. Students will be taught and reinforced on how to refill water bottles in a safe manner by not touching the mouth of the water bottle to the faucet surface.

In addition to the bathrooms on site and the sink in each classroom, each school site will be provided two additional hand washing stations equipped with soap, water, and paper towels.

11. Routine Cleaning and Disinfection

How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:

- A. General high-touch surfaces:** Disinfecting of high frequency used surfaces and all surfaces are regularly disinfected by our custodial and other staff members with a solution manufactured by Buckeye International, E-23 Disinfectant which has the active ingredients of Quaternary ammonium [EPA](#) Registration Number 47371-129 which is confirmed by EPA as a product that meets criteria for use against SARS-CoV-2, the virus that causes COVID-19. When performing this work it is encouraged to use appropriate PPE. Concentrate dilution dispensers with this cleaning solution are installed in every custodial closet throughout our BUSD Campuses. Spray bottles for each room throughout our BUSD Campuses have been supplied with the intent of every room having this solution readily available to ensure frequent disinfecting of areas/surfaces.

To expedite the effectiveness of our staff's disinfection of surfaces throughout the BUSD campuses at Bellevue ES, Meadow View ES & Annex, Kawana Springs ES, Early Learning Center, Taylor Mountain ES and our District Office we have acquired 5 [Electrostatic 2.25 gallon backpack sprayer](#) that has the capability to cover up to 23,000 square feet on a single tank of fluid. The sprayers are capable of spraying the Buckeye International, E-23 Disinfectant solution. Custodians has received a FIT test to be able to wear respirators that are required to use this product.

In addition, each office has an established schedule of routine cleaning throughout the day.

- B. Classrooms:** At a minimum cleaning and disinfecting will be performed within these spaces once per day by the night custodian. It is recommended that if an additional group is scheduled to make use of the room an additional disinfecting of the room occurs before use.
- C. Bathrooms:** At a minimum disinfecting will be performed within these spaces four times per day collectively by the Day & Night Custodian. This frequency of disinfecting will occur at a minimum and more will occur if possible and based upon frequency of use.
- D. Cafeteria:** Tables will be cleaned and disinfected after each use and in between stable groups.
- E. Playgrounds:** Routine disinfecting will occur once per day. The current guidance does not require disinfecting between groups when hand hygiene is emphasized. Hand hygiene will be emphasized with all groups to ensure good hygiene.
- F. Offices:** At a minimum disinfecting will be performed within these spaces twice per day collectively by the Day & Night Custodian. This frequency of disinfecting will occur at a minimum and more will occur if possible and based upon frequency of use. Staff will disinfect throughout the day.
- G. Hallways:** For sites that have indoor hallways, handles and frequently touched surfaces will be cleaned and disinfected daily.
- H. Other: Staff Room:** At a minimum disinfecting will be performed within these spaces twice per day collectively by the Day & Night Custodian. This frequency of disinfecting will occur at a minimum and more will occur if possible and based upon frequency of use.

12. Plan for Shared items

How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -

- A. Classroom / Office supplies:**
- Each student will have an individual, labeled bin with their personal supplies such as pencils, crayons, scissors, etc.
 - No sharing of food is allowed.
- B. Toys / Play equipment:**
- Each stable group will have their own set of play equipment for PE and recess (playground balls etcetera).
 - Any items in the classroom that are shared will be disinfected.

- c. Outdoor play structures will only be made available to stable groups if it is their designated recess area and designated time in the schedule.
- d. Students will be required to wash their hands prior to/after using the playground equipment.
- e. Each stable group will have their own set of playground and PE equipment.

C. Electronics equipment:

- a. Each student has been issued their own individual device (Chromebook, iPad, depending on grade level).
- b. The student will be the only one to handle their own equipment. In the event they need support, the student and the staff member will sanitize his/her hands prior to using the equipment.

D. Tools: Students will have individual boxes that contain their tools as stated above in item A.

E. Other: Outdoor tables will be sanitized after each use by supervising staff.

13. Handling COVID-19 / symptomatic individual (site specific)

How the affected individual will be removed from group and isolated in designated space until pick-up

The following procedures apply to all BUSD sites.

- A. Plan/location for Isolation room / area:** There are two designated isolation areas on each campus. (See site maps. ELC has one area designated). Isolation areas will be located near a bathroom and hand washing station or bathroom with soap and water. The designated areas on each site have more than adequate ventilation as well as an air purifier.
- B. PPE available for staff providing care in the Isolation area:** PPE available in the isolation area includes: N95/KN95 masks, gloves, face shields, additional disposable masks, and disposable gowns. Designated staff who will attend students in the isolation room have been FIT tested for N95 masks.
- C. Staff trained to provide care in the Isolation area:** The designated staff on each site will be trained by the School Nurse in caring for the sick individual as well as how to protect themselves from contracting COVID-19 while caring for someone who is symptomatic.
- D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:** 4 staff members per site will be FIT tested. COVID-19 Coordinator, the School Nurse, and the Nurse Assistant are all trained to FIT test site staff. The training for the FIT testers was completed on 2/16/2021. The ELC will have 3 individuals FIT tested.
- E. Protocol for immediate removal and relocation of an ill individual:** The teacher or assistant will call the school office. One of the designated 3 individuals will collect the student from the classroom and take them to the isolation area, ensure the individual is cared for, and call an emergency contact to pick up the student. If a staff member is sick, the site administrator will arrange for coverage and the employee will be sent home.
- F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:** After an individual has been picked up from the isolation area. The area will be ventilated/aired out and the custodian will disinfect the isolation area. After the room is disinfected, the room will be aired out again to allow for clearance of any chemicals used in cleaning and disinfecting the space.
- G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):** Site based contact tracer, School Nurse, or COVID-19 Coordinator will provide follow-up information regarding testing locations/options, recommend they contact their primary care physician, and provide instructions for quarantine. Additional information will also include return criteria.
- H. Plan for testing symptomatic individuals:** Parents of students who are symptomatic will be referred to their primary care physician and/or County Public Health to schedule a COVID-19 test.

14. Plans for after an Exposure Event (may be site specific)

When someone is confirmed positive for COVID-19 and individuals were exposed onsite

A. Designated COVID Coordinator(s) and corresponding duties:

BUSD COVID-19 Coordinator-Tracy Whitaker, M.A., (707) 388-8540, twhitaker@busd.org

Duties include but are not limited to:

- Oversee tasks, requirements, and guidance related to COVID-19
- Support campuses when questions arise regarding protocols, procedures, exposures, etc.
- Coordinate training for staff (such as hygiene, contact tracing, FIT testing, etc.)
- Provide routine reminders of expectations and safe health practices
- Maintain a current knowledge and understanding of CDC, CDPH, and LHD guidelines
- Support School Nurse and Employees designated to contact trace on campuses
- Act as the district liaison to the Sonoma County Public Health Department
- Notify staff in the event of an exposure or outbreak, provide guidance, and follow CDC/LHO recommendations
- Update the Superintendent and School Board as needed

B. Plan for confirmed COVID-19 case reporting:

The COVID-19 Coordinator or School Nurse will promptly report positive cases to Public Health including name, date of birth, symptoms, date of symptom onset, phone number, address, date of positive test, last days onsite, and which school site. COVID-19 Coordinator and/or School Nurse will work collaboratively to support the student/family, provide information, and determine appropriate next steps if needed.

C. Plan for “Close Contact” identification:

One individual per site is designated and trained to act as a contact tracer. Each person completed the Johns Hopkins University 6 hour contact tracing online training. In addition, they had additional training from the COVID-19 Coordinator regarding district procedures, role of school based contact tracers, and the line tracing paperwork needed for Sonoma County Public Health. The designated individuals are as follows:

- a. Bellevue Elementary: Amy Flores
- b. Kawana Springs Elementary: Eve Valdovinos
- c. Meadow View Elementary: Isabel Luna
- d. Taylor Mountain: Kailani Gomez
- e. Early Learning Center: Tracy Whitaker

D. Plan for Exposure testing for staff:

Staff exposed will be tested 8-10 days after the most recent exposure. A negative test will be required to return unless they tested positive in the last 90 days.

E. Plan for Exposure testing for students:

Students will be tested 8-10 days after the most recent exposure. A negative test will be required to return to school unless they tested positive in the last 90 days.

F. Support for staff in Isolation/Quarantine:

Staff will be provided guidance on how to quarantine or isolate and the importance of it. Staff have ample technology to be able to work remotely during isolation/quarantine if they feel well enough to do so.

G. Support for students in Isolation/Quarantine:

Students will be provided guidance on how to quarantine or isolate and the importance of it. Students in isolation or quarantine will be able to continue to have access to distance learning with technology if the student feels well enough to participate. Otherwise, they will be out sick. Students will be able to make up assignments, tests, etc.

H. Return to school criteria for COVID-19 positive individual:

COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:

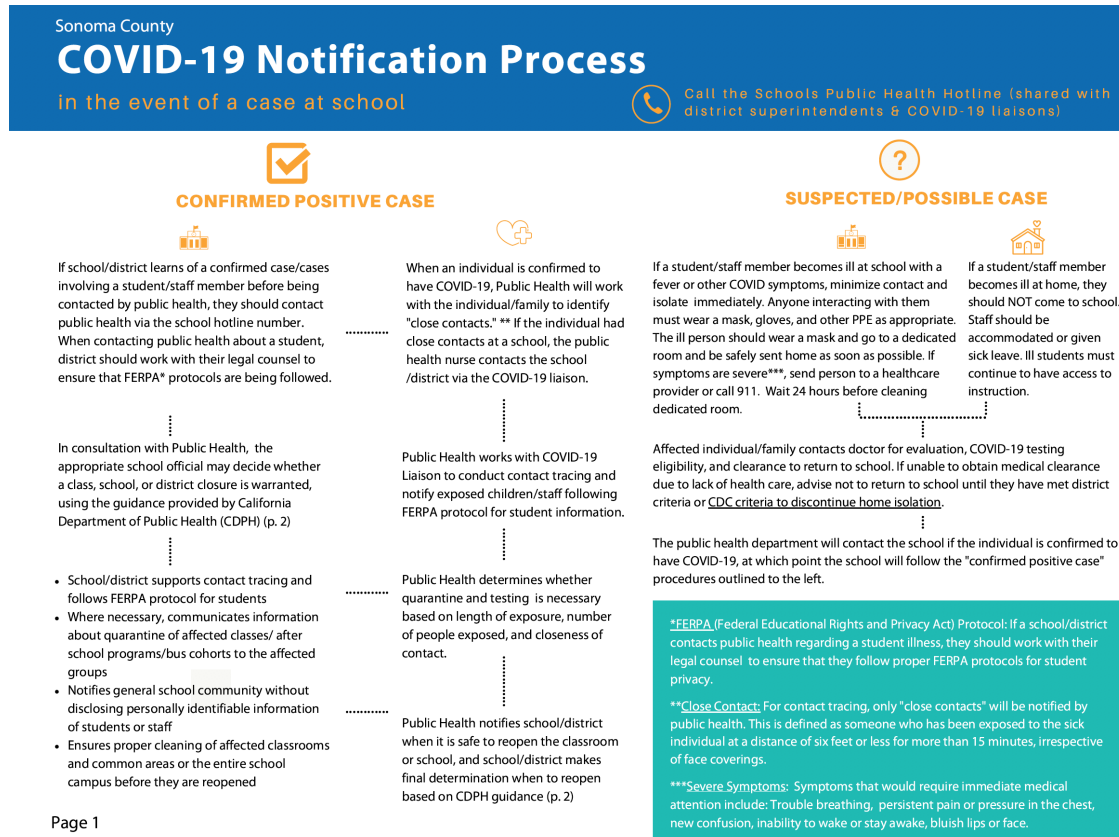
- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have improved.
- At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

A negative COVID-19 test will not be required for an employee or student to return to work or school.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee or student will not return to campus until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be once 10 days have passed from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

- I. Return to school criteria for exposed close contacts:** Confirmed close contacts will be required to: quarantine for 10 days, test on between days 8-10, and provide a negative test to return to campus. See detailed guidance below.



Page 1

When to Close a Class/School/District

Guidance from California Department of Public Health



See the full guidelines at cdph.ca.gov

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a student/staff member has symptoms, they should be sent home with a recommendation to be tested. The school/classroom remains open until a case is confirmed positive. If the test returns positive, refer to the flowchart on p. 1 for next steps. If the student/staff member is tested and the results are negative, the student/staff member can return to work 3 days after symptoms resolve.

When to Close a Class



With public health, consider closing if one or more students or staff members is confirmed to have COVID-19

When to Close a School



With public health, consider closing if multiple "cohorts" or classes have confirmed cases OR 5% of all students/staff have confirmed cases

When to Close the District



25% or more of schools in a district have closed due to COVID-19.



When to Reopen

Schools may typically reopen after 14 days and the following have occurred:

- ☐ Cleaning and disinfection
- ☐ Public health investigation
- ☐ Consultation with the local public health department

Page 2

J. Outbreak response plan:

1. Notify parents/guardians and school staff of a cluster/outbreak investigation related to the school and encourage them to follow public health recommendations. Parents will be notified through BUSD Blackboard communication, all call system.
2. COVID-19 Coordinator or School Nurse will liaise with Sonoma County Public Health (SCPH) regarding the cluster/outbreak investigation by confirming which classes and stable groups included confirmed cases or symptomatic students and staff members, and if recent events or gatherings involved any cases or symptomatic persons.
3. Identify absenteeism among those in affected classes or stable groups, and coordinate with the SCPH to contact these absentees to screen for symptoms of COVID-19 if they were exposed to a case during the case's infectious period.
4. Coordinate with the SCPH to share a line list of cases and contacts with dates present at or absent from school.
5. Arrange for cleaning and disinfection of classrooms or other areas where cases or symptomatic students or staff members spend significant time.
6. Coordinate with the SCPH on notifications to the school community, including specific notifications of stable groups or classrooms regarding their exclusion status and instructions.
7. Coordinate with the SCPH on whether and when the school should be closed and reopened.
8. Notify the school community if the school is to be closed for 14 days due to the widespread and/or ongoing transmission of COVID-19 at the school or in the general community, and repeat recommendations for prevention and control measures.
9. Implement online/distance teaching and learning during school closure.
10. Arrange for cleaning and disinfection of the entire school before reopening in the case of closure.
11. Review mitigation measures and determine if any additional measures need to be implemented or if reeducation to staff and students is needed.

15. Communication Plans

How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA

- A. Provide plan for communications with families and staff after an onsite exposure:** In the event of an exposure, students and families will be notified through BUSD's Blackboard messaging system and our Frontline system used for screening, notification, and contact tracing. Employees impacted by the outbreak will be notified with an exposure notification letter via email. Union representation will be notified via email with specific employee exposure information when required by OSHA guidelines. Specific student test results and family situations will be kept confidential.

[Link to communication templates.](#)

16. Staff training

How staff will be trained on the application and enforcement of the plan

- A. Provide plan for training staff on new COVID-19 Safety plan:** All staff will have an opportunity to review the approved safety plan. Staff will be provided a modified day so the District is able to provide training on:
- The COVID-19 Safety Plan
 - COVID-19, how it spreads, and how to protect themselves and students
 - Hygiene practices, hand washing, hand sanitizing
 - Proper use of face coverings
 - COVID-19 symptoms, and the importance of obtaining a COVID-19 test, and not coming to work if the employee has COVID-19 symptoms. Employees have already received this information, but it will be reviewed by the district prior to students returning to campus.
 - There will be an overall, district wide training with the COVID-19 Coordinator and School Nurse. Then each site will have a training to review the site base entrances, exits, defined areas for recess etc.
 - Additionally, all staff will complete a COVID-19 training through Target Solutions online platform. Tracking of the completed training will be done through the district office and the Target Solutions platform.
- B. Provide plan for enforcing COVID-19 Safety plan with staff:** Staff will be expected to follow all COVID-19 related safety protocols. The district will utilize HR processes and enforce all established collective bargaining discipline agreements and/or progressive discipline if needed.
- C. Provide a plan to remain current on guidelines and best practices:** COVID-19 Coordinator and Superintendent will monitor CDPH, SCPH, and CDC websites, press releases, new guidance, attend events/webinars provided by SCPH/SCOE, and update staff as needed. Staff updates tend to occur through email and the district newsletter. In addition, the COVID-19 Coordinator will send out periodic reminders regarding updates, best practices, health and safety, etc.

17. Family education

How students and their families will be educated on the application and enforcement of the plan

- A. Provide plan for educating families on new COVID-19 Safety plan:**
- Each site will provide a parent education event via Zoom with Spanish interpretation. Site Principal will review ingress, egress, health screening, masking expectations, hygiene protocols, and guidance around symptoms and protocols if a child is ill.
 - The COVID-19 Safety Plan will be posted on the school district website in both English & Spanish.
- B. Provide plan for enforcing COVID-19 Safety plan with students/families:** If students disobey the masking protocols, they will be reminded of the BUSD Code of Conduct. If students continue to be disruptive by not following the protocols, progressive discipline and restorative practices will be utilized to help students understand why it's important everyone follows these guidelines. However, if ultimately the student continues to refuse to follow the guidelines, the school will

have no choice but to call home and ask a parent or guardian to come pick up the student. If that happens, the student will still be allowed to come back to school the following days; however, if the student continues multiple times to violate the Code of Conduct, the student will be placed on distance learning and not allowed to physically come to school for in-person instruction. This will be a last resort measure. Administration, the student and the parent will meet to discuss this before that happens. In order for students to attend in-person learning, they must follow the guidelines of making and social distancing set forth by county health and the BUSD. During the first week of in-person learning, students will learn the new rules of the school and practice routines and procedures associated with the Code of Conduct.

All students (and parents/guardians of students) who are returning to in-person learning will be required to review and consent to the Code of Conduct.

- C. **Provide a plan for continuing communication/education as guidelines change:** Families are updated via the district newsletter, the Blackboard all call system, and notifications sent home with students.

18. Engineering controls (site specific)

How each specific school site plans to optimize ventilation, air filtration for indoor spaces

- A. **Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:** Ventilation systems have been checked to be in working order and will be monitored for proper operation. BUSD will continue to replace all Heating, Ventilation & Air Conditioning (HVAC) filters on the regular replacement cycle with MERV-13 filters where applicable. Replacement cycles will be adjusted accordingly based on guidance or need. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible.

Air purifying systems were purchased and distributed throughout the district in offices, classrooms, and common areas.

Bellevue Elementary School does not have an AC system and only has furnaces. The addition of the air purification system and open doors and windows will help to support adequate ventilation.

Plan for poor air quality on all sites: If the area is impacted by fires and poor air quality to the extent that we cannot safely open windows and doors for fresh air ventilation, schools will shift to distance learning until air quality improves.

19. Consultation

For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.

- A. **Labor organization(s) and date(s) consulted:**
(If no labor organization represents staff at the school, please describe the process for consultation with school staff)

Input from both labor organizations, Bellevue Education Association (BEA) and California School Employees Association, Chapter 501 (CSEA) have been provided in various meetings including; Employee-Employer Relations Committee meetings, The District Strategic Planning Team meetings, COVID-19 MOU and negotiation meetings. In addition, various site level staff meetings have provided input for this plan.

Employee-Employer Relations Committee Meetings

Bellevue Employee Association (BEA):

- October 7, 2020
- November 12, 2020
- December 10, 2020
- January 14, 2021
- February 18, 2021

California School Employees Association (CSEA):

- November 18, 2020
- January 20, 2021
- February 17, 2021

District Strategic Planning Team 2.0 & 2.1 Meetings:

- June 2, 2020
- June 16, 2020
- June 23, 2020
- July 7, 2020
- November 2, 2020
- November 18, 2020

COVID-19 meetings and MOU meetings:

BEA:

- July 8, 2020
- July 17, 2020
- August 3, 2020
- August 19, 2020
- October 29, 2020
- December 7, 2020
- January 15, 2021
- February 18, 2021

CSEA:

- July 6, 2020
- July 15, 2020
- August 13, 2020
- September 18, 2020

Site Level Input:

Bellevue Elementary: Staff Input on Reopening; February 11, 2021

Kawana Springs Elementary: PBIS Committee; February 4, 2021, Classified Staff Input; February 12, 2021, Faculty Input; February 17, 2021

Meadow View: Site Leadership, January 20, 2021, Staff meeting, February 17, 2021

Taylor Mountain Elementary: Site Leadership Meeting; January 21, 2021, Staff Meeting, January 27, 2021, Staff Meeting, February 3, 2021, Staff Meeting, February 17, 2021

Coffee with the Principal, Friday January 8th, 2021

Coffee with the Principal, Friday February 5, 2021

B. Parent / Community Organization(s) and date(s) consulted:

Input from our parents and community have been provided in various meetings including:

District Strategic Planning Team 2.0 & 2.1 Meetings:

- June 2, 2020
- June 16, 2020
- June 23, 2020
- July 7, 2020
- November 2, 2020
- November 18, 2020

Monthly Regular and Special Board meetings

Site Level Input:

Bellevue Elementary: Parent Club Meeting; February 12, 2021

Kawana Springs Elementary: ELAC; February February 11, 2021, School Site Council; February 18, 2021

Meadow View: Coffee with the Principal, January 8th, 2021, Coffee with the Principal, February 5, 2021

Taylor Mountain Elementary: Parent Coffee with the Principal, Jan. 13, 2021, Parent Coffee with the Principal, Feb. 24, 2021,
ELAC Meeting: February 26, 2021, School Site Council Meeting: February 26, 2021

C. Other:

In addition, input from other other stakeholders (including mentioned above) have been provided in various meetings including:

Educational Sub-Committee, Tuesday, December 08, 2020

Curriculum Collaborative Committee, Wednesday, December 9, 2020

District-wide Teacher Meeting Thursday, January 14, 2021

Regularly scheduled weekly and special scheduled principal meetings and leadership meetings.

Communication through Weekly District Newsletter and established accordion communication process.

Sonoma County Social Distancing Guidance for School Reopening

This guidance from the Sonoma County Department of Health Services and Sonoma County Office of Education is meant to help Sonoma County schools and districts interpret new social distancing guidelines from the California Department of Public Health and Centers for Disease Control. Each school district and school board independently develops its own reopening plans and communicates the details to its students and families.

In response to new Centers for Disease Control guidelines about social distancing, the California Department of Public Health (CDPH) issued updated guidance for schools on Saturday, March 20. Under these changes, schools are now allowed to set up classrooms with a minimum of **three feet of distance, rather than six**, between student chairs. This is intended to provide schools and districts greater flexibility and options for bringing students back to in-person instruction. Following are considerations to help schools and districts implement these state guidelines if they choose to do so.

General Guidance

- All grade levels may observe the new 3-foot minimum for spacing student chairs when setting up classrooms.
- For many elementary schools, this may mean that children can return to campus full-time.
- However, as schools reopen campuses for the first time during the pandemic, they may still wish to consider a phased reopening of a few grades at a time to ensure all safety protocols are working as intended before bringing back a full campus.
- When spacing children closer together, other mitigation measures are critical. Ensure good ventilation, mask wearing, and hand-washing practices.
- **Per state guidance, face masks must be worn at all times when children are less than 6 feet apart. If children are not wearing masks, they still need to be at least 6 feet apart** - i.e. lunch rooms. Schools must also observe existing capacity limits (25%) for large spaces such as gymnasiums and cafeterias.
- School staff should still maintain 6 feet distance between each other and students.
- The CDC advises that it is even more important to limit the mixing of stable groups (classrooms), when children are spaced closer together.
- Schools that adopt a 3-foot social distancing standard should amend their COVID-19 Safety Plans in consultation with stakeholders, including staff and families. They should also update their school boards and post the information on their websites. They should also ensure they are in conformance with Cal/OSHA requirements and make any changes in consultation with stakeholder groups.

Secondary School Specific Guidance

- For secondary (comprehensive middle and high schools – does not apply to elementary K-8 schools), each additional stable group a child participates in, increases the risk of exposure and the need to quarantine a larger number of children. The greater the mixing of stable groups, the greater the risk of a school closure due to an outbreak of COVID-19. This is combined with evidence that middle and high school students are at a higher risk for contracting and spreading COVID-19.
- With this in mind, we highly recommend the following evidence-based approach for reopening secondary schools:
 - Middle and high schools should limit the mixing of stable groups per day as much as possible (consistent with their existing/approved safety plans) for at least the first 3 weeks after reopening to in-person learning.
 - During this time, schools should monitor for outbreaks or higher exposure rates.
 - If, after 3 weeks, there have been no significant outbreaks, and in consultation with county health, the school may choose to adopt a full day schedule for the remainder of the school year.
- Using this measured approach will also ensure that Sonoma County is closer to the orange tier, where community spread and overall risk is lower.

More information about COVID-19 and how it impacts schools can be found at scoe.org/covid and socoemergency.org.

Bellevue Union School District

Agenda Item for Board Meeting of April 20, 2021

Agenda Category: Action Item

Agenda Item Title: Consider Approval of Job Description and Counselor Salary Schedule

Prepared By: Lindsay McLaughlin, Human Resources

Background:

Presented for consideration by the Bellevue Union School District Board of Trustees is a newly developed position description and associated salary schedule for a School Counselor.

Reporting to the Director of Student Services, the school counselor provides guidance to students and their families both individually and in groups for the purpose of helping them obtain their maximum academic potential, achieve self-understanding and self-respect. The counselor helps students to develop positive interpersonal relations, develop understanding and respect of individual differences, and appropriate goal setting skills. The counselor serves as a liaison among teachers, parents, and students; assistance in the establishment and maintenance of good community-school public relations; and performs other counselor related activities as required.

This is a Certificated position requiring a Masters Degree with a 185 working day calendar.

Cost:

The salary schedule has 21 steps contained in one column (Masters Degree Only) with a beginning annual salary of \$63,825 up to \$101,565.86.

Recommended Action:

Review and Approve as presented.

Supporting Documents:

1. Position Description
2. Salary Schedule

Bellevue Union School District

School Counselor

Certificated Employee

GENERAL DESCRIPTION: The school counselor provides guidance to students and their families both individually and in groups for the purpose of helping them obtain their maximum academic potential, achieve self-understanding and self-respect. The counselor helps students to develop positive interpersonal relations, develop understanding and respect of individual differences, and appropriate goal setting skills. The counselor serves as a liaison among teachers, parents, and students; assistance in the establishment and maintenance of good community-school public relations; and performs other counselor related activities as required.

REPORTS TO: Director of Student Services. In addition, Counselors will work collaboratively with the site Principal.

DUTIES AND RESPONSIBILITIES:

- Counsels students to help them in achieving their academic potential.
- Serves as an integral member of the professional education team at the school, working cooperatively and creatively to meet student needs and maximize learning.
- Counsels with students in both an individual and group setting regarding problems of social, emotional, vocational, educational, attendance, and personal challenges. Refers families to outside resources as needed.
- Provides counseling for students in crisis situations.
- Supports and counsels staff and students during times of crisis or grief.
- Participates in Student Success Teams (SST), Special Education IEP meetings, and Student Attendance Review Meetings, and 504s as needed.
- Counsels and consults with parents regarding education and social issues of their children. Helps parents to understand their child's abilities, needs, and opportunities. Provides parent workshops and trainings.
- Assists in identifying the strengths and special needs of students and initiates referrals to other special services, agencies and programs.
- Confers with teachers, principals, and other staff on students and student guidance related issues.
- Provides staff with information on how to support students social and emotional development.
- Participates and supports Social Emotional Learning, programs and curriculum on campus.
- Maintains awareness of curriculum, instruction and assessment practices.
- Assists teachers with classroom climate and management strategies and approaches.

- Confers and cooperates with representatives of public and private agencies such as police, sheriff, probation, social services, mental health, the courts, youth services, and other organizations.
- Attends meetings, prepares correspondence and reports and maintains and reviews cumulative student records in areas of guidance.
- Completes Risk Assessments in partnership with another educator (school psychologist, principal, etc)
- Keeps abreast of trends, research, and practices in the areas of guidance and the counseling profession.
- Organizes peer mediation/restorative practice/advocacy programs at the site level.
- Helps maintain a positive school climate.
- Assess program progress using performance data and data collection systems.
- Use judgement and discretion to resolve problems that may not be covered by policy.
- Role model professional expectations and follow district policies and procedures.
- Maintains appropriate confidentiality.
- Supervises counseling interns when appropriate.
- Understands the need to work closely with the site principal to ensure approaches and outreach are aligned with site/district goals as well as ensuring identified students are being followed up with appropriately.
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Federal and state laws pertaining to student education.
- Appropriate subject matter knowledge as well as current developments in the field of counseling and curriculum.
- Assessment practices, data collection and interpretation.
- Knowledgeable about research-based programs and application of programming

Ability to:

- See issues from a systemic perspective.
- Problem solve and seek creative solutions.
- Be a good listener.
- Work with confidential information with strict adherence to applicable rules, regulations, and policies.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Speak and write effectively.
- Manage time effectively and maintain organization.

Qualities:

- A genuine and sincere caring about students and their families.
- Strong communication skills and follow up

Education and Experience:

- Bachelor's Degree
- Master's Degree in counseling, social work, psychology or related from an accredited institution is preferred
- Pupil Personnel Services Credential
- Previous experience as a counselor in an educational setting preferred.
- Experience with students in grades K-6

Licenses and Certificates:

- Valid California Pupil Personnel Services credential
- Valid Class C Driver License
- Fingerprint, TB clearance upon hiring

Physical Abilities: Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting heavy objects up to 25 lbs.



Bellevue Union School District

School Counselor Salary Schedule
Adopted by the Board of Trustees on: *TBD*
Effective: *TBD*

185 Working Days

CLASS 1 (Masters)

STEP

1	\$63,825
2	\$65,325
3	\$66,860
4	\$68,431
5	\$70,039
6	\$71,685
7	\$73,370
8	\$75,094
9	\$76,859
10	\$78,665
11	\$80,514
12	\$82,406
13	\$84,342
14	\$86,324
15	\$88,353
16	\$90,429
17	\$92,554
18	\$94,729
19	\$96,955
20	\$99,234
21	\$101,566

Credit for previous experience outside of the Bellevue Union School District shall be granted on a year-for-year basis for up to ten (10) years. Official transcripts are required for placement on the salary schedule.

Bellevue Union School District

Agenda Item for Board Meeting

Agenda Category: Review and Action

Agenda Item Title: Williams Quarterly Uniform Complaint Report Summary (January 1-March 31)

Prepared By: Moriah Hart, Executive Assistant

Background:

This quarterly report is required by Education Code 35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

Recommended Action:

It is recommended that the Board of Trustees approve the Williams Quarterly Uniform Complaint Report Summary (January 1-March 31)

Supporting Documents:

Williams Quarterly Uniform Complaint Report Summary (January 1-March 31)

BELLEVUE Union School District

Williams Settlement Quarterly Uniform Complaint Report Summary

Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

Reporting Period:

☒ January 1 – March 31, 2021 ☐ April 1 – June 30, 2021
☐ July 1 – September 30, 2020 ☐ October 1 – December 31, 2020

No complaints were received during the above time period. ☒

If you received any complaints during the above time period, please complete the following table. Enter "0" in any cell that does not apply.

	Complaints Received	Complaints Resolved	Unresolved Complaints
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and/or Mis-assignment	0	0	0
Total	0	0	0

Board meeting date: 04.20.2021
Date sent to County Superintendent of Schools: 04.21.2021
Sonoma County Office of Education
5340 Skylane Blvd.
Santa Rosa, CA 95403

Bellevue Union School District

Agenda Item for Board Meeting

Agenda Category: Review and Action

Agenda Item Title: Ratification of Bills and Warrants

Background:

Warrants issued since the last regularly scheduled Board meeting are submitted for ratification.

Recommended Action:

It is recommended the Board ratify these warrants.

Supporting Documents:

Payroll Totals

Board Report of Checks

Bellevue Union School District

2020-2021

Payroll Totals

Payroll Regular 3/31/2021

Certificated	\$732,499.66
Classified	<u>\$259,550.62</u>
	\$992,050.28

Supplemental Payroll 3/10/2021

Certificated	\$ 14,304.04
Classified	<u>\$ 9,381.12</u>
	\$ 23,685.16

Manual Payroll 3/19/2021

Certificated	\$ 3,450
Classified	<u>\$ 0.00</u>
	\$ 3,450

Totals	\$1,019,185.44
---------------	-----------------------

Checks Dated 03/04/2021 through 04/13/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1824736	03/04/2021	Brooke, Judith M	01-4310	Varies Supplies Ink & Containers		145.98
1824737	03/04/2021	Dale M Crane dbaAction Plumbing Maintenance	01-5800	OPEN PO Plumbing Repairs		200.00
1824738	03/04/2021	Alsco (American Linen)	13-5800	Open PO- KS 20/21	41.71	
				Open PO- MV 20/21	68.56	
				Open PO- TM 2020/2021	62.93	173.20
1824739	03/04/2021	Anova Education & Behavior	01-5800	NPS: A. W	4,564.64	
				NPS: B. T	4,407.12	8,971.76
1824740	03/04/2021	BK Consult	01-5823	BUSD Consulting Service		1,800.00
1824741	03/04/2021	Bodil Wibe	01-5800	DO; Special Ed Physcial Therapy Services 2020/2021		630.00
1824742	03/04/2021	Brelje & Race Consulting Civil Engineers	21-6200	B&R Paving Plan		5,000.00
1824743	03/04/2021	Dennis Carrera	01-5803	DO: Spanish & English Interpreting (ELC)		570.00
1824744	03/04/2021	Clover Stornetta Farms Inc	13-4715	MV- Student Milk 2020/21		66.00
1824745	03/04/2021	Fishman Supply Co	01-4370	M&O: Custodial Supplies@BV	1,136.53	
				M&O; Custodial Supplies @ DO	424.60	1,561.13
1824746	03/04/2021	Frontline Technologies	01-5800	Sympton & Screening		6,016.99
1824747	03/04/2021	Gold Star Foods, Inc.	13-4710	OPEN PO MV Food Supply 20/21	301.25	
				OPEN PO TM Food Supply 2020/2021	14.40	315.65
1824748	03/04/2021	Greg Pahlow	01-5800	Open PO-Eletrical work 2020/2021		345.00
1824749	03/04/2021	Heinemann	01-4310	English Guided Reading Program for DI		21,151.71
1824750	03/04/2021	Hitmen Termite and Pest Control, Inc.	01-5800	Open PO Pest Control 2020/21		525.00
1824751	03/04/2021	The Home Depot Pro	01-4380	Home Depot		502.99
1824752	03/04/2021	Jacobson Fence Co Inc	21-6200	ELC Pole Gate Repairs		1,186.00
1824753	03/04/2021	Kenneth Charles Schwinn	01-5800	DO: Home Study Coordination		2,500.00
1824754	03/04/2021	Sally J Yates dba Kids Hear	01-5800	Nursing Services 2020/2021		9,200.00
1824755	03/04/2021	McGraw-Hill School Education Holdings, LLC	01-4310	D-ELD Workbooks	4,884.50	
				Unpaid Tax	37.64	4,922.14
1824756	03/04/2021	North Bay Children's Center	12-5100	BUSD: Pre-School Program Adm		170,717.49
1824757	03/04/2021	Okapi Educational Publishing	01-4310	Spanish Guided Reading Materials		8,105.20
1824758	03/04/2021	Perfect Timing Personnel Servi ces Inc	01-5800	Client Staffing Agreement for HR position		2,650.70
1824759	03/04/2021	Rexel USA, INC Platt Electric Supply	01-4380	DO- OPEN PO Replace Light Bulds		417.47
1824760	03/04/2021	Recology Sonoma Marin	01-5560	BUS BARN: -Garage 2020/21		698.45
1824761	03/04/2021	Marylou Herrera DBA Red Light Learning	01-5803	Translation Services-		262.50
1824762	03/04/2021	Sonoma County Office Of Educat ion	01-5800	Reimbursement to SCOE		2,913.00
1824763	03/04/2021	Soliant	01-5800	School SLPA -Reg		1,584.00
1824764	03/04/2021	Susanna Epperson	01-5200	Grants Virtual Workshop		350.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 8

Checks Dated 03/04/2021 through 04/13/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1824765	03/04/2021	WEX BANK	01-4362	DO : Fuel Card		342.89
1824766	03/04/2021	Becoming Independent	01-5800	BUSD Shredding Services		35.00
1824767	03/04/2021	ESP & Alarm Inc.	01-5805	Open PO BV Monthly Patrols	375.00	
				Open PO KS/ELC Monthly Patrols	750.00	
				Open PO MV Monthly Patrols	375.00	
				Open PO TM Monthly Patrols	375.00	1,875.00
1824768	03/04/2021	Fishman Supply Co	01-4370	M&O; Custodial Supplies @ DO		55.26
1824769	03/04/2021	Hitmen Termite and Pest Control, Inc.	01-5800	Open PO Pest Control 2020/21		525.00
1824770	03/04/2021	California's Valued Trust	01-9570	Health Ins Premium		138,437.72
1824771	03/04/2021	The Standard Insurance Co	01-9575	Standard Insurance		1,638.86
1825693	03/11/2021	Garcia Vazquez, Laura K	01-5862	LIVE SCAN		25.00
1825694	03/11/2021	Dale M Crane dbaAction Plumbing Maintenance	01-5800	OPEN PO Plumbing Repairs		200.00
1825695	03/11/2021	Alsco (American Linen)	13-5800	Open PO- KS 20/21	41.71	
				Open PO- TM 2020/2021	62.60	104.31
1825696	03/11/2021	Ameriflex	01-5800	DO: FSA Admin Fee 6 Employees	51.77	
			01-5858	DO: FSA Admin Fee 6 Employees	8.23	60.00
1825697	03/11/2021	Advanced Reproduction Center	01-5800	Open PO-ARC- Copies 2020/21		108.75
1825698	03/11/2021	Bartley Pump Inc	01-5800	Open PO -Bartley Pump		681.00
1825699	03/11/2021	Brokaw Design	21-6200	HVAC Replacement		2,800.00
1825700	03/11/2021	Buchanan Food Service	13-4710	OPEN PO: TM Food for Food Svc		186.54
1825701	03/11/2021	AT & T	01-5911	Open PO CALNET3		2.53
1825702	03/11/2021	Clover Stornetta Farms Inc	13-4715	TM- Student Milk 2020/21		78.00
1825703	03/11/2021	DMR Builders Corp	21-6200	Open PO for DMR Builders		5,768.75
1825704	03/11/2021	TIAA Commerical Finance	01-5600	Copier Lease Contract # 2023517	358.06	
				DO:Agreement For SF-5130 Account # 20415329-1	231.28	
				Lease Agreement for Copiers Acc# 20399421-1	1,166.91	1,756.25
1825705	03/11/2021	Explore Learning Reflex	01-4310	Reflex Site License		3,295.00
1825706	03/11/2021	Fast Sign	01-4390	Varies Sign for BV		2,285.73
1825707	03/11/2021	Fishman Supply Co	01-4370	M&O: Custodial Supplies@BV	1,389.58	
				M&O; Custodial Supplies @ DO	578.20	
				M&O; Custodial Supplies @ KW	155.47	
				M&O; Custodial Supplies @ MV	155.47	
			01-5800	M&O: Custodial Equipment Repairs	272.70	2,551.42
1825708	03/11/2021	Friedman's Home Improvement	01-4380	MV: OPEN PO for Supplies	135.93	
				Open PO - General Dist Maint 2020/2021	19.74	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 2 of 8

Checks Dated 03/04/2021 through 04/13/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1825708	03/11/2021	Friedman's Home Improvement	01-4390	Open PO - General Dist Maint 2020/2021	6.69	162.36
1825709	03/11/2021	Gold Star Foods, Inc.	13-4710	OPEN PO BV Food Supply 20/21	100.99	
			13-5800	CAFE: Food Storage	865.78	966.77
1825710	03/11/2021	Greenacre Homes	01-5800	NPS : E.S.D	3,892.44	
				NPS: A.J.L	3,779.74	
				NPS: M.P	3,892.44	11,564.62
1825711	03/11/2021	Hitmen Termite and Pest Control, Inc.	01-5800	Open PO Pest Control 2020/21		175.00
1825712	03/11/2021	Interstate Battery System of Northbay	01-5800	Open PO-Intestate Battery 2019/20		51.33
1825713	03/11/2021	Office Depot Inc	01-4310	Office Supplies/ Preschool/ Prek	473.24	
			01-4350	Open PO- District Office Supplies	36.85	
				Pre K SDC & Speech -- Supplies	25.75	535.84
1825714	03/11/2021	Perfect Timing Personnel Services Inc	01-5800	Client Staffing Agreement for HR position	2,650.70	
				Invoice # EXP 1282	25.00	2,675.70
1825715	03/11/2021	Rexel USA, INC Platt Electric Supply	01-4380	DO- OPEN PO Replace Light Bulbs	31.70	
			01-4370	DO- OPEN PO Replace Light Bulbs	66.43	98.13
1825716	03/11/2021	Recology Sonoma Marin	01-5560	BV- Garage & Recycling Pick up 2020/2021	693.76	
				KW/ELC- Garage & Recycling 2020/2021	693.76	
				MV: Garage & Recycling Pick up 2020/21	752.47	
				TM- Garage & Recycling 2020/2021	752.47	2,892.46
1825717	03/11/2021	Santa Rosa, City Of	01-5560	Open PO for Water bill MV & Spa		120.00
1825718	03/11/2021	Sonoma County Office Of Education	01-5845	bellevueusd.org Domain Renewal (2026-05-03)		60.00
1825719	03/11/2021	Site Consulting Specialists	21-6200	Asphalt Bidding and Project - Kawana Springs ES	5,000.00	
				Asphalt Bidding and Project - Meadow View ES	2,500.00	7,500.00
1825720	03/11/2021	Soliant	01-5800	School SLPA -Reg		1,980.00
1825721	03/11/2021	T-Mobile	01-4342	Mobile Internet		4,432.67
1825722	03/11/2021	The Gopher Guy	01-5800	Gopher Trapping		250.00
1826808	03/18/2021	Alsco (American Linen)	13-5800	Open PO- MV 20/21		137.12
1826809	03/18/2021	Buchanan Food Service	13-4710	OPEN PO :-B.V. Food for Food Svc 2020/2021	726.98	
				OPEN PO: MV Food for Food Svc 2020/2021	385.07	1,112.05
1826810	03/18/2021	Citi Cards	01-5800	District Credit Card		664.52
1826811	03/18/2021	Clover Stornetta Farms Inc	13-4715	MV- Student Milk 2020/21		79.00
1826812	03/18/2021	Department Of Justice Accounting Office Cashier Unit	01-5862	Open PO for DO- Fingerprinting		98.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 3 of 8

Checks Dated 03/04/2021 through 04/13/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1826813	03/18/2021	Discovery Office Systems	01-4310	DO: Service Contract all sites 2020/21		23.63
1826814	03/18/2021	DK Landscaping	01-5800	TM Northside Pathway Maintenance		7,425.00
1826815	03/18/2021	Environment Control	01-5800	Cleaning Services		1,204.06
1826816	03/18/2021	Fishman Supply Co	01-4370	M&O: Custodial Supplies @ TM		1,059.06
1826817	03/18/2021	Helmer & Sons, Inc	21-6200	Bellevue ES HVAC Improvement Project		27,550.00
1826818	03/18/2021	I.T.S.	01-5100	Counseling Services: A. R.G	376.20	
				Counseling Services: D.A	877.80	
				Counseling Services: J.R	627.00	
				Counseling Services: J.V	1,316.70	
				Counseling Services: K. A	689.70	
				Counseling Services: k.Q	313.50	
				Counseling Services: N.V	418.00	
				Individual Counseling & Guidance Services	313.50	
			01-5800	ISA: Counseling J.B	877.80	
				ISA: Counseling R. C . M	877.80	6,688.00
1826819	03/18/2021	Kelly-Moore Paint Co Inc	01-4380	OPEN PO - Paint for all Sites		170.17
1826820	03/18/2021	Lozano Smith, LLP	01-5823	Open PO-Legal Fees 20/21		59.00
1826821	03/18/2021	Paradigm Healthcare Services	01-5800	Contracted service for Medical Billing 2020/21		466.14
1826822	03/18/2021	Perfect Timing Personnel Services Inc	01-5800	Client Staffing Agreement for HR position		1,325.35
1826823	03/18/2021	Presence Learning Inc	01-5899	ELC: SLP Service 2020/2021		16,714.75
1826824	03/18/2021	Redwood Pediatric Therapy Asso	01-5100	DO : Occupational Therapy Contract 2020/21		9,692.30
1826825	03/18/2021	RGM Kramer Inc	21-6200	Construction Management Services	24,275.61	
			25-5800	DO : General Management Services	405.00	24,680.61
1826826	03/18/2021	Santa Rosa, City Of	01-5560	Open PO for Water bill BV	843.15	
				Open PO for Water bill MV & Spa	658.69	1,501.84
1826827	03/18/2021	SHI International Corp	01-5800	ChromBooks		2,850.00
1826828	03/18/2021	Soliant	01-5800	School SLPA -Reg		1,980.00
1826829	03/18/2021	US Bank Equipment Finance	01-5632	OpenPO - Lease Bellevue School		221.96
1826830	03/18/2021	Verizon	01-5800	Lines		266.07
1828652	04/01/2021	Alsco (American Linen)	13-5800	Open PO- KS 20/21	41.71	
				Open PO- TM 2020/2021	62.60	104.31
1828653	04/01/2021	AT&T Mobility	01-5911	Open PO for Emergency Phone # 8341		451.12
1828654	04/01/2021	Valley Comfort Heating & Air	01-5800	Open PO : 2020/21		379.66
1828655	04/01/2021	Brelje & Race Consulting Civil Engineers	21-6200	B&R Paving Plan		12,500.00
1828656	04/01/2021	Buchanan Food Service	13-4710	OPEN PO: TM Food for Food Svc		418.55
1828657	04/01/2021	AT & T	01-5911	Open PO CALNET3		45.32

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 4 of 8

Checks Dated 03/04/2021 through 04/13/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1828658	04/01/2021	Clover Stornetta Farms Inc	13-4715	TM- Student Milk 2020/21		91.00
1828659	04/01/2021	Culligan of Sonoma County	01-5800	OPEN PO :Drinking Water 5 Gallon		62.40
1828660	04/01/2021	Denton's Glass Company	01-5800	Glass Replacement & Window Screen Services		844.01
1828661	04/01/2021	Discovery Office Systems	01-4310	Open PO-Service & Supplies 2020/21		296.48
1828662	04/01/2021	Division of the State Architect	21-5800	App# 01-115483		500.00
1828663	04/01/2021	Fishman Supply Co	01-4370	M&O; Custodial Supplies @ MV		697.11
1828664	04/01/2021	Frontline Technologies	01-5800	Implementation, EHR & School Nursing Virtual		6,016.99
1828665	04/01/2021	Gold Star Foods, Inc.	13-4710	OPEN PO TM Food Supply 2020/2021		32.50
1828666	04/01/2021	Great America Financial Svcs	01-5950	OPEN PO-Postbase 45 mail machine		136.26
1828667	04/01/2021	The Home Depot Pro	01-4380	Home Depot		33.34
1828668	04/01/2021	Mark Bradski	01-5800	Science Lessons		390.00
1828669	04/01/2021	Ralph's Auto & Truck Services	01-5800	OPEN PO- Districts Truck Services		446.14
1828670	04/01/2021	Santa Rosa City Schools	13-5100	March Meals 2019		17,835.00
1828671	04/01/2021	Santa Rosa, City Of	01-5560	Open PO for Water bill KW	862.02	
				Open PO for Water bill TM	1,883.89	
			01-5858	Open PO for Water bill KW	6.45	
				Open PO for Water bill TM	209.63	2,961.99
1828672	04/01/2021	SHI International Corp	01-5800	ChromBooks		11,472.08
1828673	04/01/2021	Soliant	01-5800	School SLPA -Reg		1,980.00
1828674	04/01/2021	ThyssenKrupp Elevator Corporation	01-5800	Elevator Services		1,177.60
1828675	04/01/2021	TLCD Architecture	21-6200	KS PreDesign Services Proposal		5,439.50
1829708	04/08/2021	California's Valued Trust	01-9570	Balance from Perevious Month		9,922.79
1829709	04/08/2021	State Of California	01-9555	Payroll Taxes-Q1		1,444.97
1829710	04/08/2021	The Standard Insurance Co	01-9575	Standard Insurance		1,588.38
1829711	04/08/2021	Rushing Hart, Moriah F	01-4390	Cards (Employee Apprecation)		10.79
1829712	04/08/2021	Gomez, Maria T	01-5201	SEpt Oct Nov & DEC 2020 - replacement check # 1823690		136.45
1829713	04/08/2021	Aaction Rents	01-5600	Open PO: Rentals		496.11
1829714	04/08/2021	Dale M Crane dbaAction Plumbing Maintenance	01-5800	OPEN PO Plumbing Repairs		228.00
1829715	04/08/2021	Advanced Security Systems-SR	01-5800	BV : Fire Monitoring/ Security System	225.00	
				KW : Fire Monitoring	226.50	
				M&O: Burglar Alarm Monitoring	147.00	
				M&O: Burglar Alarm Monitoring MEDIA & LIBRARY	144.00	
				M&O: Burglary Alarm Monitoring Fee	142.50	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 5 of 8

Checks Dated 03/04/2021 through 04/13/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1829715	04/08/2021	Advanced Security Systems-SR		M&O: KW Burglar Alarm Monitoring	142.50	
				MV : Fire Monitoring	226.50	
				MV Annex Burglar Alarm Monitoring	147.00	
				MV: Office Alarm Security	144.00	
				TM : Fire Monitoring	106.50	1,651.50
1829716	04/08/2021	Alsco (American Linen)	13-5800	Open PO- MV 20/21		137.12
1829717	04/08/2021	Ameriflex	01-5800	DO: FSA Admin Fee 6 Employees	51.76	
			01-5858	DO: FSA Admin Fee 6 Employees	8.24	60.00
1829718	04/08/2021	Anova Education & Behavior	01-5800	NPS: A. W	4,201.66	
				NPS: B. T	4,162.28	8,363.94
1829719	04/08/2021	Becoming Independent	01-5800	BUSD Shredding Services		35.00
1829720	04/08/2021	Buchanan Food Service	13-4710	OPEN PO: MV Food for Food Svc 2020/2021		283.89
1829721	04/08/2021	AT & T	01-5911	Open PO CALNET3		386.03
1829722	04/08/2021	Dennis Carrera	01-5803	DO: Spanish & English Interpreting (ELC)		270.00
1829723	04/08/2021	Clover Stornetta Farms Inc	13-4715	MV- Student Milk 2020/21	92.50	
				TM- Student Milk 2020/21	65.00	157.50
1829724	04/08/2021	Discovery Office Systems	01-4310	DO: Service Contract all sites 2020/21		1,231.47
1829725	04/08/2021	DK Landscaping	01-5800	M&O: OPEN PO for Landscape service		3,217.71
1829726	04/08/2021	ESP & Alarm Inc.	01-5805	Open PO BV Monthly Patrols	375.00	
				Open PO KS/ELC Monthly Patrols	750.00	
				Open PO MV Monthly Patrols	375.00	
				Open PO TM Monthly Patrols	375.00	1,875.00
1829727	04/08/2021	TIAA Commerical Finance	01-5600	DO:Agreement For SF-5130 Account # 20415329-1	530.36	
				Lease Agreement for Copiers Acc# 20399421-1	1,270.51	1,800.87
1829728	04/08/2021	Fast Masters Industries	01-5800	M&O: OPEN Moving Services		2,687.50
1829729	04/08/2021	Fishman Supply Co	01-4370	M&O: Custodial Supplies@BV	1,546.64	
				M&O: Custodial Supplies @ ELC	142.37	
				M&O: Custodial Supplies @ TM	802.58	
				M&O; Custodial Supplies @ KW	1,752.89	
				M&O; Custodial Supplies @ MV	1,396.71	5,641.19
1829730	04/08/2021	Gardeners Aid, Inc.	01-5800	OPEN PO- Equip Repair		225.96
1829731	04/08/2021	Gold Star Foods, Inc.	13-5800	CAFE: Food Storage		430.49
1829732	04/08/2021	Gopher	01-5800	PE supplies		1,809.65
1829733	04/08/2021	Greg Pahlow	01-5800	Open PO-Eletrical work 2020/2021		230.00
1829734	04/08/2021	Hardware Tech Inc.	01-4380	Open PO- Maint Service all sites 2020/2021		794.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 6 of 8

Checks Dated 03/04/2021 through 04/13/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1829735	04/08/2021	Helmer & Sons, Inc	21-6200	Bellevue ES HVAC Improvement Project		119,417.37
1829736	04/08/2021	The Home Depot Pro	01-4380	Home Depot		623.56
1829737	04/08/2021	MTS Partners Inc	01-4400	ITECH- Toner OPEN PO		346.63
1829738	04/08/2021	John Deere Financial	01-4380	Open PO- Maint and Grounds 2020/21	368.16	
			01-4390	Open PO- Maint and Grounds 2020/21	368.16	736.32
1829739	04/08/2021	Kelly-Moore Paint Co Inc	01-4380	OPEN PO - Paint for all Sites		546.69
1829740	04/08/2021	Kenneth Charles Schwinn	01-5800	DO: Home Study Coordination		2,500.00
1829741	04/08/2021	Sally J Yates dba Kids Hear	01-5800	Nursing Services 2020/2021		9,200.00
1829742	04/08/2021	PaperDirect	01-4310	Promotion Certificates 2020/2021		300.29
1829743	04/08/2021	Paradigm Healthcare Services	01-5800	Contracted service for Medical Billing 2020/21		521.95
1829744	04/08/2021	Perfect Timing Personnel Servi ces Inc	01-5800	Client Staffing Agreement for HR position		3,976.05
1829745	04/08/2021	Ralph's Auto & Truck Services	01-5800	OPEN PO- Districts Truck Services		183.69
1829746	04/08/2021	Marylou Herrera DBA Red Light Learning	01-5803	Translation Services-		1,064.55
1829747	04/08/2021	Santa Rosa, City Of	01-5560	Open PO for Water bill MV & Spa		120.00
1829748	04/08/2021	Sonoma County Office Of Educat ion	01-5200	Open PO :Legal Training for 20/21		90.00
1829749	04/08/2021	SHI International Corp	01-5800	ChromBooks		20,828.89
1829750	04/08/2021	Soliant	01-5800	School SLPA -Reg		1,980.00
1829751	04/08/2021	Spurr	01-5510	Open PO Spurr		11,261.78
1829752	04/08/2021	TEP Engineering	21-6200	HVAC upgrade		840.00
1829753	04/08/2021	Julie Burns	01-5803	Interpretation For Special Boad Meetings		2,500.00
1829754	04/08/2021	US Bank Equipment Finance	01-5632	Open PO - Copier at Kawana Springs		1,138.30
1829755	04/08/2021	Verizon	01-5800	Lines		1,344.44
1829756	04/08/2021	Lakshmi Vyakaran Venkat	01-5800	Instructional Service		1,863.72
1829757	04/08/2021	West County Transportation	01-5100	Open PO-Special Ed. Transportation 2020/2021		121,720.76
1829758	04/08/2021	California's Valued Trust	01-9570	H&W insurance Premium		140,530.14
Total Number of Checks					164	1,108,791.68

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	132	702,145.32
12	Child Development Fund	1	170,717.49
13	Cafeteria Fund	19	22,709.00
21	Building Fund	12	212,777.23
25	Capital Facilities Fund	1	405.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 7 of 8

Checks Dated 03/04/2021 through 04/13/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			Total Number of Checks	164	1,108,754.04	
			Less Unpaid Tax Liability		37.64-	
			Net (Check Amount)		1,108,791.68	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 8 of 8

Bellevue Union School District

Consent Calendar for Board Meeting of April 20, 2021

7. Consent Calendar

- 7.1. Retirement Incentive Awardees
- 7.2. School & College Legal Services Contract Renewal
- 7.3. Board Meeting Minutes
 - 7.3.1. Special Board Meeting Minutes March 16, 2021
 - 7.3.2. Regular Board Meeting Minutes March 9, 2021
- 7.4. Acknowledge and Accept Grants & Donations
 - 7.4.1. Kawana Student Support Fund of Community Foundation Sonoma County, \$390 for three science enrichment lessons and materials presented by specialist Mark Bradski
 - 7.4.2. Kawana Student Support Fund of Community Foundation Sonoma County, \$1,000 for Westminster Woods virtual outdoor education for 6th grade
 - 7.4.3. James Martin, a local Graphic Designer dedicated his creativity, talent, and time for new murals on the handball walls at Meadow View
- 7.5. Personnel Activity Log

Recommended Action:

It is recommended that the Board of Trustees approve the agenda items on the Consent Calendar.

Supporting Documents:

Backup documentation for each item on the Consent Calendar.

Bellevue Union School District

Agenda Item for Board Meeting of March 9, 2021

Agenda Category: Consent

Agenda Item Title: Retirement Incentive Awardees

Prepared By: Siara Goyer, Director of Human Resources

Background:

Per Article 15 of the contract between BUSD and BEA, the Early Retirement Incentive Program is available to three eligible employees each school year. Eligibility includes having at least thirteen years of service in the Bellevue Union School District, not less than age 55 or more than age 64, and qualify and take a service retirement with STRS/PERS. Awardees are determined by seniority if more than three eligible teachers apply. The retiree package is finalized by the Board at the regular March Board Meeting for qualifying awardees.

For the 2020-2021 school year the following teachers have applied and qualified for the early retirement incentive:

Kathleen LeRoy, Meadow View Elementary, \$30,000

Jeanette Rohner, Taylor Mountain Elementary, \$30,000

Juliet Wilson, Meadow View Elementary, \$30,000

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA
CONTRACT FEE SCHEDULE**

Effective July 1, 2021

**Attorney Retainer Hours of
Attorney Service**

***Retainer @ \$270**

30	\$ 8,100.00
60	16,200.00
120	32,400.00
180	48,600.00
200	54,000.00
300	81,000.00

Districts that wish to contract for a lesser or greater number of hours than that set forth above may do so by calculating a retainer based on the \$270.00 per hour rate and making that change in the fee schedule. Minimum level is 20 hours.

Included within the retainer fee are all of the workshops, newsletters, legal updates, and all other work we do for all clients. We do, however, charge a fee not to exceed the actual costs for facilities, meals and copy fees for materials provided at workshops.

The retainer amounts set forth above are based on a rate of \$270.00 per hour for all attorney time. In the event that your District does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only.

No additional fee is charged for meals while traveling to or from your district. No additional fee for secretarial time, nor for the cost of photocopies, telephone calls, or "facsimile" transmissions to or from your District. There are no postage charges for regular mail, no "administrative fee," and no on-line research costs. Set fees may be charged for formed contracts and bid documents. If required, overnight lodging and air travel costs would be charged.

Mandated costs services are based on a rate of \$270.00 per hour and do not count against the retainer, unless you specifically indicate that it be included.

Litigation services are based on a rate of \$280.00 per hour and also do not count against the retainer.

* Please designate on next page.

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA
FEE SCHEDULE**

Effective July 1, 2021

Retainer Contract Clients

All Attorneys		\$270.00 per hour
Excess Hours over Retainer*		\$280.00 per hour
Litigation		\$280.00 per hour
Mandated Services		\$270.00 per hour
Labor Relations Coordinator		\$245.00 per hour
Paralegal/Paraprofessional		\$155.00 per hour
Law Clerk		\$120.00 per hour

Billable Contract Clients

All Attorneys		\$290.00 per hour
Litigation		\$290.00 per hour
Mandated Services		\$290.00 per hour
Labor Relations Coordinator		\$260.00 per hour
Paralegal/Paraprofessional		\$155.00 per hour
Law Clerk		\$120.00 per hour

*Not applicable to clients retaining 500 or more hours.

SELECTION OF RETAINER AMOUNT

Effective July 1, 2021

The BELLEVUE UNION SCHOOL DISTRICT hereby selects the following annual retainer amount effective July 1, 2021: \$ 8100 for 30 hours of service.

- ☐ I want mandated services charged against this amount.
- ☐ I do not want mandated services charged against this amount and instead want to be separately billed for such services.

The Retainer Contract is a commitment to use specified hours at the reduced hourly rate. Should the District decide to terminate the Contract during the course of the school year (July 1, 2021, through June 30, 2022) and seek a refund of unexpended hours/dollars, it is mutually agreed that the hours used to date of termination will be re-billed at the full Billable hourly rate (\$290.00) and then any remaining dollars will be refunded to the district.

A purchase order, check or warrant for this amount is enclosed or will be delivered to SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA within 30 days of the date this agreement is signed by the district representative.

By: David Alexander
David Alexander, Superintendent

Date: 4/16/2021

DS
OK

BUSD March 16, 2021 Board Meeting Minutes

1. Open Session 6:00 P.M.

1.1. The Board Meeting of the Bellevue Union School District Board of Trustees was called to order at 6:01 by Trustee Adele Walker, Video Teleconference Streamed Live Via YouTube Live on the BUSD Homepage.

1.2. Flag Salute: Larry Black led the flag salute.

Members Present: Adele Walker, Stephanie Merrida-Grant, Jamie Padilla, Lisa Reyes, John Jarvis and David Alexander

Members Absent: None

Late Arrivals: None

Early Departures: None

District Office Staff Present: David Alexander, Moriah Hart, Tracy Whitacker, Larry Black, Roger Farrell

Others Present: See zoom screen shot

1.3. Report on Closed Session NA

1.4. Consider Agenda Adjustment NA

1.1. Public Comment: Iker - Reopening

2. Informational

2.1. COVID-19 Updates, Tracy Whitaker, M.A. Director of Student Services & BUSD COVID-19 Coordinator and David Alexander, Ed.D., Superintendent

2.2. March 2021 Parent and Staff Survey Report Presentations, David Alexander, Ed.D., Superintendent

3. Action

3.1. On a motion by Lisa Reyes, second by Jamie Padilla, the Board approved Resolution No 12: Declaring Instructional Method for 2020-2021 Timeline Extended for Non-Use of In-person Direct Instruction with revisions to the reopening date, to be April 19th.

Action: Approved

BUSD March 16, 2021 Board Meeting Minutes

Vote	4	Ayes
	1	Noes - John Jarvis
	0	Absent

4. Planning

March 30, 2021	Special Board Meeting	6:00pm	To be live streamed on zoom, link on the District's Homepage: www.busd.org
April 20, 2021	Regular Board Meeting	5:30pm	To be live streamed on zoom, link on the District's Homepage: www.busd.org

Open Session Adjournment Time: 6:50pm

Respectfully Submitted,

By David Alexander, Ed.D.
Secretary to the Board and
District Superintendent

Board Signature: _____ Date: _____

BUSD March 9, 2021 Board Meeting Minutes

1. Open Session 5:30 P.M.

1.1. The Board Meeting of the Bellevue Union School District Board of Trustees was called to order at 5:43 by Trustee Adele Walker, Video Teleconference Streamed Live Via YouTube Live on the BUSD Homepage.

1.2. Public Comment On Closed Session: N/A

2. Adjourn To Closed Session: 5:44 P.M.

2.1. Closed Session Agenda

2.1.1. Consideration of Student Matter – Confidential Matter Involved §35146

2.1.1.1. Interdistrict Attendance Permit Appeal

2.1.2. Public Employment § 54957

3. Reconvene To Regular Session: 6:14 P.M.

3.1. Flag Salute: David Alexander led the flag salute.

Members Present: Adele Walker, Stephanie Merrida-Grant, Jamie Padilla, Lisa Reyes, John Jarvis and David Alexander

Members Absent: None

Late Arrivals: None

Early Departures: None

District Office Staff Present: David Alexander, Moriah Hart, Chris Kim, Tracy Whitacker, Larry Black, Roger Farrell

Others Present: See zoom screen shot

3.2. Consider Agenda Adjustment NA

3.3. Report on Closed Session Interdistrict Appeal Approved

3.4. Public Comment: Lindsey Estes - CoolSchool/Safety Success
Jennifer Spain - Parent/Reopening Safety
Julie McMurtrie - Reopening/Teacher Vaccination
Silvia Quinonez - Reopening Date
Karina Gonzalez - Reopening Date
Amy Carlisle - Reopening/All Staff Vaccination

4. Informational

BUSD March 9, 2021 Board Meeting Minutes

- 4.1. Quarterly Facilities Update, Roger Farrell, Director of Maintenance and Operations
- 4.2. COVID-19 Updates, Tracy Whitaker, M.A. Director of Student Services & BUSD COVID-19 Coordinator, Araecely Romo-Flores, M.A. Director of Curriculum & English Learners Service, Larry Black, Director of Educational Technology & Innovation, Chris Kim, Ed.D., Chief Business Officer, Roger Farrell, Director of Maintenance & Operations, and David Alexander, Ed.D., Superintendent

5. Information/Action

- 5.1. COVID-19 Safety Plan (CSP), Tracy Whitaker, M.A. Director of Student Services & BUSD COVID-19 Coordinator

On a motion by Jamie Padilla, second by John Jarvis, the Board approved the COVID-19 Safety Plan (CSP)

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 5.2. FY 2020/21 Second Interim Financial Report and Budget Transfers, Chris Kim, Ed.D., Chief Business Officer

On a motion by Jamie Padilla, second by Lisa Reyes, the Board approved the FY 2020/21 Second Interim Financial Report and Budget Transfers

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 5.3. FY 2019/20 Audit Findings by Christy White and Associates, Chris Kim, Ed.D., Chief Business Officer

On a motion by John Jarvis, second by Jamie Padilla, the Board approved the FY 2019/20 Audit Findings by Christy White and Associates

Action: Approved

Vote	5	Ayes
------	---	------

BUSD March 9, 2021 Board Meeting Minutes

	0	Noes
	0	Absent

6. Discussion

- 6.1. Follow up to “Resolution No 11: Declaring Instructional Method for 2020-2021 Timeline Extended for Non-Use of In-person Direct Instruction.” RE: Reopening to In-Person School Timeline

7. Action

- 7.1. On a motion by Jamie Padilla, second by John Jarvis, the Board approved FY 2019/20 Measures D, J, and C Bond Building Fund Audit Report

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 7.2. On a motion by John Jarvis, second by Lisa Reyes, the Board approved the Amendment 4 to the Local Agreement for Child Development Services

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- ~~7.3. Consider Approval of Job Description and Counselor Salary Schedule~~

- 7.4. On a motion by John Jarvis, second by Lisa Reyes, the Board approved the E-Rate Proposals for 2020 E-Rate funding

Action: Approved

Vote	5	Ayes
	0	Noes

BUSD March 9, 2021 Board Meeting Minutes

	0	Absent
--	---	--------

7.5. Ratification of Bills and warrants

Payroll Regular 1/29/2021

Certificated	\$730,924.22
Classified	<u>\$259,542.38</u>
	\$990,446.60

Supplemental Payroll 1/08/2021

Certificated	\$5,127.80
Classified	<u>\$4,006.07</u>
	\$9,133.87

Totals **\$999,580.47**

Accounts Payable Totals:

Fund Description	Expensed Amount
01 General Fund	234,507.53
13 Cafeteria Fund	59,575.37
21 Building Fund	40,901.12
25 Cap Facilities Fund	<u>13,247.95</u>
Total Payables	\$348,231.97

On a motion by Lisa Reyes, second by John Jarvis, the Board ratified the Bills and Warrants.

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

8. Consent Calendar

8.1. Board Meeting Minutes

8.1.1. Special Board Minutes February 23, 2021

8.1.2. Regular Board Minutes February 16, 2021

8.2. Acknowledge and Accept Grants & Donations

8.2.1. SCOE, 12 T-mobile hotspots, BUSD IT Department

8.2.2. Brie Aalto, \$2,000 BUSD Violin Program

8.3. Personnel Activity Log

BUSD March 9, 2021 Board Meeting Minutes

On a motion by Jamie Padilla, second by John Jarvis, the Board approved the Consent calendar

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

9. Reports

9.1. California School Employees Association, Chapter 501

Jenn Spain, CSEA President, expressed gratitude for updating the COVID safe reopening plan and acknowledging the pressure felt by members to reopen schools before all staff have had the opportunity to vaccinate. Thank you.

9.2. Bellevue Education Association

Tiffany Kampmann, BEA President, greeted the board, Good Evening. She shared she's been hearing some positive, that the teachers are nervous and excited to be back in the classroom. They are satisfied with the PPE and safety plan. The BEA is still very interested in hiring school counselors. She is still getting some apprehension and fear from BEA Union members. Some members feel good after getting the 1st and 2nd shots and some don't feel safe at all this year. She thanked the BUSD School Board for their support for students returning to the classroom after teachers have had an opportunity to be fully vaccinated. Most of our district is in a zip code with very high COVID numbers. Negotiations continue. The BEA proposal included safety and the concurrent model. BEA was told that the schedule and model were both done deals and not open for discussion. The union members feel that they are receiving mixed messages and getting a weird feeling of disrespect. The teachers are working hard and long hours and focusing on other issues like classroom prep, 6ft distancing rule and training on equipment in the classroom. They are working to get an MOU in place before students return to school. Still negotiating salary and benefits for the current school year. The vaccination program was quite a fiasco. Some teachers drove as far as Walnut Creek to get vaccinated. Superintendent Alexander asked us not to jump the line and we respected that and now we're struggling to get vaccinated. The discussion to reopen should be made independent from monetary. It's a difficult time and we get that. Thank you BUSD School Board for listening.

9.3. Principal Report

Principal's Report: Nina Craig, Bellevue

Good Evening Dr. Alexander and Members of the Board. Thank you. The ELPAC, which determines language proficiency levels of students, is challenging to do even in the best of times and our teachers have participated in a training on how to deliver the ELPAC test remotely. Report cards have been completed and they will be mailed out to parents tomorrow.

BUSD March 9, 2021 Board Meeting Minutes

All sites are hosting virtual TK/Kinder presentations for our newly registered students to highlight our academic and enrichment programs, staff, and community events.

In regards to re-opening and ensuring safety for ALL we want to first thank Tracy Whitaker for guiding us through creating our reopening plans. With input from staff we have been planning for the ordering of needed equipment like, desk shields, social distancing markers, playground equipment, hand sanitizing stations, and student supplies for the classroom.

We are prepared to hit the ground running (DL /hybrid) and ensure we are delivering the safest and best instructional model possible for all students.

9.4. Board Reports/Board Items

The Board thanked everyone and wished the audience a good night.

9.5. Superintendent Report

9.5.1. Enrollment Update

Superintendent David Alexander, Ed.D., noted that everyone is working hard and may be experiencing being tired and burning out. He thanked the Board for their careful consideration this evening as always. He thanked the principals and directors for their careful consideration of all input received throughout the process of developing the plans of reopening to in-person instruction. He mentioned the importance of effective communication and remaining positive. He thanked our leadership and employees.

10. Planning

April 20, 2021	Regular Board Meeting	5:30pm	To be live streamed via zoom on the District's Homepage: www.busd.org
----------------	-----------------------	--------	---

~~11. Returned to Closed Session~~

Open Session Adjournment Time: 10:37pm

Respectfully Submitted,

By David Alexander, Ed.D.
Secretary to the Board and
District Superintendent

BUSD March 9, 2021 Board Meeting Minutes

Board Signature: _____ Date: _____

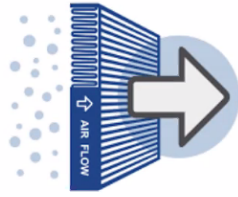
LIVE on YouTube

You are viewing David Alexander - Superintende... 's screen

View Options

Speaker View

Exit Full Screen



Engineering Controls Air Filtration Systems

- Heating Ventilation Air Conditioning (HVAC)
 - Minimum Efficiency Reporting Values (MERV 13) filters in all classrooms
 - Ability to filter at all times by setting fan in ON position.
- Air Purification Systems
 - High Efficiency Particulate Air (HEPA) Filters in all student and staff occupied areas.
 - In independent lab test: Removed over 99% of virus particles from a 1,050 Cubic Feet test chamber within 20 minutes.

The new bUSDH fact retrofit that we are actively working on was designed with these systems in mind, so.

Unmute

Stop Video

Participants 69

Chat

Share Screen

Record

Live Transcript

Interpretation

Leave

Participants:

- Larry Black - ...
- Moriah Hart...
- Rebecca Knight...
- David Alexander...
- Stephanie Merri...
- John Jarvis
- Lisa Reyes - Tru...
- Adele Walker...
- Jean Walker, ...
- Tiffany Kamp...
- Tracy Whitak...
- Chris J. Kim...
- Aracely Rom...
- Roger Farrell - ...
- Jamie Padilla...
- Jennifer Spain - ...
- Nina Craig, Prin...
- Margaret Jacob...

Angela Thielen, Interpreter
 Rebecca Knight, Interpreter
 Adele Walker, Trustee
 Aracely Romo-Flores, Director of Curriculum & EL
 David Alexander, Ed.D., Superintendent
 Chris Kim, CBO
 Denise McCullough, Principal
 Jamie Padilla, Trustee
 03.09.2021 Board Meeting Trustee attendance – All members in attendance

Jean Walker, Principal
 Jennifer Spain, CSEA Union President
 John Jarvis, Trustee
 Kayla Todd, Food & Nutrition Manager
 Larry Black, Director of IT
 Lisa Reyes, Trustee
 Margaret Jacobson, Principal
 Moriah Hart, Executive Assistant
 Nina Craig, Principal

Roger Farrell, Maintenance Director
 Siara Goyer, Director of HR
 Stephanie Merrida-Grant, Trustee
 Tiffany Kampmann, BEA Union President
 Tracy Whitaker, Director of Student Services
 Moriah Hart, Executive Assistant
 Lindsay McLaughlin - Human Resources

Bellevue Union School District Personnel Activity Log

For the period: March 9, 2021 to April 19, 2021

Date of Board Approval: April 20, 2021

Hiring

Classified:

1. Angelica Sotelo, 0.5 FTE Bilingual Literacy Specialist Paraprofessional, Bellevue Elementary
Effective: TBD
2. Damaris Ramirez, 0.625 FTE Special Education Instructional Assistant, Bellevue Elementary
Effective: TBD
3. Dominic Messimore, 0.4375 FTE Student Supervisor, Taylor Mountain Elementary
Effective: TBD
4. Guadalupe Casas, 0.625 FTE Special Education Instructional Assistant, Bellevue Elementary
Effective: TBD
5. Kyle Davidson, 0.5 FTE Student Supervisor, Meadow View Elementary
Effective: 04/09/21
6. Lilia Hueramo, 0.5 FTE Parent Liaison, Taylor Mountain Elementary
Effective: TBD

Change of Contract

Classified:

1. Paula Hernandez, 0.5 FTE Parent Liaison and 0.5 FTE Student Supervisor, Meadow View Elementary. (Previously 0.75 FTE Kitchen Operator, Meadow View Elementary)
Effective: 08/2021

Resignation:

Classified:

1. George Barcenas, 1.0 FTE Technology Coordinator, District-Wide
Effective: 04/09/2021
2. Miriam Ortiz Lopez, 0.625 FTE Instructional Assistant, Bellevue Elementary
Effective: 04/16/21

Certificated:

1. Judith Brooke, 1.0 FTE Speech-Language Pathologist, The Early Learning Center
Effective 06/16/21
2. Miejo Barat, 1.0 Speech-Language Pathologist, District-Wide
Effective: 06/16/2021
3. Patricia Gomez, 1.0 FTE Dual Immersion Classroom Teacher, Kawana Springs
Effective: 06/04/21

Retirement:

Classified:

1. Corinne Faulconer, 0.125 Student Supervisor and 0.625 Instructional Assistant, Kawana Springs Elementary, and 0.125 Library Technician, Bellevue Elementary
Effective: 04/09/21
2. Kikham Daraseng, 0.1 FTE Day Custodian, Kawana Springs Elementary
Effective: 05/31/21



BELLEVUE UNION SCHOOL DISTRICT

Current Enrollment

School	8/28/2020	9/13/2020	10/15/2020	11/10/2020	12/14/2020	1/11/2021	2/6/2021	3/6/2021	4/14/2021	5/8/2021	6/5/2021
Bellevue	393	395	401	402	404	403	406	406	403		
Kawana	345	343	344	343	341	341	338	334	333		
Meadow View	366	368	376	379	381	382	384	383	385		
Taylor Mountain	415	419	418	418	419	419	419	418	417		
Total Enrollment	1519	1525	1539	1542	1545	1545	1547	1541	1538	TBD	TBD

Census Day (CalPADS/LCFF) Enrollment (1st Wednesday of October)

School	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
District	1736	1786	1769	1802	1753	1691	1616	1596	1539		
Charter	0	37	71	94	145	144	0	0	0		
Total Enrollment	1736	1823	1840	1896	1898	1835	1616	1596	1539	TBD	TBD

Attendance (P2, Average Attendance over 8 Months) Reported in the Month of April

School	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2020/22	2021/23	2020/23
Bellevue	403	406	391	366	387	397					
Kawana	388	381	365	337	337	322					
Meadow View	397	409	425	437	406	382					
Taylor Mountain	502	503	483	456	413	415					
District Attendance	1690	1699	1664	1597	1543	1517	TBD	TBD	TBD	TBD	TBD
<i>% Attendance</i>	<i>95.52%</i>	<i>94.26%</i>	<i>94.92%</i>	<i>94.41%</i>	<i>95.46%</i>	<i>95.02%</i>					
Charter	76	105	131	141	0	0	0	0	0	0	0
With Charter	1765	1803	1794	1737	1543	1517	TBD	TBD	TBD	TBD	TBD
<i>% Attendance</i>	<i>95.94%</i>	<i>95.12%</i>	<i>94.54%</i>	<i>94.69%</i>	<i>95.46%</i>	<i>95.02%</i>					

Updated: 4/15/21

February 23, 2021

David Alexander, Superintendent
Bellevue Union School District
3150 Education Drive
Santa Rosa, CA 95403

Dear David:

Please be advised, this letter corrects dates that were incorrectly stated in my previous communication. All references to the 2021-22 school year have been corrected to reflect the 2020-21 school year. Additionally, all references to the annual Williams review in the Fall of 2021 have been corrected to accurately state the Fall of 2020.

California *Education Code* Section 1240 requires that schools identified in our county, in the areas noted below, and report to you the results of and reviews conducted. I am pleased to provide, for submission to your governing board at a regularly scheduled meeting, the first quarterly report for fiscal year 2020-2021 as required by *Education Code* section 1240(c)(2)(G) pursuant to the Williams Settlement as modified by the Governor's Executive Order. This report presents the results of reviews at **Taylor Mountain Elementary, Kawana Elementary and Bellevue Elementary** for the period of November 2020.

The purpose as specified in California Education Code 1240 was to:

1. Determine if students have "sufficient" standards-aligned instructional materials in four core subject areas (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages, and health;
2. Determine if there is any facility condition that "poses an emergency or urgent threat to the health or safety of pupils or staff"; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."

The law further requires that the county superintendent:

1. Annually monitor and review teacher misassignments and teacher vacancies in schools ranked in deciles 1-3 (2006 Base API); and
2. Receive quarterly reports on complaints filed within the school district concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues under the Uniform Complaint Procedure.

Before proceeding with the report, let me define some basic terms:

- "Sufficient textbooks or instructional materials" means each pupil, including English language learners, has a standards-aligned textbook, or instructional materials, or both, to use in class and to take home.
- A school facility condition that poses an "emergency or urgent threat" is a "condition that poses a threat to the health or safety of pupils or staff while at school."
- "Good Repair" means the school facilities are clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument developed by the Office of Public School Construction or a local evaluation instrument that meets the same criteria. Each school district that receives state funding for facilities maintenance is required to establish a facilities inspection system to ensure that each of its schools is maintained in "good repair."

Please extend to your governing board, administration and site staff my appreciation for their professionalism in addressing the compliance requirements for the Williams Settlement Legislation.

Sincerely,



Steven D. Herrington, Ph.D.
Sonoma County Superintendent of Schools
Sonoma County Office of Education
sherrington@scoe.org
(707) 524-2603

My findings were as follows:

Taylor Mountain Elementary:

Instructional Materials:

- Each pupil, including English language learners, had a standards-aligned textbook, or instructional materials, or both, to use in class and to take home in the four core areas: (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages. No insufficiencies were noted at the time of the review of the data.

Facilities:

- The school facilities were clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument. Each school was maintained and in "good repair." No facility condition "of an emergency or urgent threat to the health or safety of pupils or staff" was noted at the time.

Misassignments:

- Our annual monitoring and review process determined the following teacher misassignments for your schools in 2019-2020: **No misassignments were reported**

SARC:

- Our review determined that the school has provided accurate data on the annual school accountability report card related to the annual Williams review in Fall of 2020.

My findings were as follows:

Kawana Elementary:

Instructional Materials:

- Each pupil, including English language learners, had a standards-aligned textbook, or instructional materials, or both, to use in class and to take home in the four core areas: (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages. No insufficiencies were noted at the time of the review of the data.

Facilities:

- The school facilities were clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument. Each school was maintained and in "good repair." No facility condition "of an emergency or urgent threat to the health or safety of pupils or staff" was noted at the time.

Misassignments:

- Our annual monitoring and review process determined the following teacher misassignments for your schools in 2019-2020: **No misassignments were reported**

SARC:

- Our review determined that the school has provided accurate data on the annual school accountability report card related to the annual Williams review in Fall of 2020.

My findings were as follows:

Bellevue Elementary:

Instructional Materials:

- Each pupil, including English language learners, had a standards-aligned textbook, or instructional materials, or both, to use in class and to take home in the four core areas: (English language arts, mathematics, history/social science and science), including science laboratory equipment in grades 9-12, and, as appropriate, in foreign languages. No insufficiencies were noted at the time of the review of the data.

Facilities:

- The school facilities were clean, safe and functional as determined pursuant to the school facility inspection and evaluation instrument. Each school was maintained and in "good repair." No facility condition "of an emergency or urgent threat to the health or safety of pupils or staff" was noted at the time.

Misassignments:

- Our annual monitoring and review process determined the following teacher misassignments for your school in 2019-2020: **No misassignments were reported**

SARC:

- Our review determined that the school has provided accurate data on the annual school accountability report card related to the annual Williams review in Fall of 2020.