



**N O T I C E**

**BOARD MEETING OF THE BELLEVUE UNION SCHOOL  
DISTRICT BOARD OF TRUSTEES WILL BE HELD ON Tuesday  
October 20, 2020, 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: October 16, 2020**

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

**POSTED: October 16, 2020**

**BELLEVUE UNION SCHOOL DISTRICT**  
**Regular Board Meeting**  
**Video Teleconference Streamed Via YouTube Live on the BUSD Homepage**  
**Hosted by Bellevue Union School District**  
**Tuesday, October 20, 2020**

**As authorized by the Governor’s Emergency Executive Order issued on March 12, 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 live streamed live on the District’s YouTube page which can be reached via a link from our Bellevue Union School District homepage @ [www.BUSD.org](http://www.BUSD.org)**

**AGENDA**

1. Open Session 5:30 pm

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](#) 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 meeting.*

2. Adjourn To Closed Session

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 Open Session 6:00pm

3.1. Flag Salute

3.2. Consider Agenda Adjustment

3.3. Report on Previous Closed Session

4. Public Comment

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5. Discussion

5.1. Campus accessibility during non-operation hours for our community

6. Information/Discussion

6.1. Kawana Springs Facility Modernization Survey Summary

7. Information

7.1. October 2020 Cash Flow Update

7.2. Technology Department Update

7.3. Board Policy Manual Revisions per California School Boards Association (CBSA) Update  
Recommendations 1st Reading

8. Action

8.1. Consider Approval of Action to Allow Superintendent to Sign Construction Contracts for 2021  
Summer Work

8.2. Consider Approval of Resolution No 7: Line of Credit with the County Treasury

8.3. Consider Approval of the Revised Collective Bargaining Agreement (CBA) Between Bellevue Union  
School District (BUSD) and the California School Employees Association (CSEA)

8.4. Consider Approval of the Memorandum of Understanding (MOU) Between Union School District  
(BUSD) and the California School Employees Association regarding COVID-19

8.5. Consider Approval of the Memorandum of Understanding (MOU) Between Union School District  
(BUSD) and the Bellevue Education Association for the Postponement of Tenured Teachers  
Evaluations for the 2020-21 School Year

8.6. Consider Approval of Williams Quarterly Uniform Complaint Report Summary (July 1-September 30,  
2020)

8.7. Consider Ratification of Bills and Warrants

9. Consent Calendar

9.1. Surplus Technology Equipment

9.2. Contract: Boardmaker

9.3. Contract: KnowBe4

9.4. Contract Mosyle

9.5. Contract: Seesaw

9.6. Acknowledge and Accept Donations and Grants

- 9.6.1. KFC donated family meals to Kawana Springs staff twice
- 9.6.2. Sonoma County Library donated one book to every student at Bellevue Elementary and Taylor Mountain Elementary Schools
- 9.6.3. Kristin Lee Brunkow donated two copies of her book “The Courageous Kiwi” to BUSD
- 9.6.4. Whimsy Makes donated ten masks to BUSD

9.7. Board Minutes

- 9.7.1. Special Board Meeting Minutes September 29, 2020
- 9.7.2. Special Board Meeting Minutes September 28, 2020
- 9.7.3. Regular Board Meeting Minutes September 15, 2020

9.8. Personnel Activity Log

10. Reports

- 10.1. California School Employees Association, Chapter 501
- 10.2. Bellevue Education Association
- 10.3. Principal Reports
- 10.4. Board Reports/Board Items
  - 10.4.1. Correspondence
- 10.5. Superintendent Report
  - 10.5.1. Enrollment/Attendance

11. Planning

November 17, 2020	Regular Board Meeting	5:30 pm	To be live streamed on the District’s YouTube Page on the District’s Homepage: <a href="http://www.bUSD.org">www.bUSD.org</a>
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*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 October 20, 2020**

**Agenda Category:** Information/Discussion

**Agenda Item Title:** Kawana Springs Facility Modernization Survey Summary

**Prepared By:** Roger Farrell, Director of M&O

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**Background:**

The BUSD Leadership Staff have been working with RGM Kramer, our Construction Consultant Firm to establish next steps on the modernization project that will impact the Kawana Springs Elementary Kitchen, Multi-Purpose Room, School Offices, Teachers WorkRoom and Staff lounge. To guide us in next steps we created and presented an online survey with 38 questions that was emailed in the form of Spanish & English.

The complete summary of the surveys and a written summary of the summary is being presented to the Board as an information item and to allow discussion about the process and the results.

**Supporting Documents:**

Kawana Springs Facility Modernization Survey Summary, SPAN - KS Modernization Survey Results SPAN, SPANISH - Written Responses to questions 7, 8, 37, KS Modernization Survey Results ENG, ENGLISH - Written Responses to questions 7, 8, 37

**Kawana Springs Elementary Modernization Survey Results Summary**  
**Presented to Bellevue Union School District School Board**  
**by Roger Farrell, Director of Maintenance & Operations**  
**October 20, 2020**

September 2020 we presented an online survey with 38 questions that was prepared by our RGM Kramer, Inc., Construction Consultant Firm with the help from our Architectural Firm and BUSD Leadership. This survey was prepared to discover what the Families and Staff from our Kawana Springs Elementary, Members of our BUSD Leadership and BUSD Board have envisioned to be included within the modernization project that will impact our Kawana Springs Staff Lounge, School Offices, Multi-Purpose Room and Kitchen.

The survey which was in the form of Spanish & English was emailed on two occasions and posted on Facebook for all of the Kawana Springs Elementary Community, where it was made available through the application, Survey Monkey, to be answered over the course of 12 calendar days.

Over the course of time we received 9 responses to the survey in Spanish and 48 responses to the survey in English.

In the survey we asked specific and open-ended questions to gain an understanding of what are important design features as it relates to the staff lounge, school offices, multi-purpose room and kitchen.

Over 90% of the people surveyed expressed that we should pursue expanding the footprint of the existing multi-purpose room and kitchen in order to achieve safely assembling as many as 550 people and safely feeding as many as 450 people. To aid in maximizing the number of people that could eat at the same time, 96% of the people surveyed, believe that there should be an outdoor dining area adjacent to the kitchen. The idea of expanding the existing footprint of the multi-purpose room was further supported by the people expressing that the enlarging of the arena for basketball and volleyball games was of importance as well as the need for additional staff and student restrooms within this area of the campus.

The survey question related to the concept of the Kawana Springs School kitchen available to the community to rent received a mixed review with a slight favorability of 58% of those surveyed believed that the kitchen should be made available to community groups to rent, whereas 42% opposed this idea. This is important to understand from the Kawana Springs Community as this influences the design of the new facilities (i.e. accessibility to other parts of the adjacent building and campus).

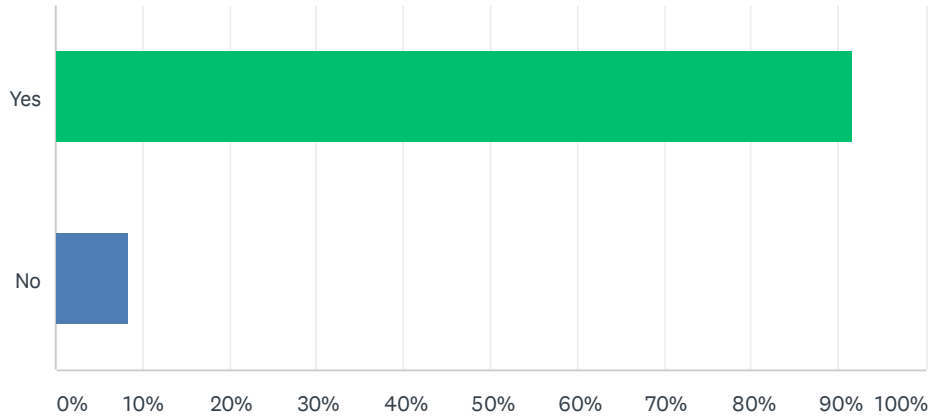
As it relates to the school offices 85% expressed the critical need for our offices to be reconfigured so that at a minimum the staff immediately to the reception area could monitor the campuses front entrance with ease. 64% expressed that these changes should continue into the way the drop-off, pick up and bus zones are presently configured. Along with the reconfiguring of the reception area of the school office, 86% of those surveyed expressed that the interior improvements should also be reflected in the schools entry being improved with things such as, cleaner landscaping, walkway areas, signage & lighting, with shelter for students waiting for pick up, being the item listed as most important by those surveyed.

The next steps will be for our BUSD Leadership team to identify some finer details, such as specific types of flooring, exploration as to where the footprint of the multi-purpose room and kitchen can be expanded to and the flow of foot traffic that will need to be created to support a most effective school day for our students, staff and guests. Once the BUSD Leadership has reviewed these finer details we will meet and advocate the expressed design choices to our Construction Consultant and Architectural Firm. The Architects will draft plans that we will evaluate to ensure that the expressed desires from all parties are supported as much as possible within budget. The BUSD Leadership and School Board will then move forward with final designs and submission to the California State Architectures Office for design approval. Once the designs are approved, we will be able to advertise this work through Public Contractor Forums and receive bids for the work to be completed. It is expected that the design and approval process will be completed by as early as March 2022. It is possible that we will see this project come to complete fruition by August 2023, this means that today's Kinder Students would see this become a reality at the start of their 3rd grade year.

The complete survey summaries and this written summary will be made available on our BUSD website within the section titled, [BUSD Facility Improvements Accomplishments and Plans](#).

## Q1 Should the square footage and capacity of the MPR increase to accommodate anticipated enrollment of 650 students?

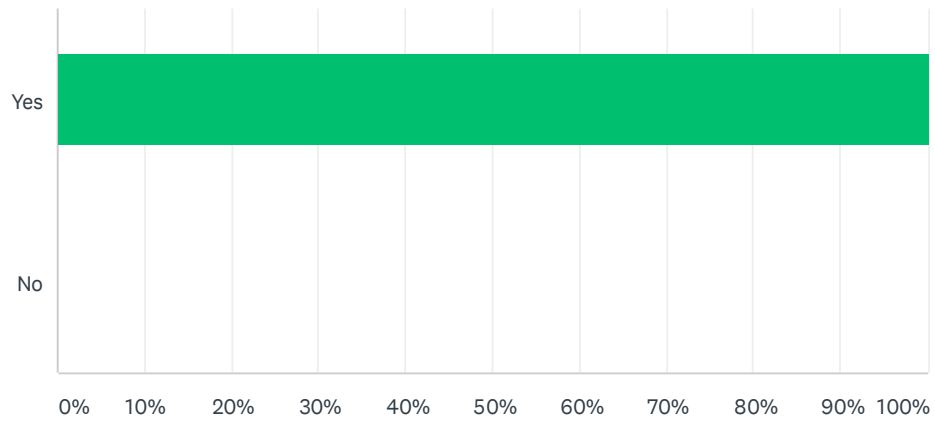
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	91.67%	44
No	8.33%	4
TOTAL		48

## Q2 Should the size of the kitchen and the kitchen equipment allow the BUSD Food Service staff to prepare and serve fresh meals?

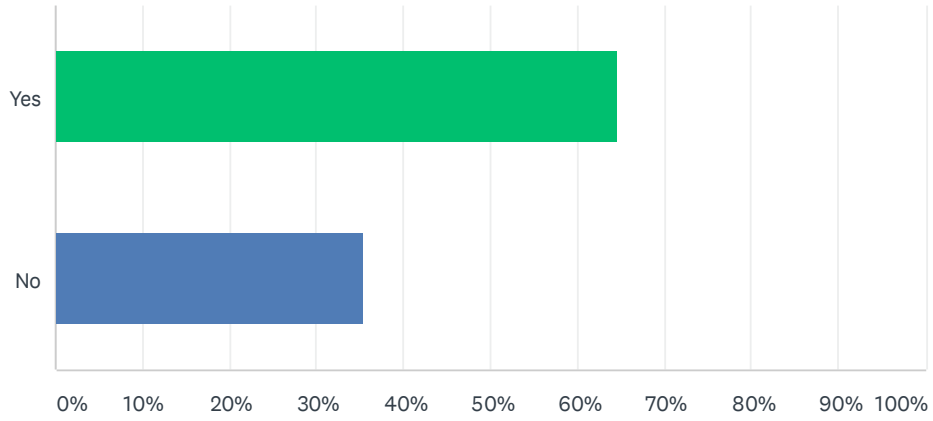
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	48
No	0.00%	0
TOTAL		48

### Q3 Should the kitchen be open to the community groups that wish to rent the space?

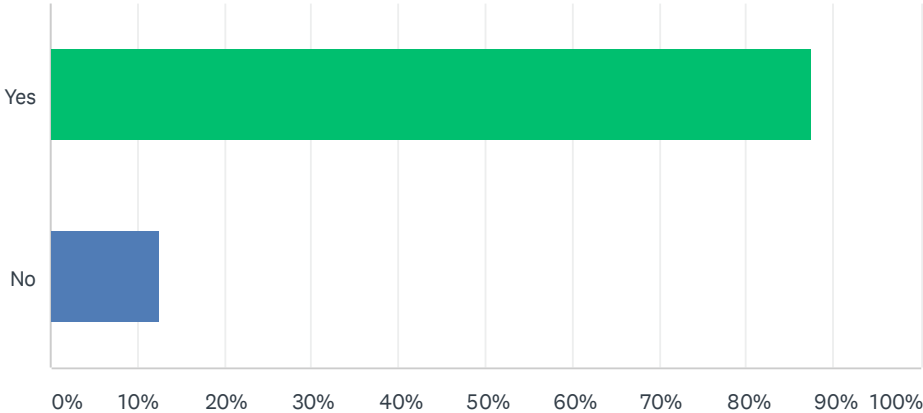
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	64.58%	31
No	35.42%	17
TOTAL		48

### Q4 Is it critical to reconfigure the reception area so that staff can observe and monitor the campus entrance (single point of entry)?

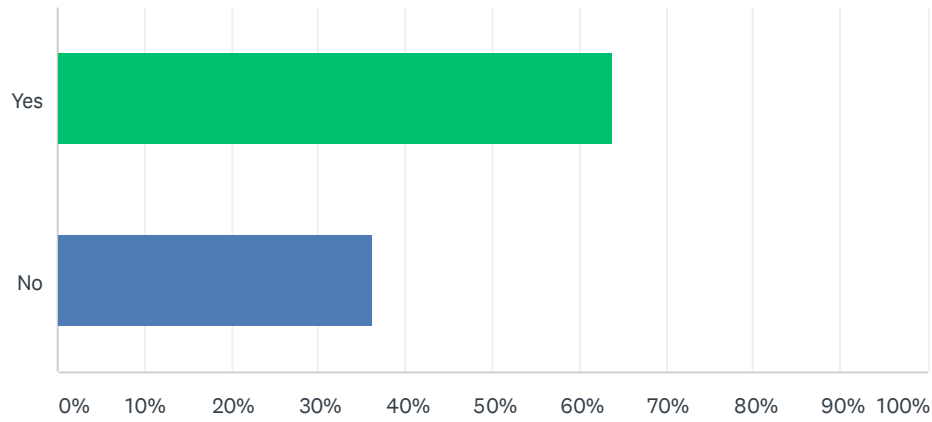
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	87.50%	42
No	12.50%	6
TOTAL		48

## Q5 Should there be improvements to the drop-off, pick-up and bus zones?

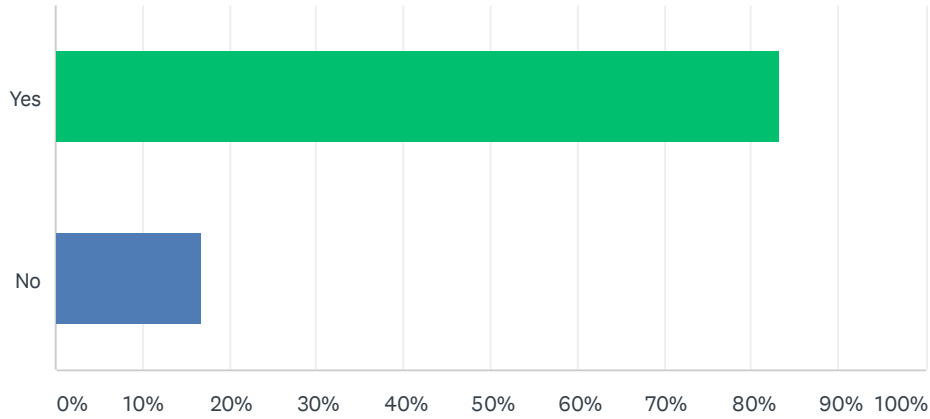
Answered: 47 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	63.83%	30
No	36.17%	17
TOTAL		47

### Q6 Should the entry to the school be improved (landscape and walkway areas, signage and lighting, shelter for students waiting for pick up)?

Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	83.33%	40
No	16.67%	8
TOTAL		48

Q7 What should the capacity be for assembly in the MPR?

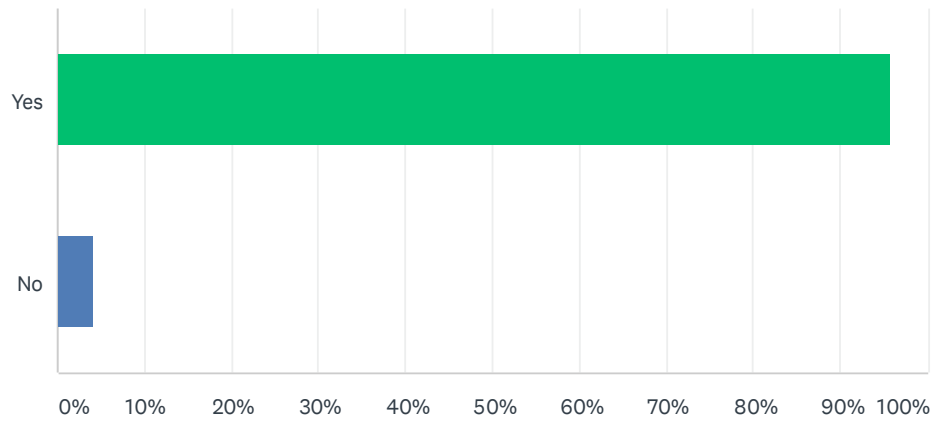
Answered: 48 Skipped: 0

Q8 What should the capacity be for meal seating in the MPR?

Answered: 44 Skipped: 4

## Q9 Should there be an outdoor eating area created adjacent to the kitchen?

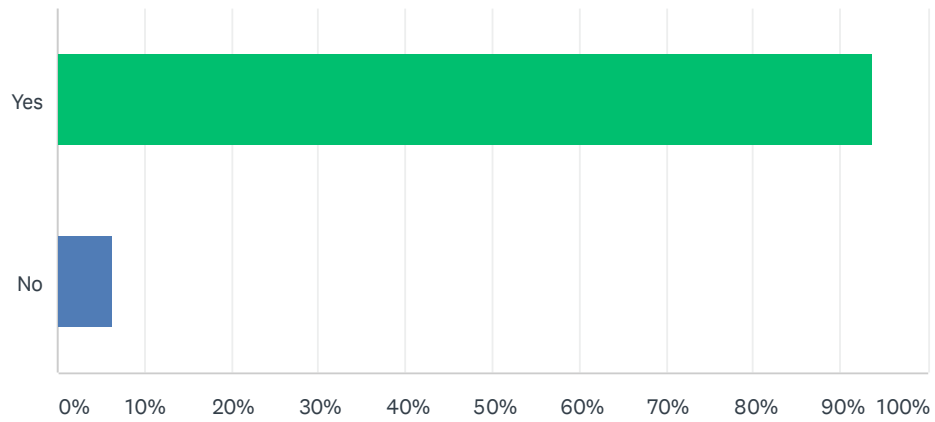
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	95.83%	46
No	4.17%	2
TOTAL		48

## Q10 Should there be a stage with stage lighting, curtains, and sound system?

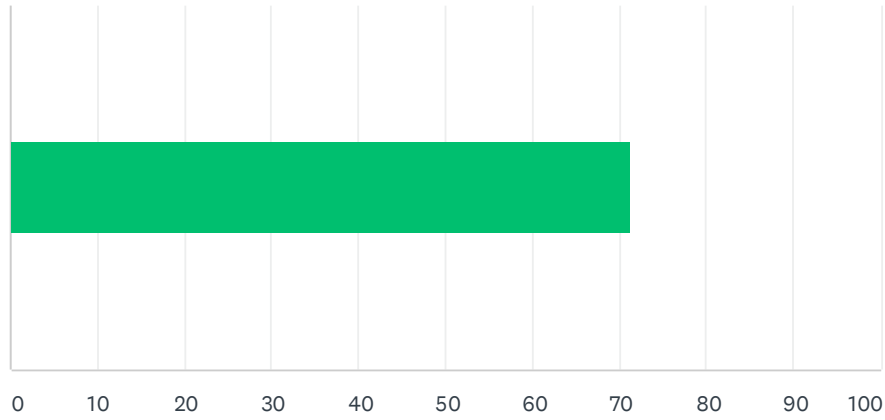
Answered: 48 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	93.75%	45
No	6.25%	3
TOTAL		48

## Q11 Multi-Purpose Room: Enlarged arena for regulation basketball games

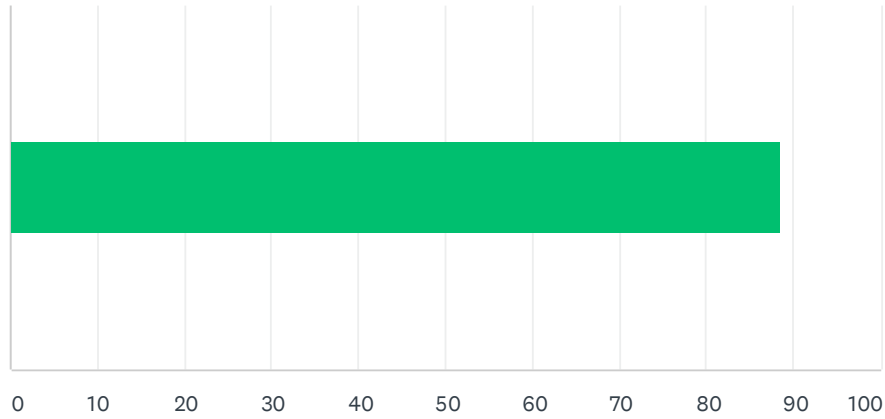
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	71	3,422	48
Total Respondents: 48			

## Q12 Multi-Purpose Room: Enlarged multi-use space for assemblies and meal service

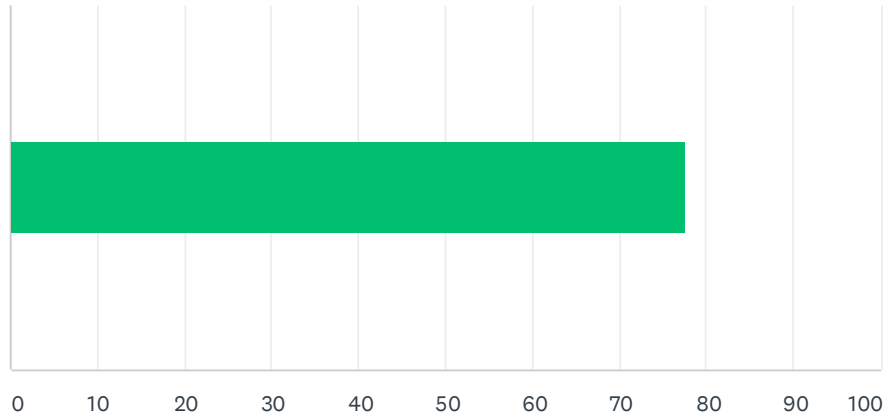
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	88	4,246	48
Total Respondents: 48			

## Q13 Multi-Purpose Room: Stage with curtains, stage lighting and sound system

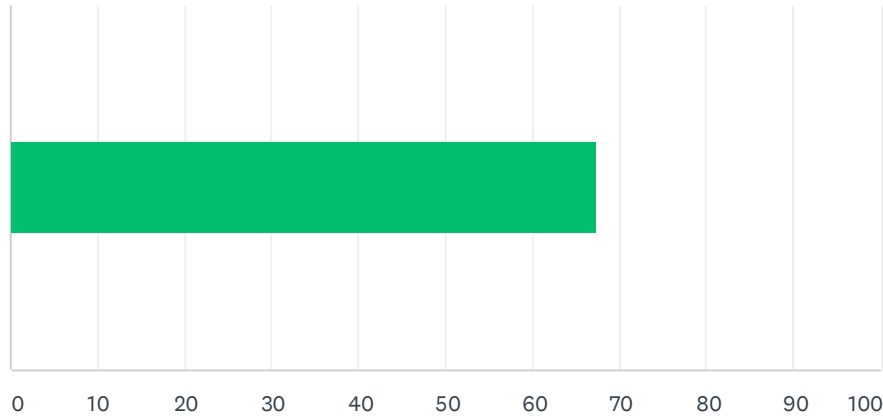
Answered: 47 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	78	3,650	47
Total Respondents: 47			

## Q14 Multi-Purpose Room: Retractable basketball hoops

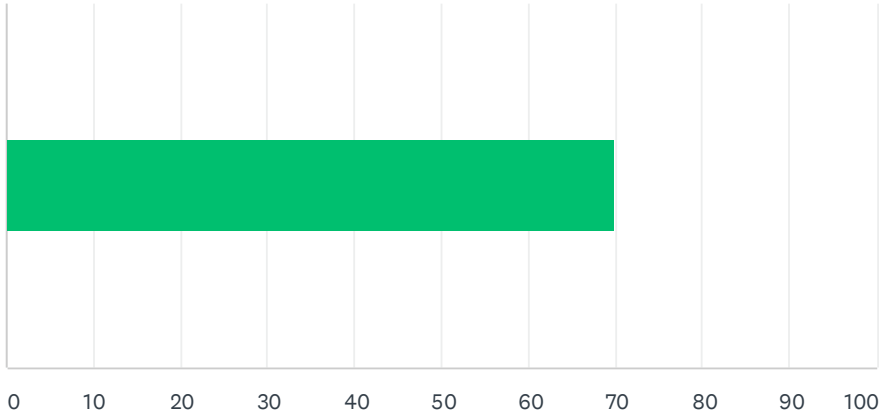
Answered: 46 Skipped: 2



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	67	3,097	46
Total Respondents: 46			

### Q15 Multi-Purpose Room: Sports floor

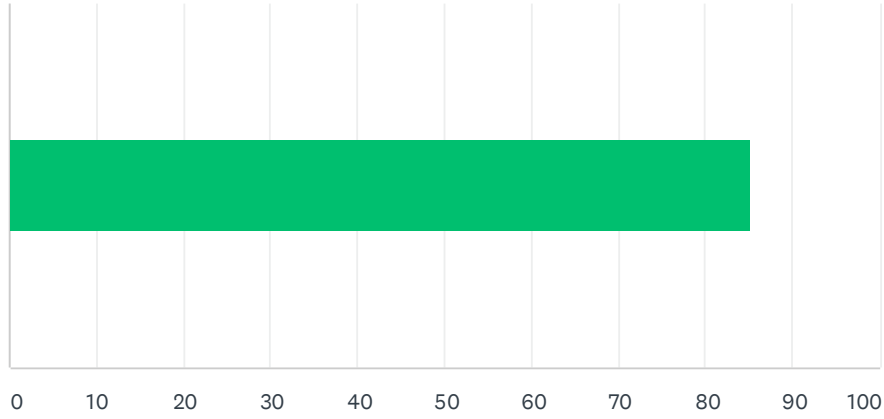
Answered: 46 Skipped: 2



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	70	3,216	46
Total Respondents: 46			

## Q16 Multi-Purpose Room: Floor designed for food service (adequate for physical education, but primarily designed for food service)

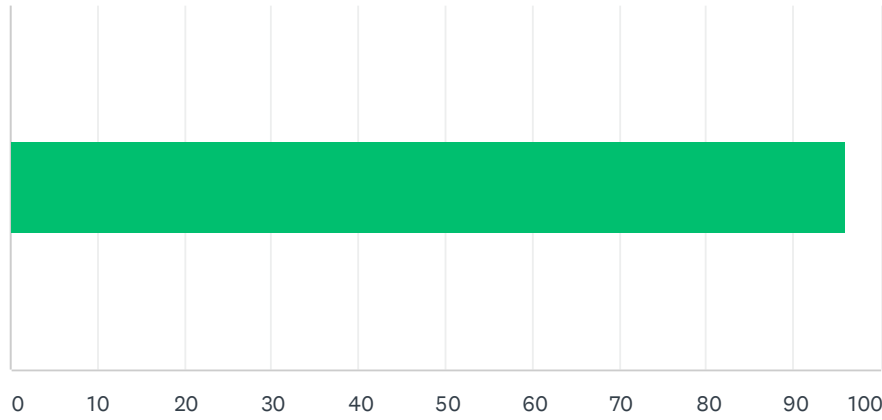
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	85	4,090	48
Total Respondents: 48			

## Q17 Multi-Purpose Room: Air conditioning

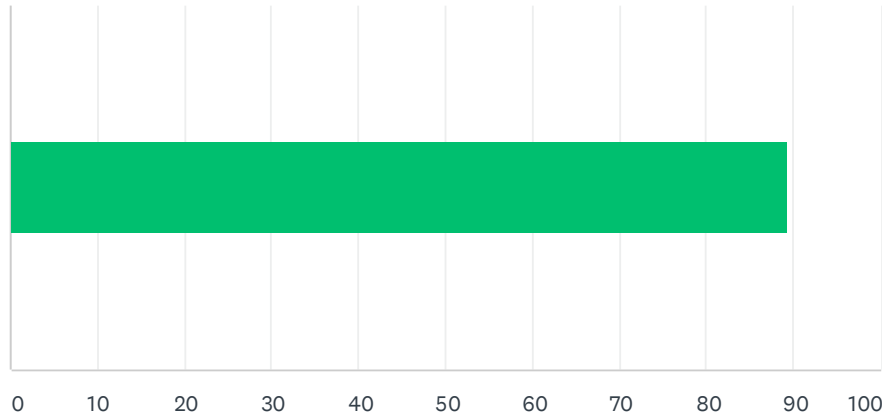
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
		96	4,609
Total Respondents: 48			48

## Q18 Multi-Purpose Room: Additional Restrooms

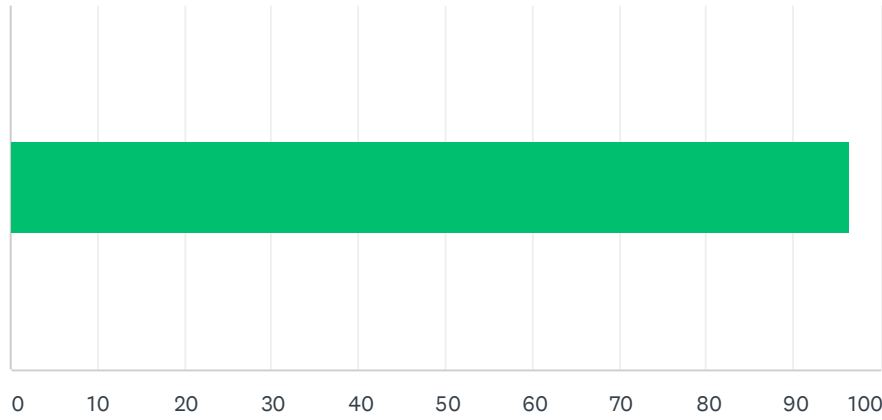
Answered: 47 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	89	4,196	47
Total Respondents: 47			

## Q19 Kitchen: Full service kitchen and cooking facilities

Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
		96	4,630
Total Respondents: 48			48

### Q20 Kitchen: "Warming kitchen" only

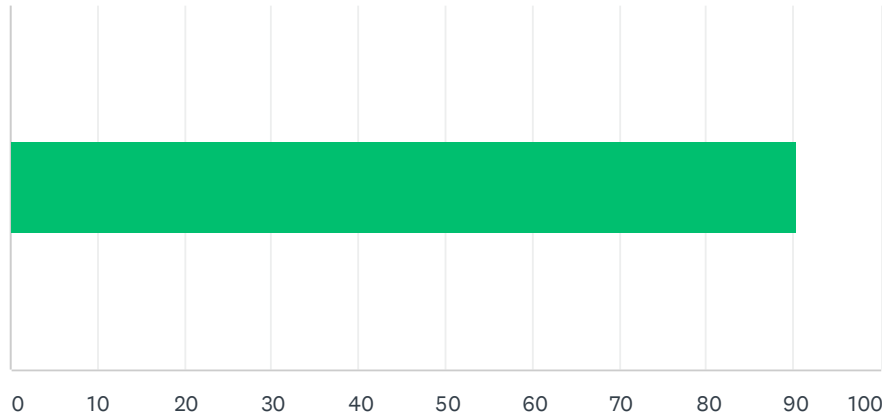
Answered: 45 Skipped: 3



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	23	1,042	45
Total Respondents: 45			

## Q21 Kitchen: Indoor eating area (MPR) with service counter

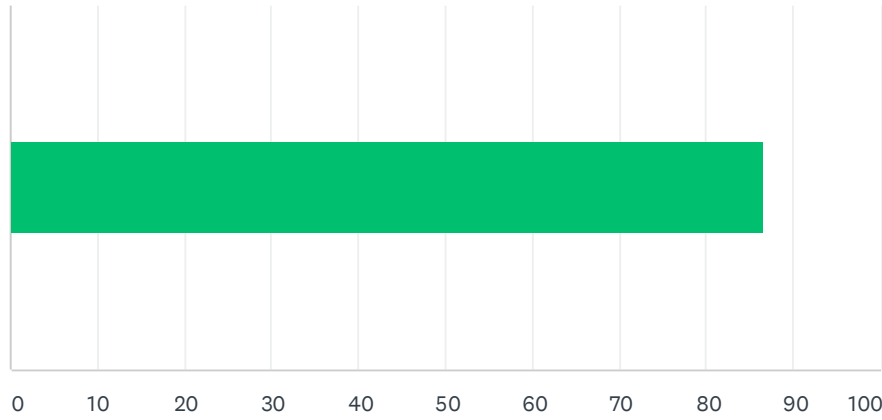
Answered: 47 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	90	4,248	47
Total Respondents: 47			

## Q22 Kitchen: Pocket tables (tables that fold into walls)

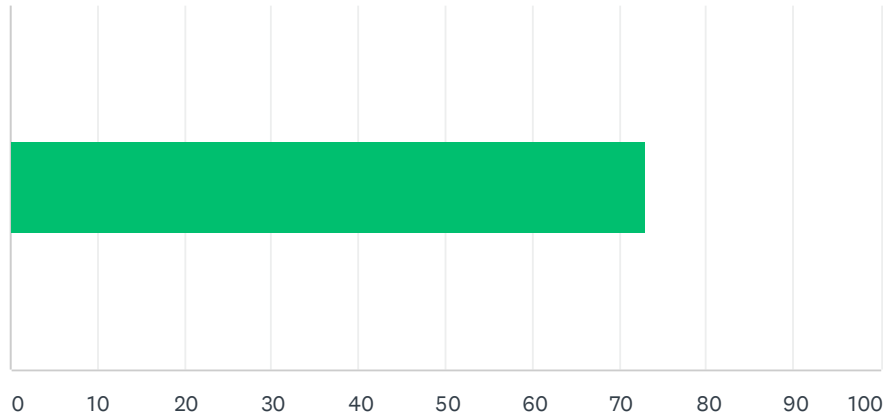
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	87	4,153	48
Total Respondents: 48			

## Q23 Kitchen: Folding tables, benches and table storage

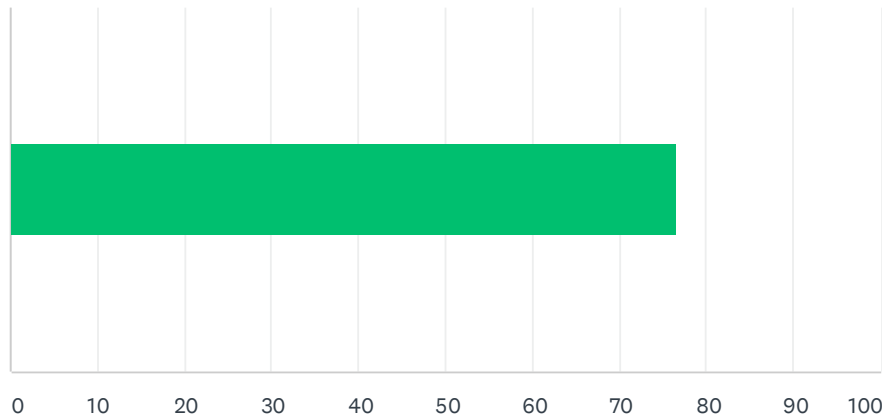
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	73	3,504	48
Total Respondents: 48			

## Q24 Kitchen: Outdoor eating area with service counter from kitchen

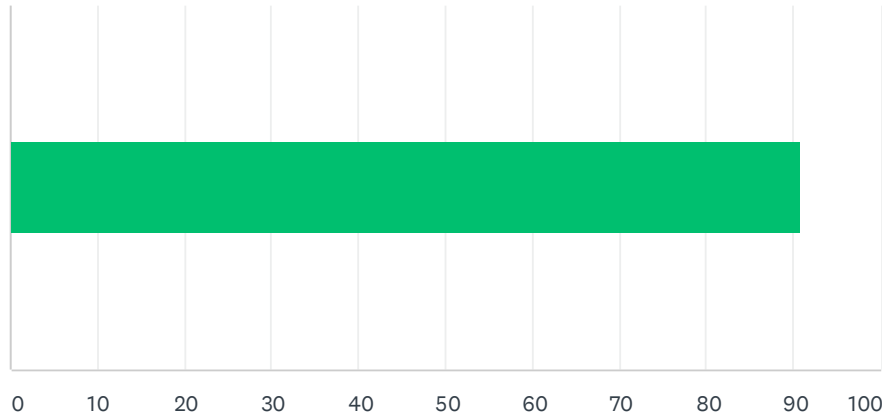
Answered: 46 Skipped: 2



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	77	3,525	46
Total Respondents: 46			

## Q25 Kitchen: Shade structure at outdoor eating area

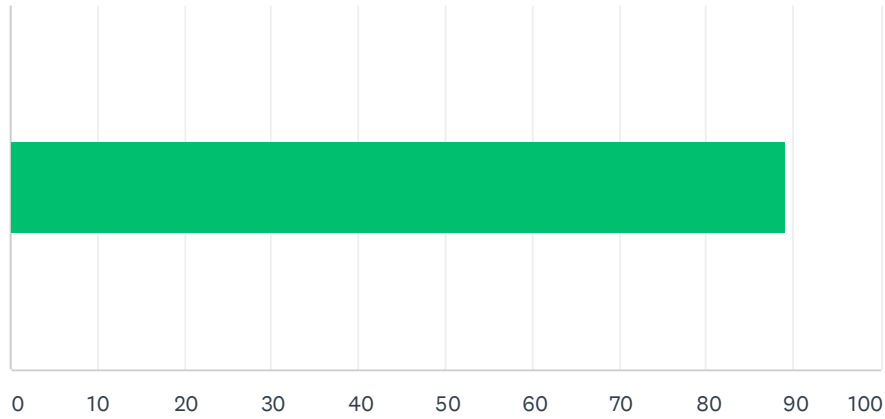
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	91	4,354	48
Total Respondents: 48			

## Q26 Administrative Offices: Clear visual line of sight from reception to main campus point of entry

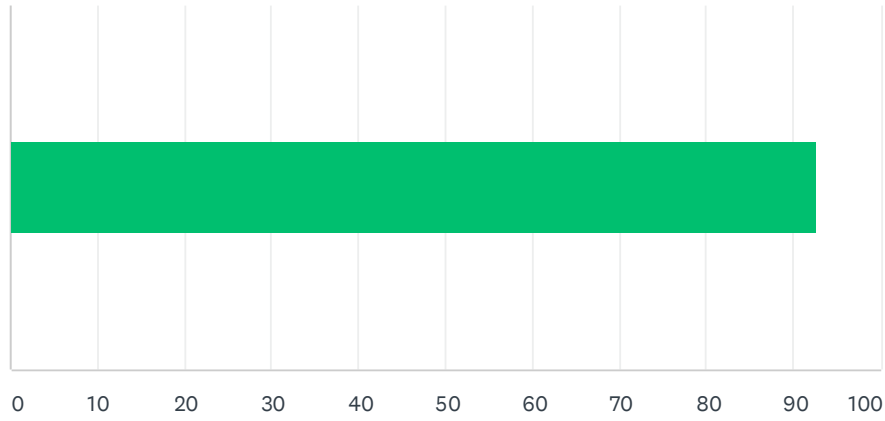
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	89	4,276	48
Total Respondents: 48			

## Q27 Administrative Offices: Ability of the office staff to lock down entry doors remotely

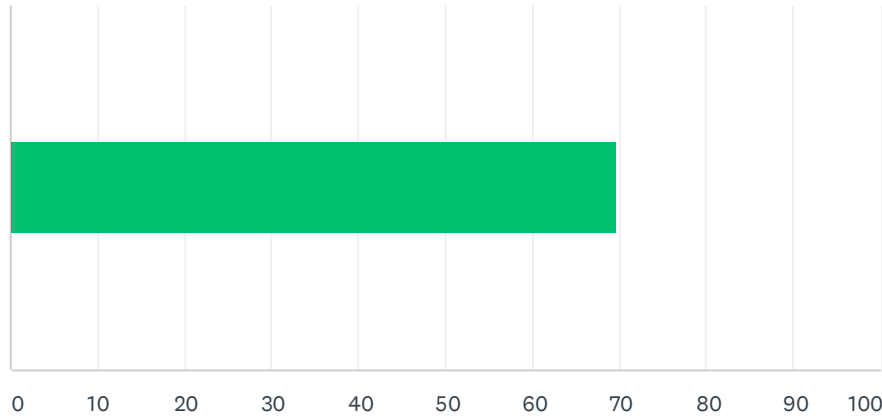
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
		93	48
Total Respondents: 48			

## Q28 Administrative Offices: Conference Room

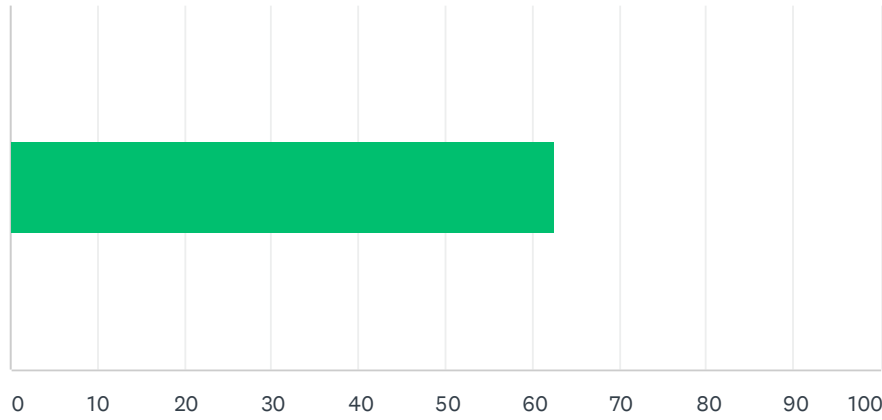
Answered: 46 Skipped: 2



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	70	3,208	46
Total Respondents: 46			

## Q29 Administrative Offices: Enlarged office spaces

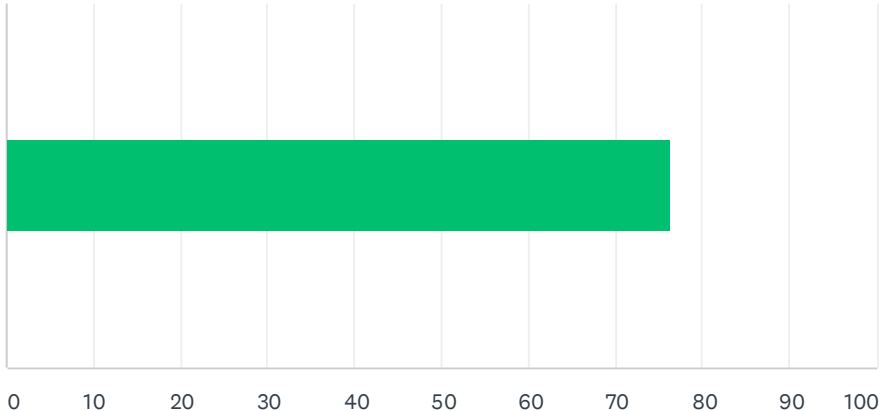
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	63	3,001	48
Total Respondents: 48			

### Q30 Administrative Offices: Teachers' Workroom

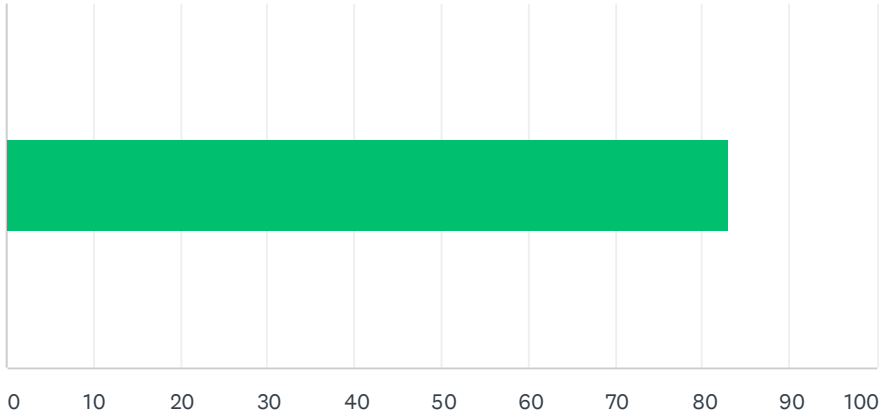
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	76	3,666	48
Total Respondents: 48			

### Q31 Administrative Offices: Staff restrooms

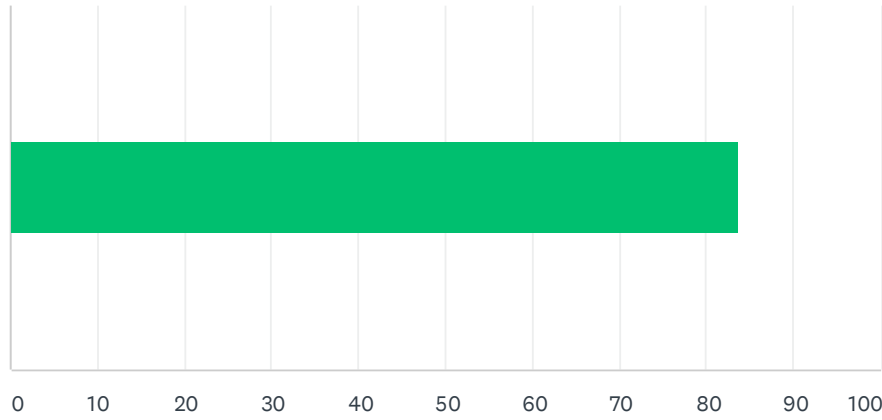
Answered: 47 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	83	3,901	47
Total Respondents: 47			

## Q32 Administrative Offices: Nurse's room

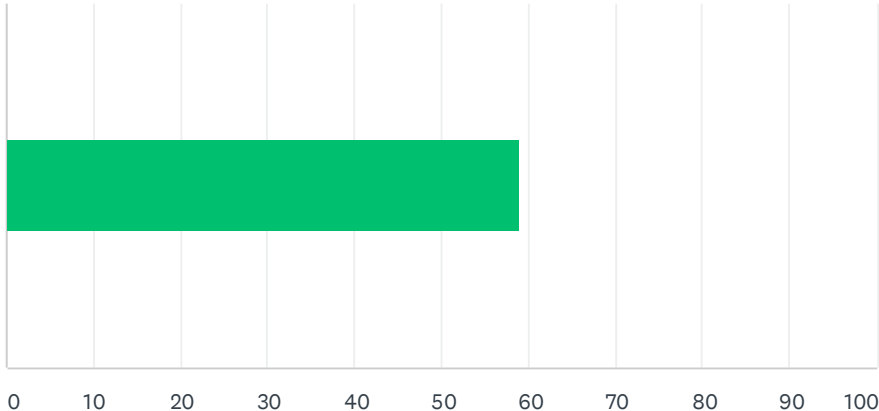
Answered: 48 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	84	4,017	48
Total Respondents: 48			

### Q33 Main Entry: Improved landscaping

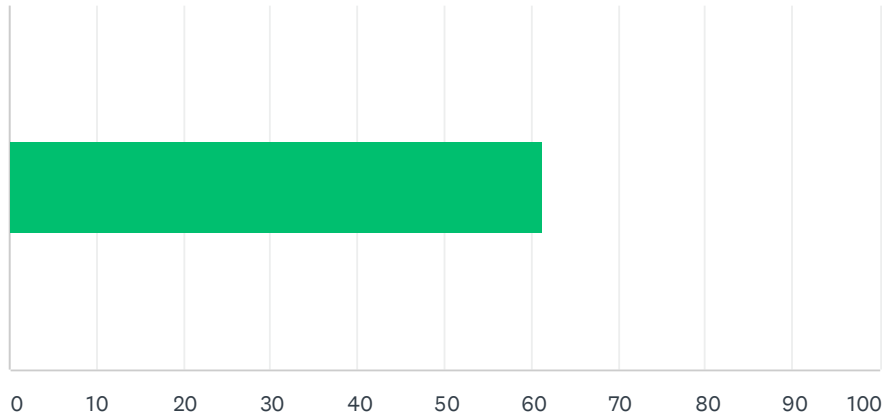
Answered: 47 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	59	2,773	47
Total Respondents: 47			

## Q34 Main Entry: Improved drop off, pick up and bus zones

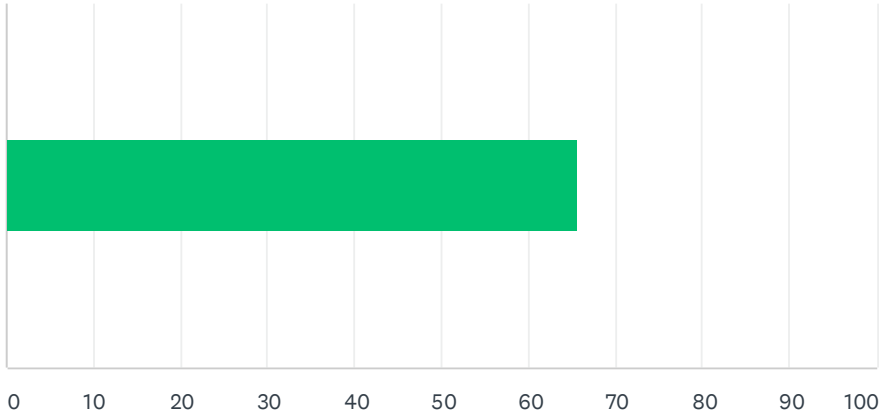
Answered: 46 Skipped: 2



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	61	2,821	46
Total Respondents: 46			

### Q35 Main Entry: Improved lighting and signage

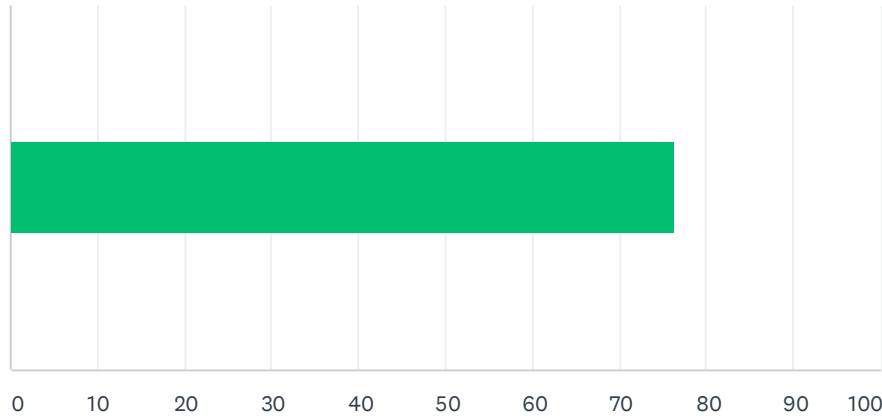
Answered: 46 Skipped: 2



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
		66	3,026
Total Respondents: 46			46

## Q36 Main Entry: Improved walkways and shelter

Answered: 47 Skipped: 1



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	76	3,584	47
Total Respondents: 47			

**Q37** If you have additional ideas or concerns that you believe should be considered and possibly included in the Kawana Springs Modernization Project, please type them in the box below:

Answered: 14 Skipped: 34

# Kawana Springs Kitchen - MPR - Admin

## Modernization Project - SURVEY RESULTS

English Survey 48 responses

Question 7 'What should the capacity be for assembly in the MPR?'

Average # is 569

Answers

1000 / 450 / 300 / 650 / 650 / 200 / 190 / 1000 / 400 / 650 / 500 / 900 / 500 / 400 / 750

If you're anticipating an enrollment of 650 students shouldn't the capacity exceed that amount in the case of parents participating in afterschool activities with their students? I am unsure as to what an adequate capacity number would be.

Twice the amount of the student

Up to 900 people, because events will require families and friends of all students

Same as TM

750? Or half the size of the school, which would be around the current population. The space is too small to fit the number of people who do come to some PTO and school seasonal events.

Question 8 "What should the capacity be for meal seating in the MPR?"

Average # is 449

Answers

800 / 80 / 300 / 650 / 100 / 190 / 700 / 800 / 200 / 500 / 200 / 600 / 450 / 300 / 500 / 300 / 500 / 850 / 500 / 200 / 700

Again, if you are anticipating a future enrollment of 650 students plus give or take 5 staff members observing the students, the capacity will need to exceed 650, so 700 to be safe?

Enough to spread children out, in case the covid19 is still around, kids should not be cramped up together. 14kids to a table.

same as TM

Enough for the majority of grade levels to eat at the same time

Question 37 "If you have additional ideas or concerns that you believe should be considered and possibly included in the Kawana Springs Modernization Project, please type them in the box below:"

Answers:

My input for the kitchen is to include a walk-in freezer, walk-in refrigerator, rethermalization cabinet, must have a 3 compartment sink to meet health inspection standards, a high temp dishwasher preferably located at one end of the 3 compartment sink, at least one set of double decker convection ovens and adequate dry storage space. Those are key to a successful scratch cooking kitchen. Obviously these may have already been mentioned, I just wanted to throw it out there again.

Large capacity Outdoor lunch seating, in the event that covid19 flares up, we have spacious outdoor alternative.

Looks good

Make it as safe as possible for all children and adults

Main priority should be upgraded cooking kitchen with improved eating areas.

Surveillance all around the school

Is there a way to make the street go through?

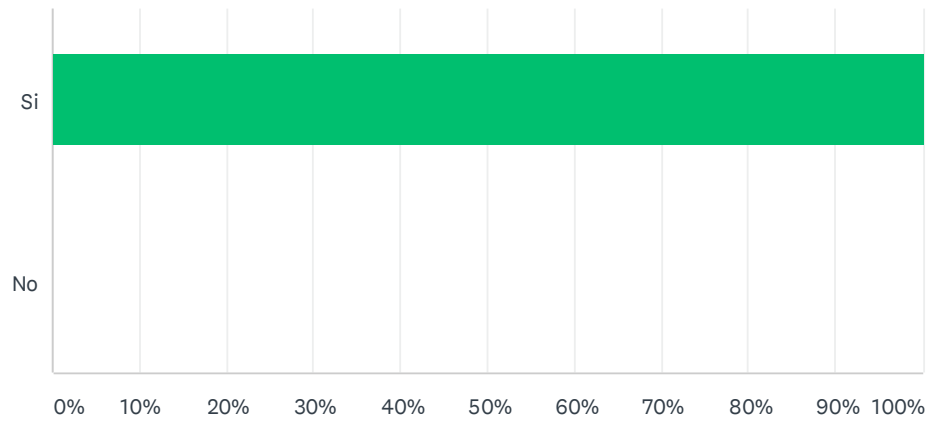
The office needs a clear street view so they are able to see which individuals are coming up to a campus. It has always been a safety issue at Kawana that we are unable to view everyone coming on to campus. I also believe that the parking lot near the Kindergarten rooms should be extended. There is a small field under the solar panels that could easily be extended to be a larger parking lot for our families and staff. I think this would make it easier in regards to events and after school pick up.

Could there be a possibility that a volleyball net could be installed inside the MPR? One that could be take down and put up... Our volleyball set up is outdated and perhaps a safety hazard.

Staff deserve a nice rest area when they aren't hard at working teaching our kids.

### Q1 ¿ Se deben aumentar los pies cuadrados y capacidad del Salón Mayor para acomodar la matriculación anticipada de 650 estudiantes?

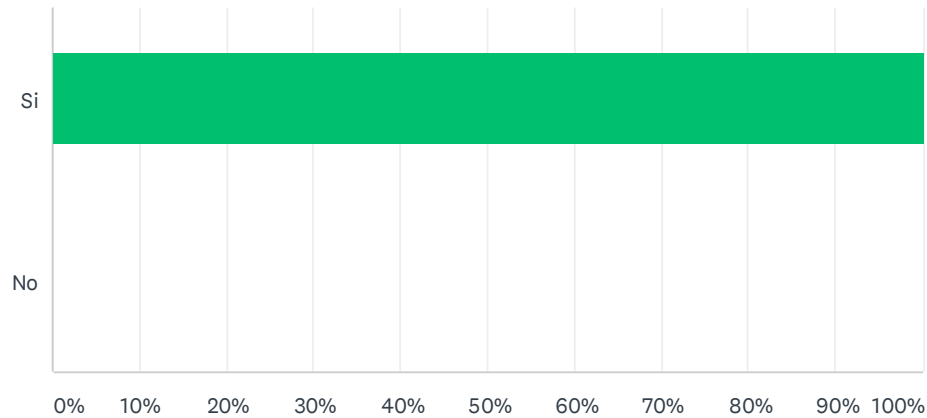
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Si	100.00%	9
No	0.00%	0
TOTAL		9

## Q2 ¿Debe el tamaño de la cocina y el equipo de la concina permitir al personal de Servicios Alimentarios de BUSD preparar y servir comidas frescas?

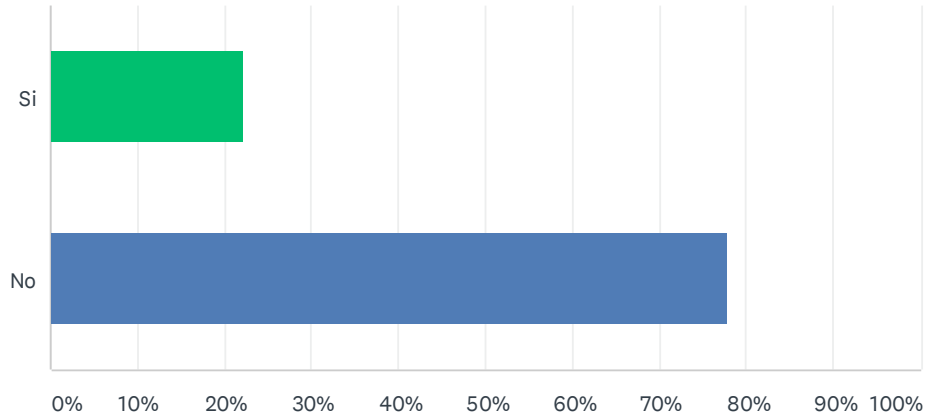
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Si	100.00%	9
No	0.00%	0
TOTAL		9

### Q3 ¿Debe la cocina estar abierta a grupos de la comunidad que desean alquilar el lugar?

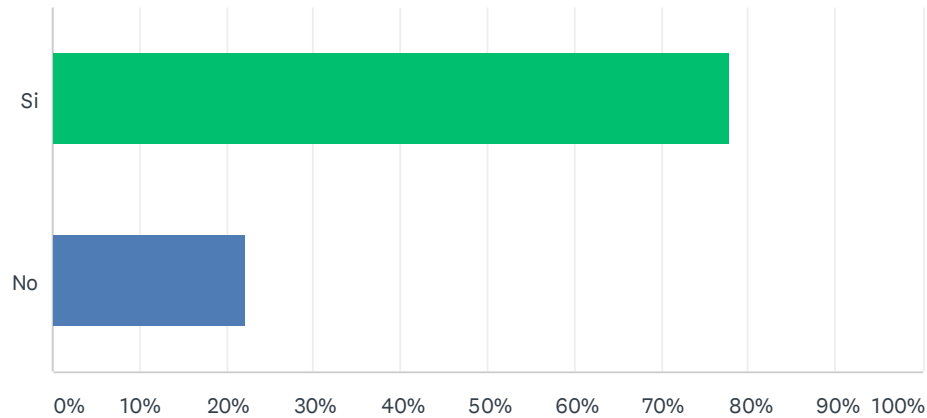
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Si	22.22%	2
No	77.78%	7
TOTAL		9

### Q4 ¿Es crítico de reconfigurar la área de recepción para que el personal pueda observar y supervisar la entrada del recinto (único punto de entrada)?

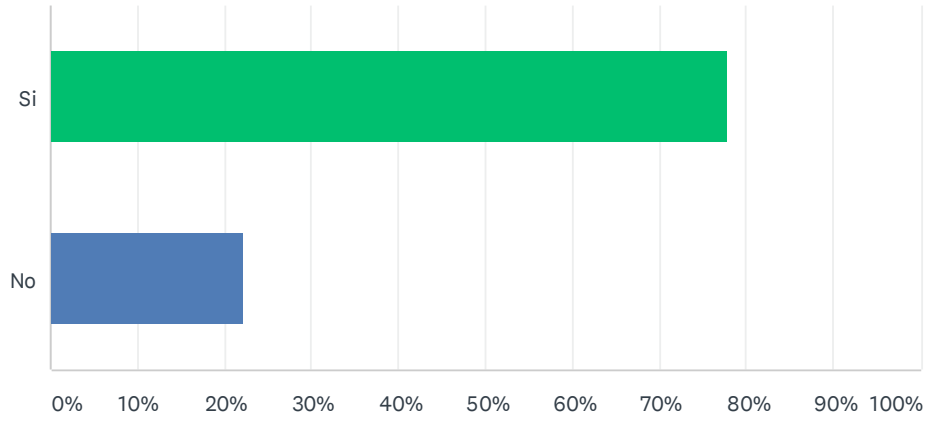
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Si	77.78%	7
No	22.22%	2
TOTAL		9

### Q5 ¿Debe haber mejoramientos a las zonas de dejar y recoger a los estudiantes y del autobús?

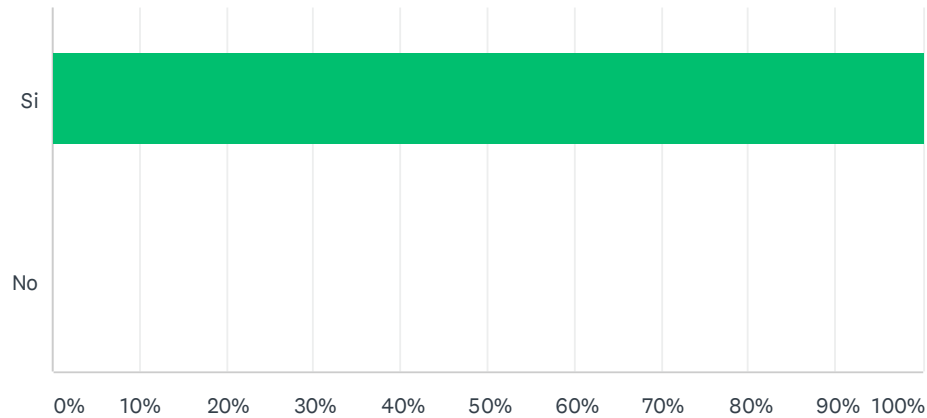
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Si	77.78%	7
No	22.22%	2
TOTAL		9

### Q6 ¿Se debe mejorar la entrada a la escuela (paisajismo y áreas de pasillos, señalización e iluminación, y el refugio para estudiantes los cuales esperan de estar recogidos)?

Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Si	100.00%	9
No	0.00%	0
TOTAL		9

Q7 ¿Qué debe ser la capacidad para reuniones en el Salón Mayor?

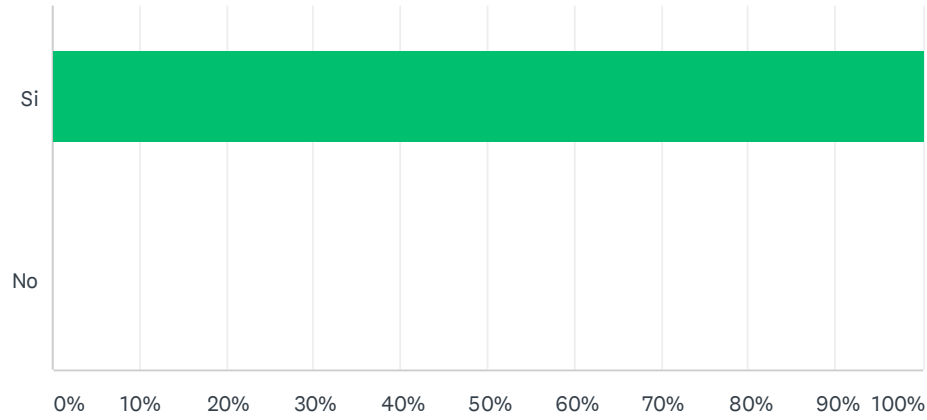
Answered: 9 Skipped: 0

## Q8 ¿Qué debe ser la capacidad para sentarse a comer en el Salón Mayor?

Answered: 8 Skipped: 1

### Q9 ¿Debe haber un área para comer afuera adyacente a la cocina?

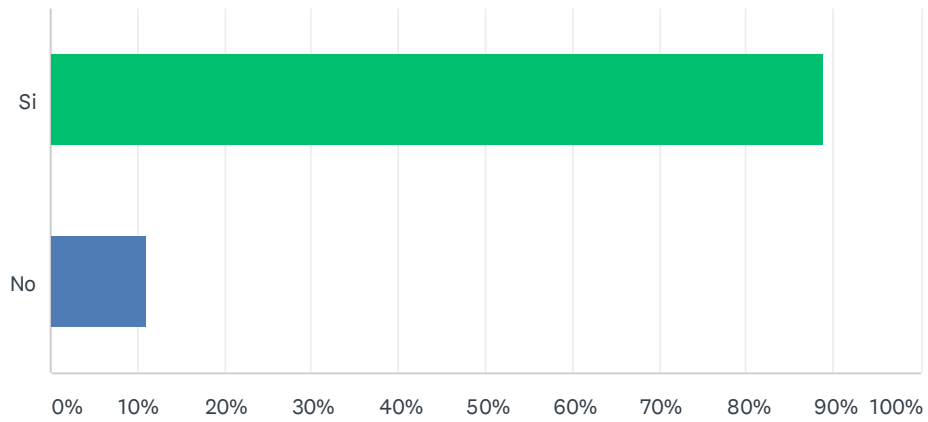
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Si	100.00%	9
No	0.00%	0
TOTAL		9

### Q10 ¿Debe haber un escenario con iluminación de escenario, cortinas, sistema audio?

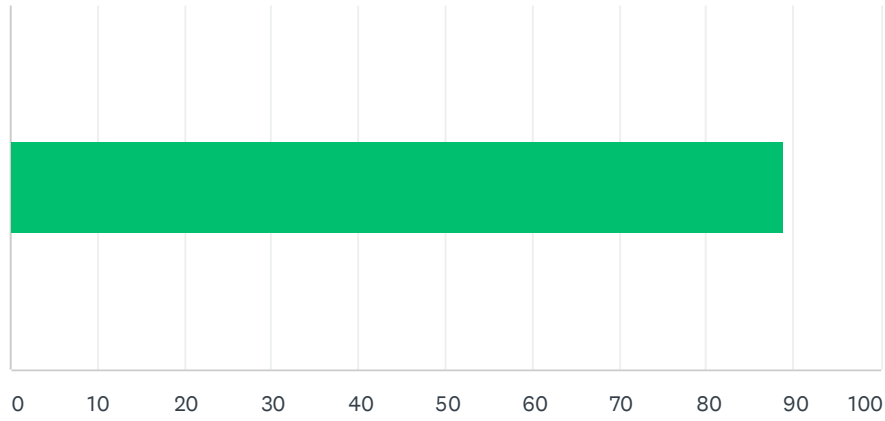
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Si	88.89%	8
No	11.11%	1
TOTAL		9

## Q11 Salón Mayor: Agrandar el campo para partidos de basquetbol reglamentarios

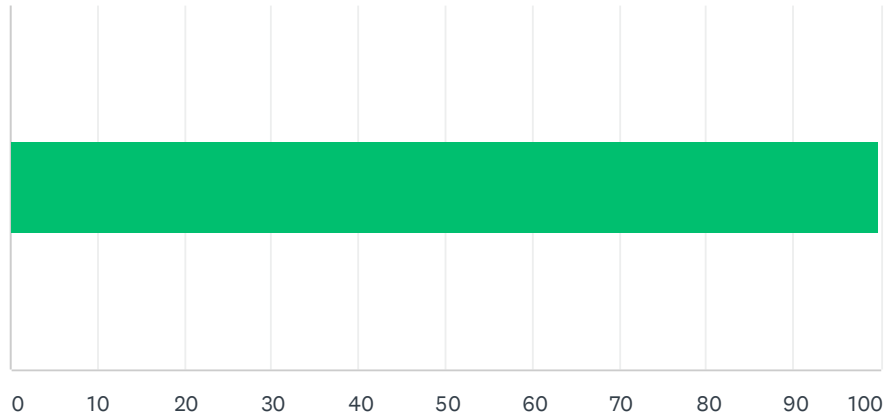
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	89	801	9
Total Respondents: 9			

## Q12 Salón Mayor: Agrandar el espacio del salón mayor para reuniones y servicio alimentario

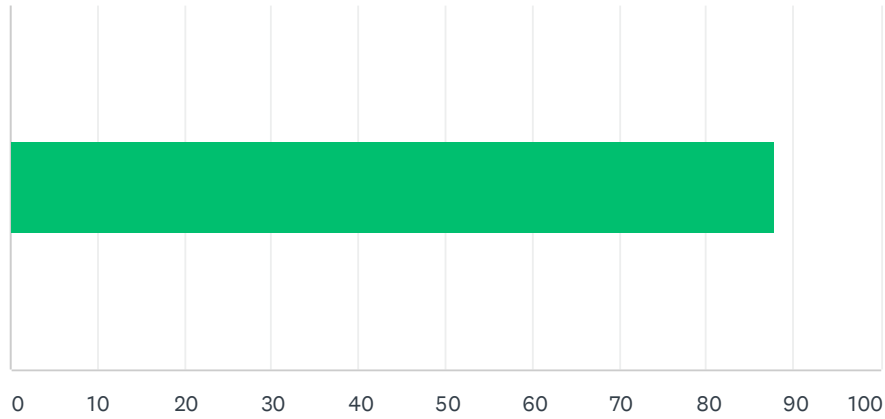
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	100	899	9
Total Respondents: 9			

### Q13 Salón Mayor: Escenario con cortinas, iluminación de escenario y sistema audio

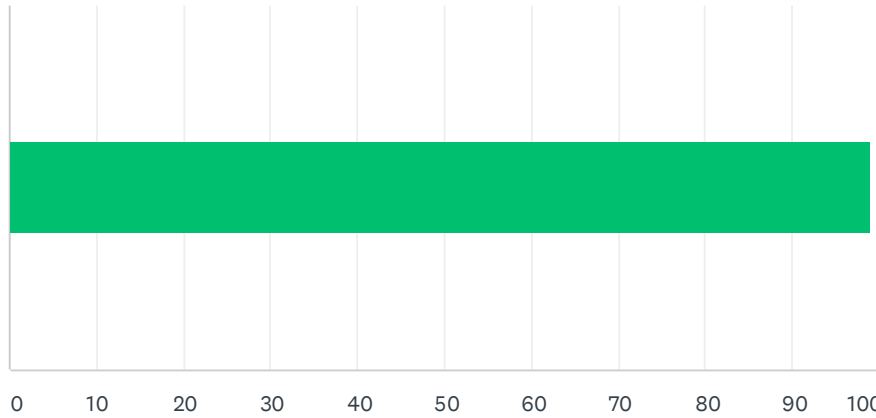
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	88	790	9
Total Respondents: 9			

## Q14 Salón Mayor: Aros de basquetbol retráctiles

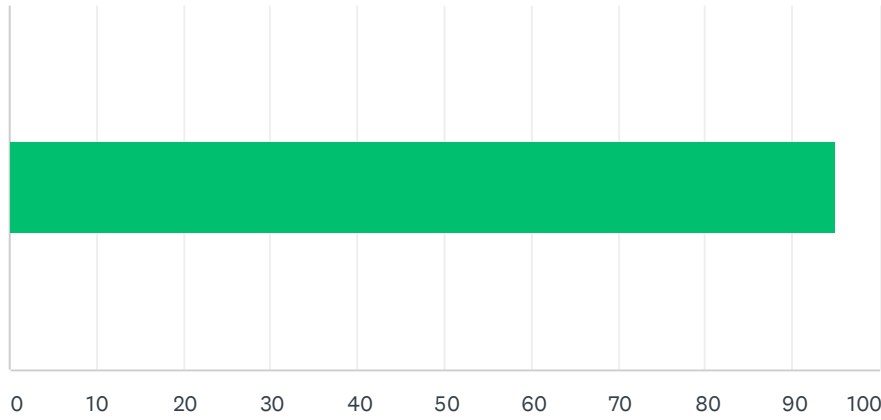
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
		99	890
Total Respondents: 9			9

## Q15 Salón Mayor: Suelo deportivo

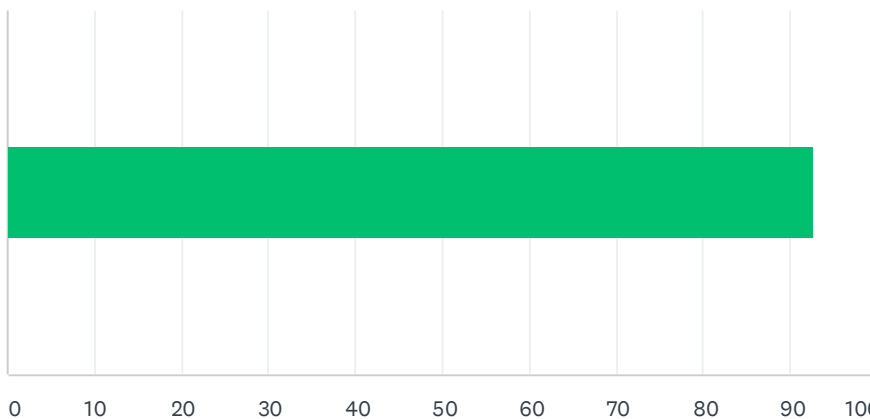
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	95	855	9
Total Respondents: 9			

### Q16 Salón Mayor: Suelo diseñado principalmente para servicio alimentario (adecuado para la educación física, Pero principalmente diseñado para servicio alimentario)

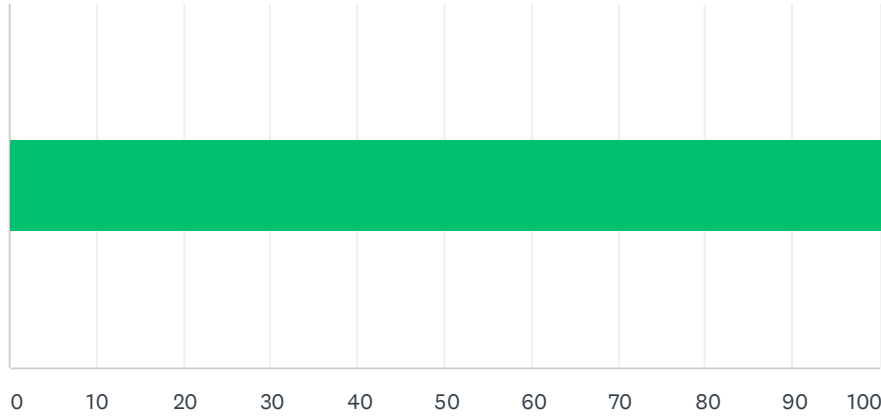
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	93	834	9
Total Respondents: 9			

## Q17 Salón Mayor: Aire acondicionado

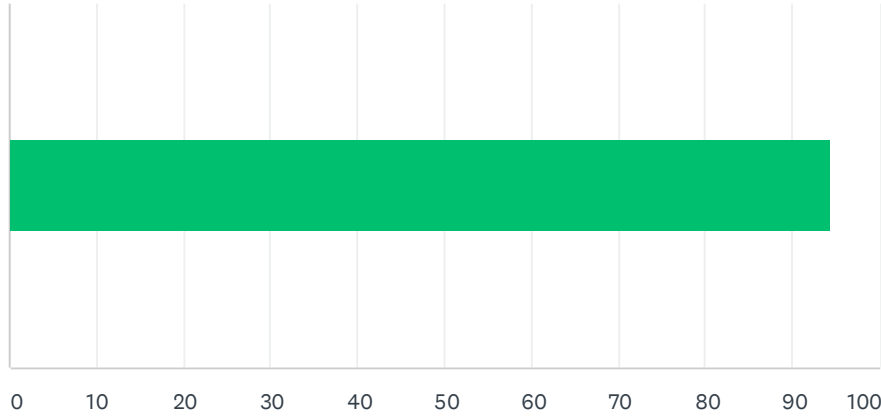
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	100	900	9
Total Respondents: 9			

## Q18 Salón Mayor: Baños adicionales

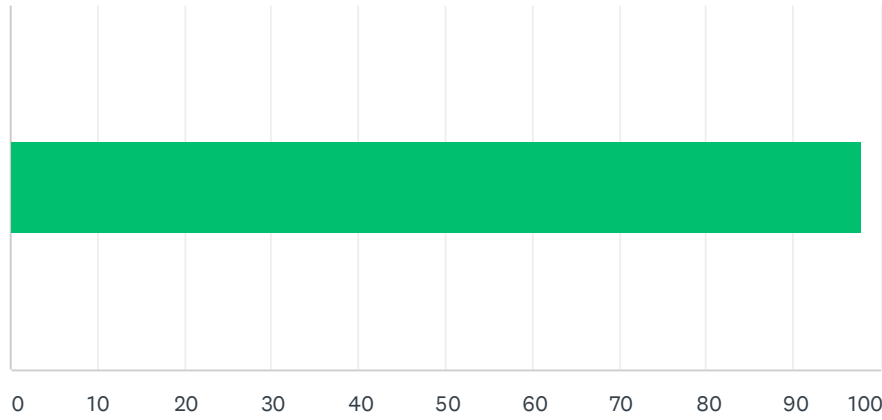
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	94	850	9
Total Respondents: 9			

## Q19 Cocina: Cocina de servicio completo e instalaciones para cocinar

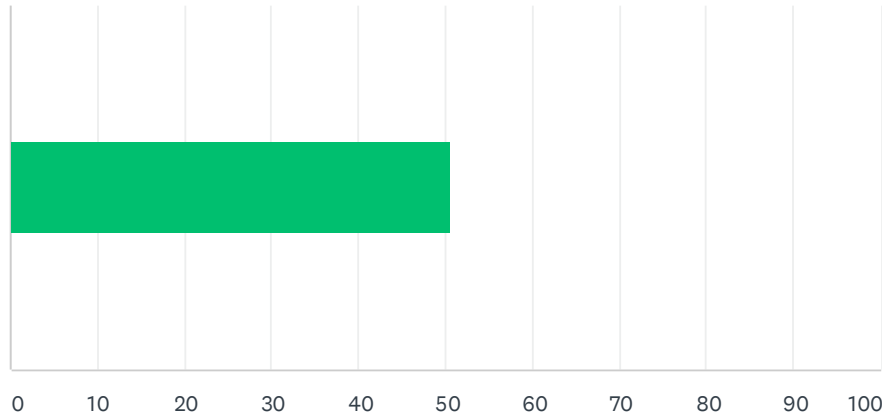
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	98	882	9
Total Respondents: 9			

## Q20 Cocina: Solamente “Cocina para calentar a la comida”

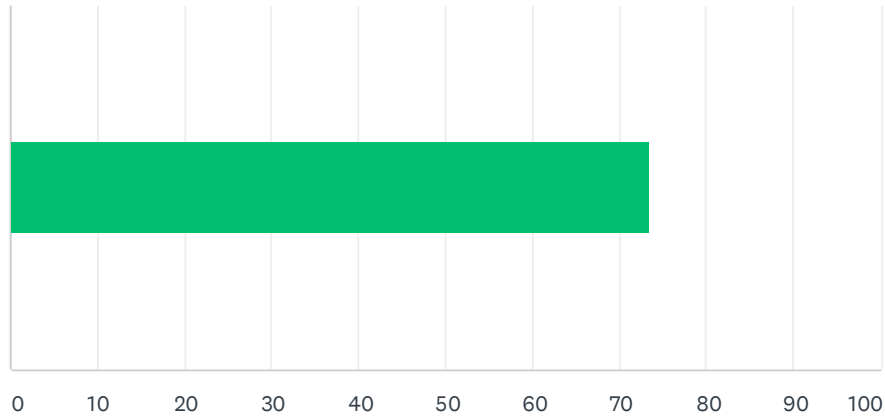
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	51	455	9
Total Respondents: 9			

## Q21 Cocina: Área interior para comer (Salón Mayor) con mostrador de servicio

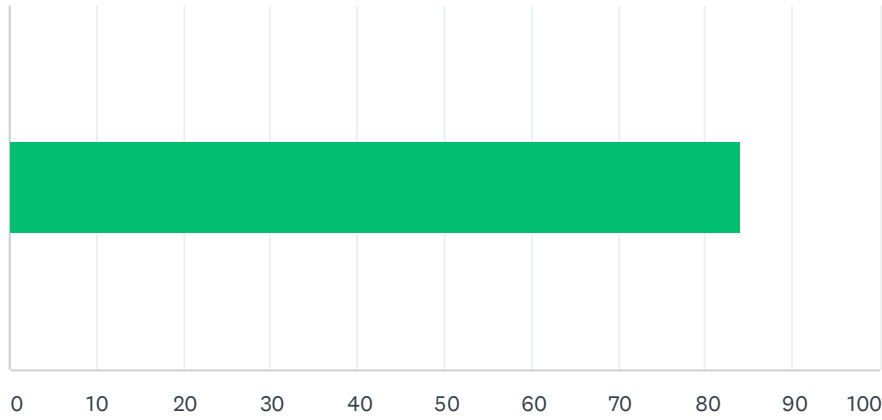
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	73	660	9
Total Respondents: 9			

## Q22 Cocina: Mesas plegables (mesas que se pliegan en la pared)

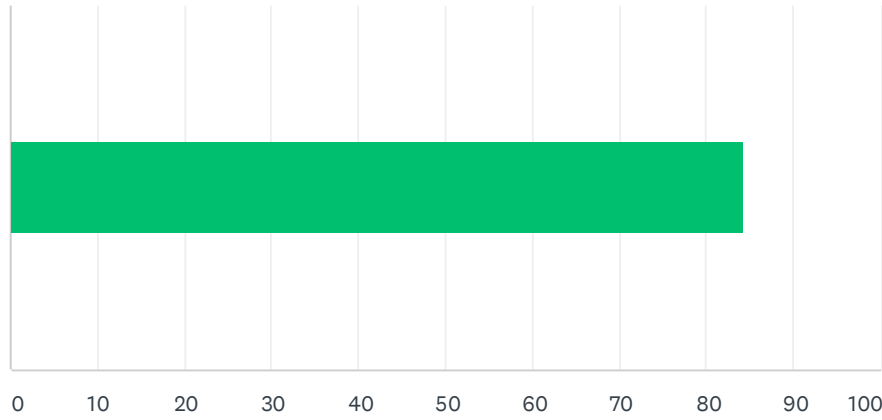
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	84	757	9
Total Respondents: 9			

## Q23 Cocina: Almacenamiento para mesas plegables, bancos y mesas

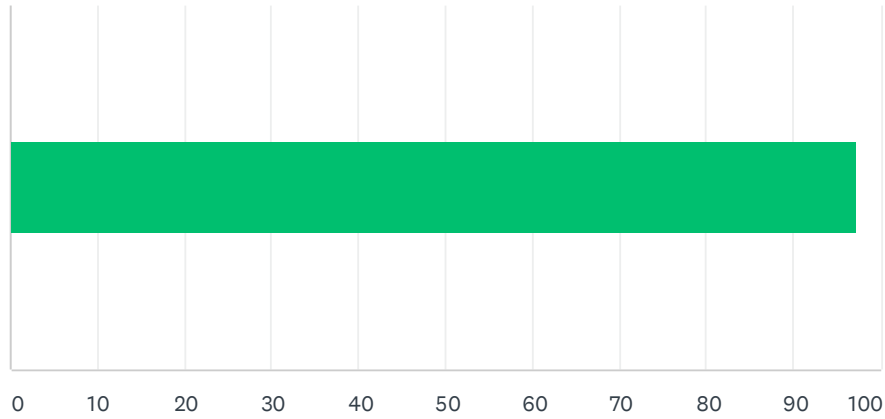
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	84	759	9
Total Respondents: 9			

## Q24 Cocina: Área para comer al aire libre con mostrador de servicio de la cocina

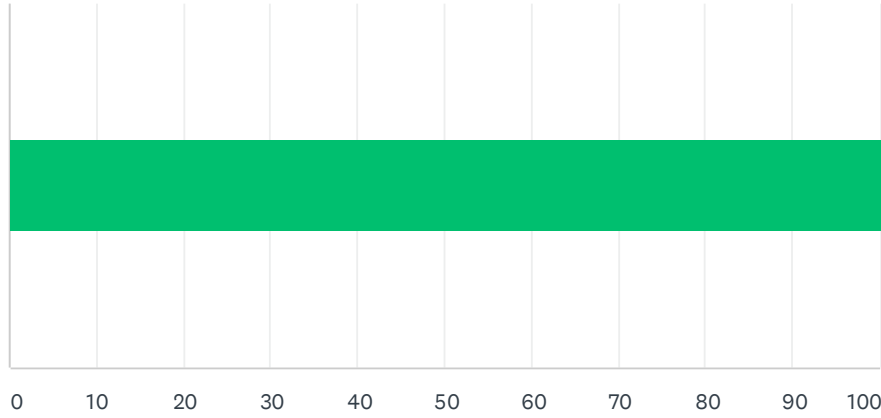
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	97	875	9
Total Respondents: 9			

## Q25 Cocina: Estructura de sombra en el área de comer al aire libre

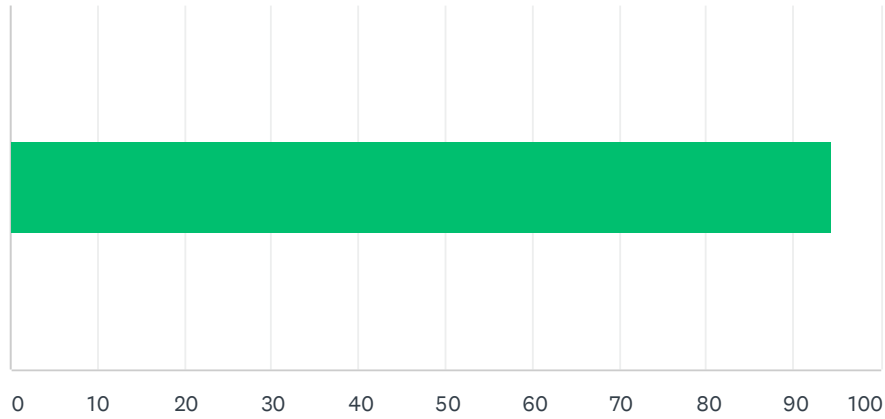
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
		100	900
Total Respondents: 9			9

## Q26 Oficinas Administrativas: Línea de visión clara de la recepción al punto de entrada al recinto principal

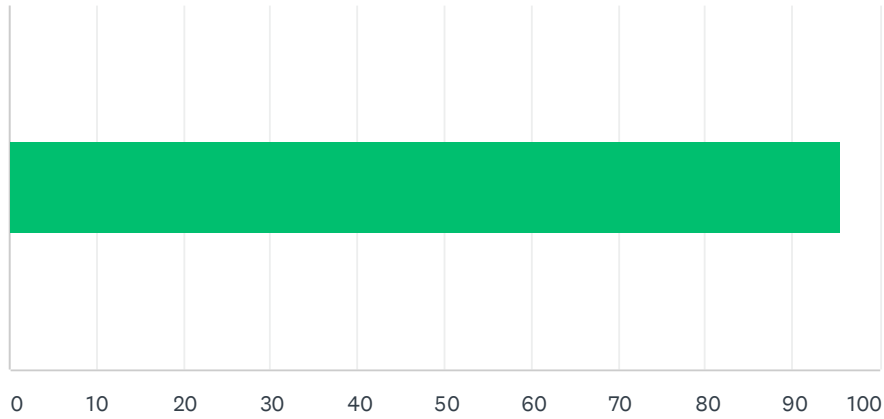
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	94	849	9
Total Respondents: 9			

## Q27 Oficinas Administrativas: Habilidad del personal de la oficina de cerrar de forma remota las puertas de entrada

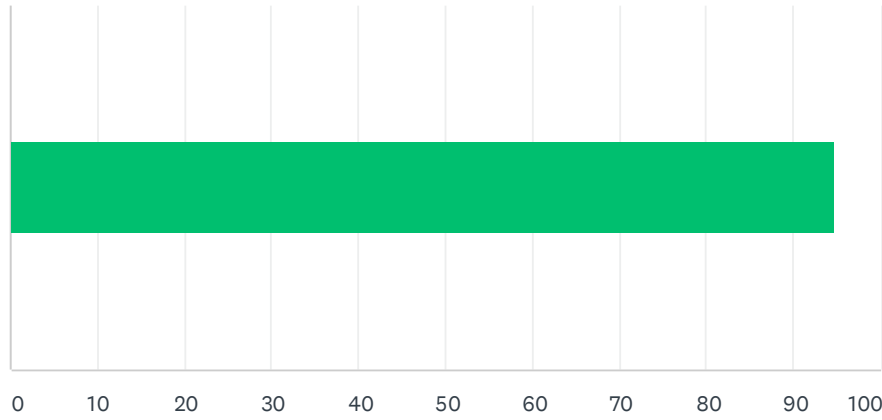
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	96	861	9
Total Respondents: 9			

## Q28 Oficinas Administrativas: Sala de Conferencia

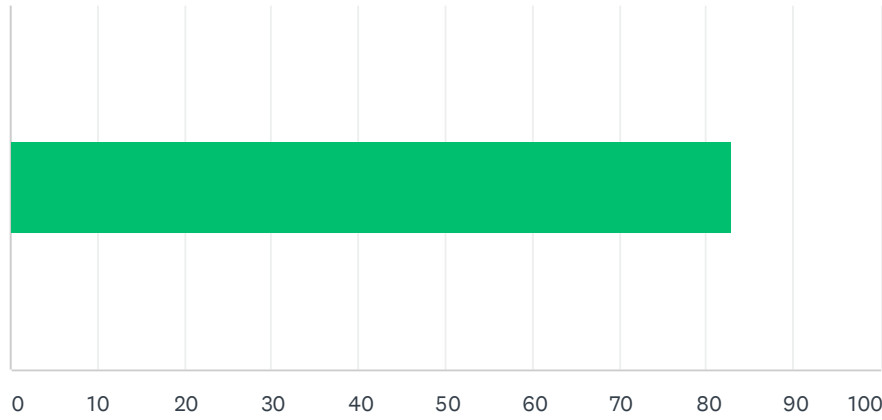
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	95	853	9
Total Respondents: 9			

## Q29 Oficinas Administrativas: Agrandar los espacios de la oficina

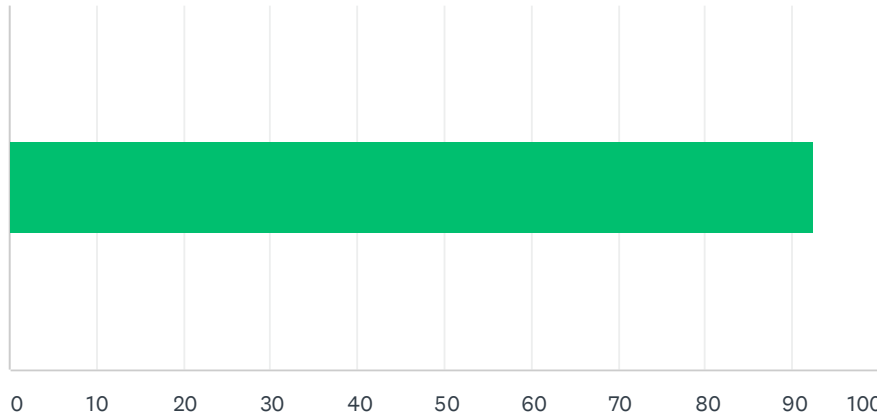
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	83	746	9
Total Respondents: 9			

### Q30 Oficinas Administrativas: Sala de trabajo de los maestros

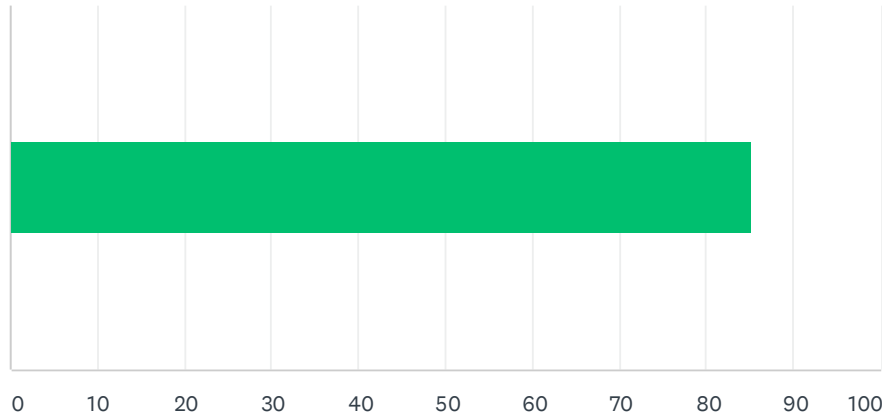
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	93	833	9
Total Respondents: 9			

### Q31 Oficinas Administrativas: Baños para el personal

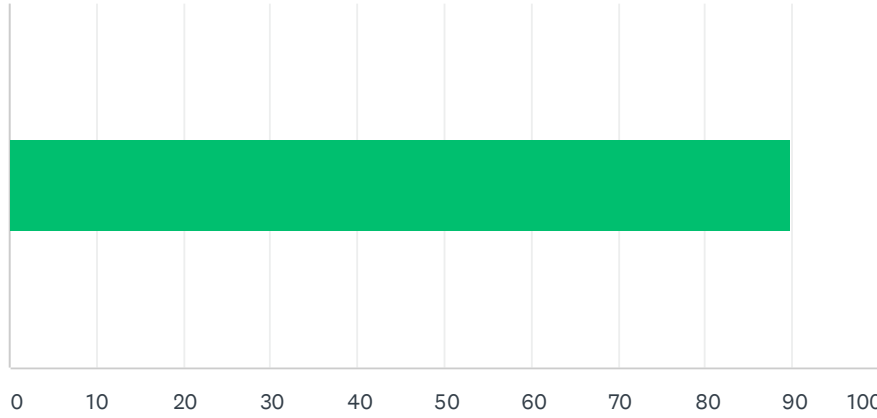
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	85	766	9
Total Respondents: 9			

### Q32 Oficinas Administrativas: Sala para la enfermera

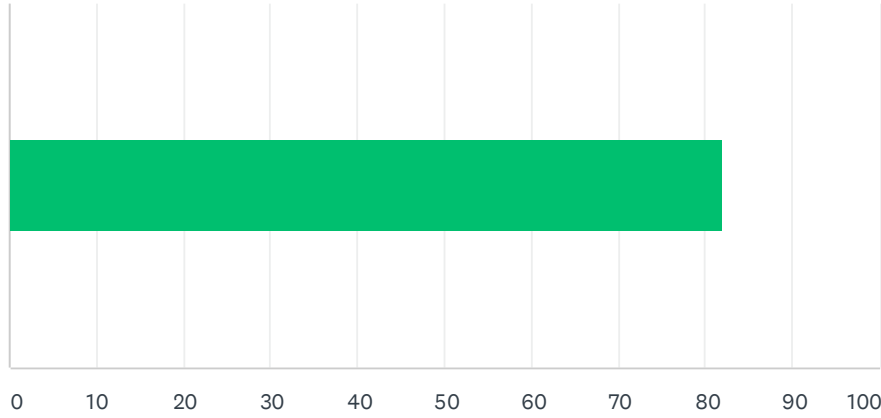
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	90	808	9
Total Respondents: 9			

### Q33 Entrada Principal: Mejoramiento del paisajismo

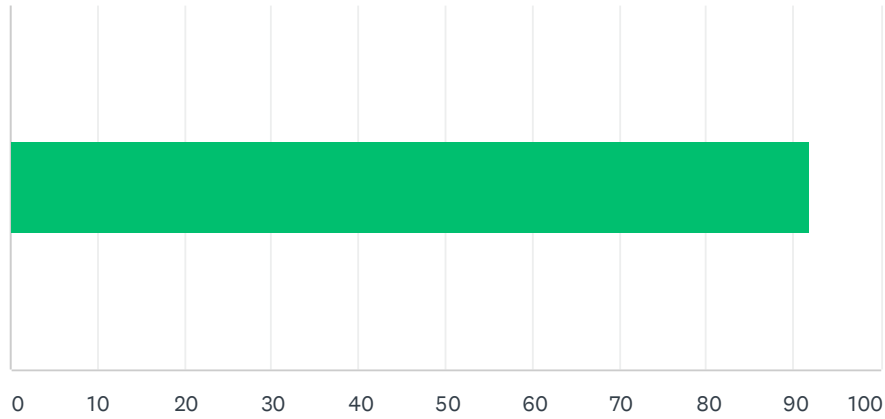
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	82	738	9
Total Respondents: 9			

### Q34 Entrada Principal: Mejoramiento para dejar, recoger y para las zonas de autobús

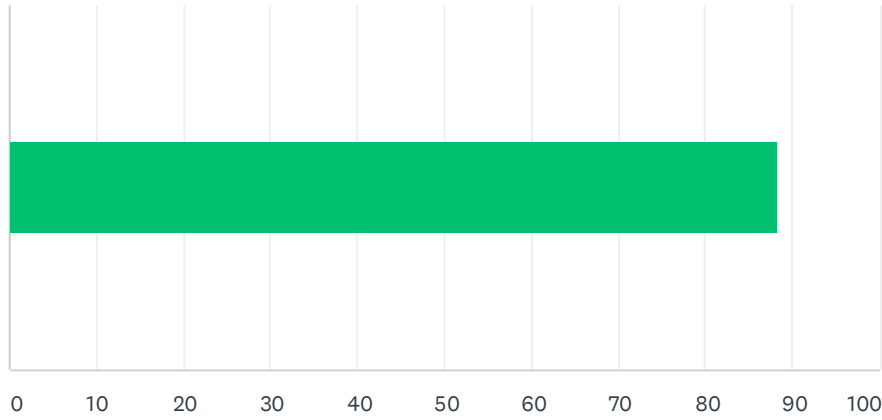
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	92	826	9
Total Respondents: 9			

### Q35 Entrada Principal: Mejoramiento de iluminación y de señalización

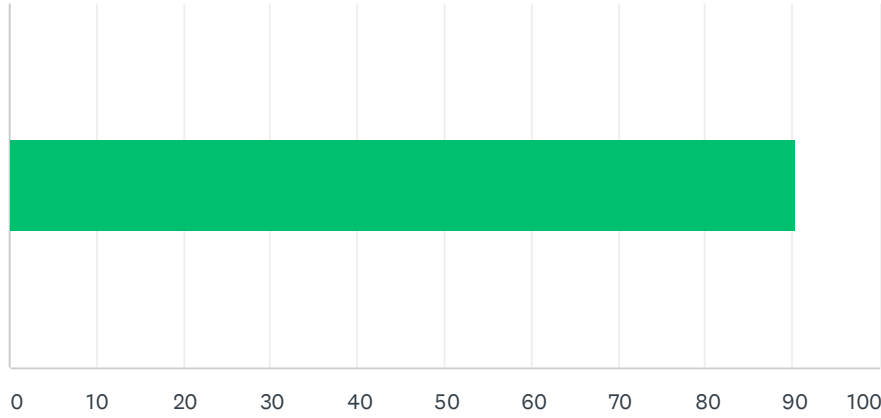
Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	88	794	9
Total Respondents: 9			

### Q36 Entrada Principal: Mejoramiento de pasillos y refugio

Answered: 9 Skipped: 0



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	90	814	9
Total Respondents: 9			

Q37 Contribución adicional no cubierta en la encuesta. Si Ud. tiene ideas o preocupaciones adicionales que Ud. cree se debe tomar en consideración y posiblemente incluido en el Proyecto de Modernización de la Kawana Springs, favor de escribirlos en la caja abajo.

Answered: 4 Skipped: 5

# Kawana Springs Kitchen - MPR - Admin

## Modernization Project - SURVEY RESULTS

Spanish Survey 9 responses

Question 7 'What should the capacity be for assembly in the MPR?'

Average # is 400

Answers

700 / 100

Depende del tamaño del salon (It depends on the size of the room)

Tiene que tener la capacidad para todos los alumnos y maestros cuando se hacen eventos y para 1 o 2 o mas de la familia de los alumnos (It must have the capacity for all students and teachers when events are held and for 1 or 2 or more of the students' family)

No sé tal vez con esta pandemia no más de 100 personas para tomar distancia (I do not know maybe with this pandemic no more than 100 people to take distance)

Yo pienso que deben de tener distancia yo pienso que 10 estaría bien (I think they must have distance I think 10 would be fine).

Question 8 "What should the capacity be for meal seating in the MPR?"

Average # is 257

Answers

700 / 50 / 20

Again, if you are anticipating a future enrollment of 650 students plus give or take 5 staff members observing the students, the capacity will need to exceed 650, so 700 to be safe?

Enough to spread children out, in case the covid19 is still around, kids should not be cramped up together. 14kids to a table.

same as TM

Enough for the majority of grade levels to eat at the same time

Question 37 "If you have additional ideas or concerns that you believe should be considered and possibly included in the Kawana Springs Modernization Project, please type them in the box below:"

Answers:

Deberia aumentar el tamaño de la cocina principal para calentar y servir la comida tibia y NO FRÍA. Además, deberían aumentar las mesas y sillas para que más estudiantes puedan comer adentro. Incluso, se podría colocar una barra para servir más larga para que más estudiantes se puedan servir o en dos líneas. Como está la situación, podría haber una ventanilla en la que los estudiantes solo puedan recoger la comida sin que puedan tener mucho contacto uno al otro.

(You should increase the size of the main kitchen to heat and serve food warm and NOT COLD. In addition, they should increase the tables and chairs so that more students can eat inside. You could even place a longer serving bar so that more students can be served or in two lines. As the situation is, you might see a window where students can just pick up food without having much contact with each other.)

Safer place for kids bikes, nobody else, just the owner can take it.

Hacer una salida para los niños que se van caminando cuando se recojen porque ahora en donde salen también entran los carros y salen y es peligroso, por la puerta pequeña que esta salen los niños para subirse al bus y es muy pequeña para todos. (Make an exit for the children who have walked when they are collected because now where the cars also enter and leave and it is dangerous, the children leave through the small door to get on the bus and it is very small for everyone.)

Creo que es necesario tener un cubresol o manta (como en el área de juegos ubicada en la esquina) de la escuela para los juegos que usan Kindergarden. Ojala se pueda usar la cancha de soccer más habilmente añadiendo una cancha para tenis o añadiendo una cancha de basketball para niños más pequeños. De esta forma más niños podrán utilizar más adecuadamente el campus en la parte de atrás de la escuela. Ahora que si hay más presupuesto podría haber una alberca y abrir programas de natación y clases de natación. (I think it is necessary to have a suncover or blanket (as in the play area located in the corner) from the school for the games that Kindergarden uses. Hopefully the soccer field can be used more skillfully by adding a tennis court or adding a basketball court for younger children. In this way, more children will be able to use the campus more adequately at the back of the school. Now that if there is more budget, you could see a pool and open swimming programs and swimming classes.)

Mejoramiento en los parqueos porque la gente tapa las entradas y salidas es muy estresante querer salir y no poder por el tráfico y no hay mucho parqueos.

(Improvement in parking because people cover the entrances and exits, it is very

stressful to want to go out and not be able to because of the traffic and there is not much parking.)



# Fiscal Year 2020/21

## October 2020 Cash Flow Update

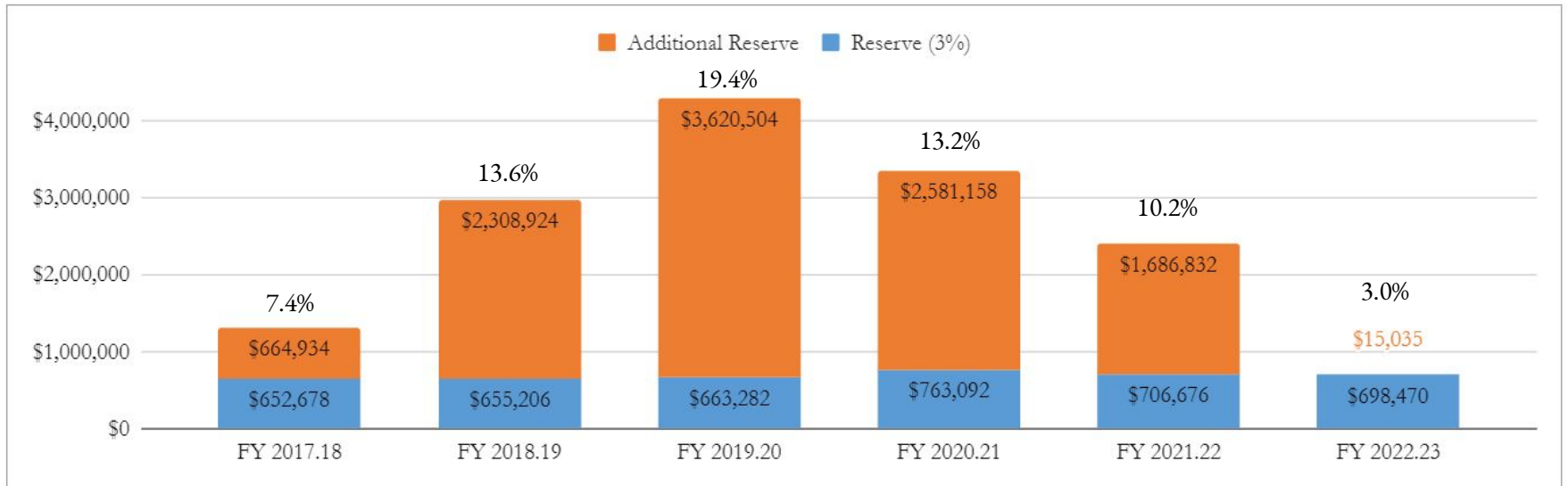
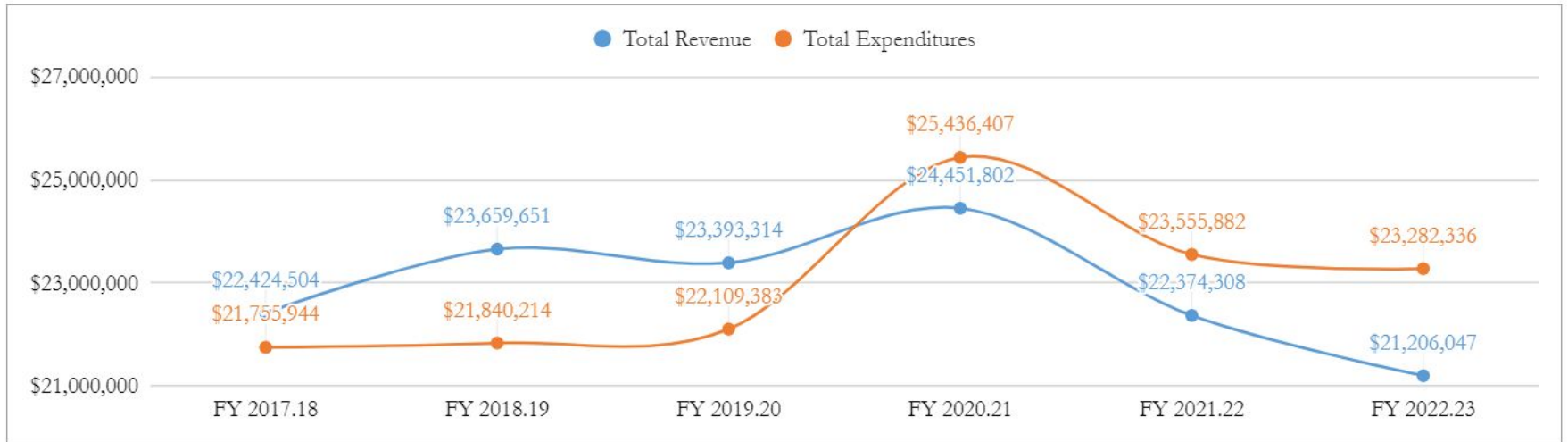
Chris J. Kim, Ed.D, MBA

Chief Business Official

[ckim@busd.org](mailto:ckim@busd.org)



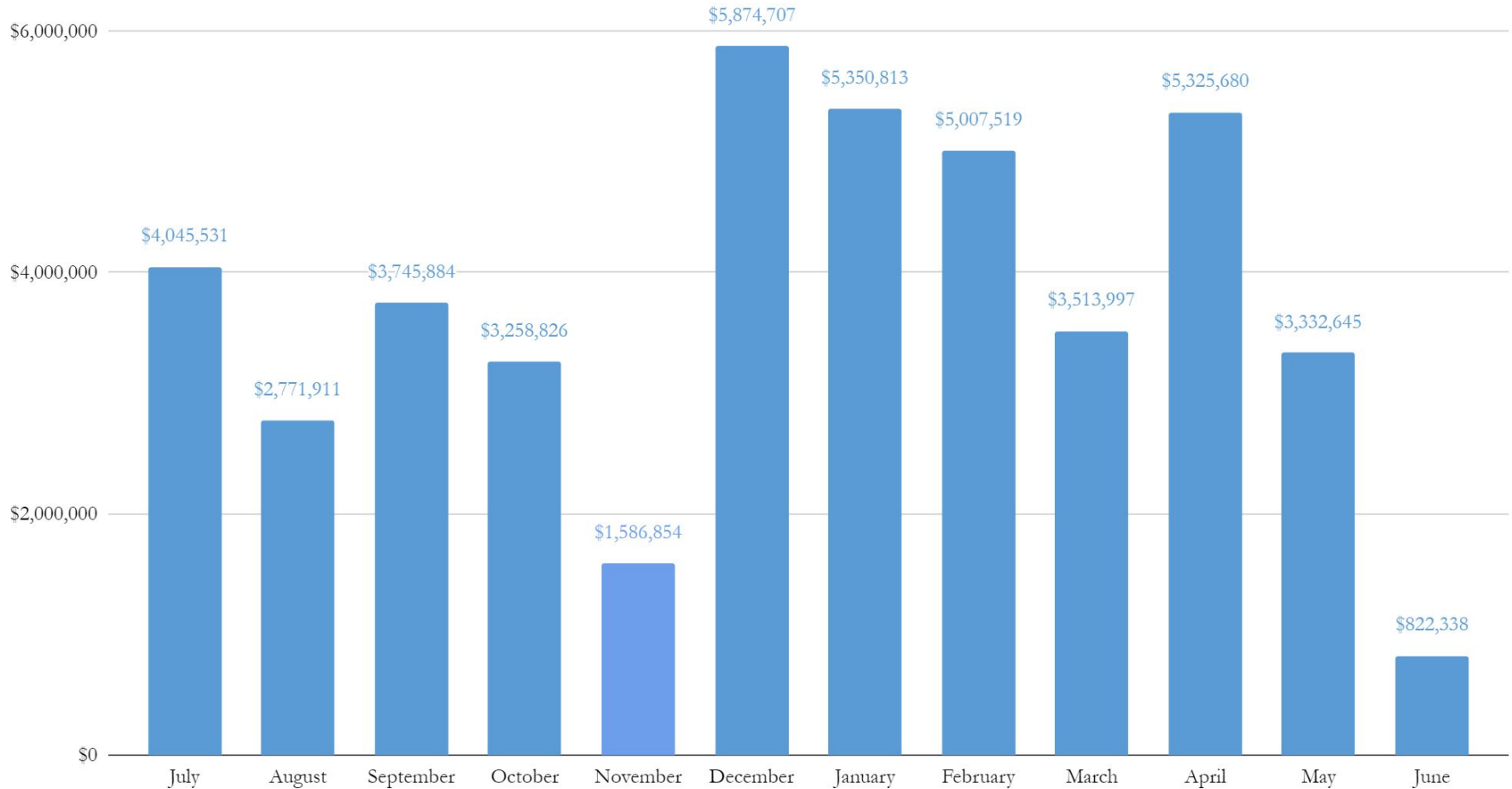
# BELLEVUE UNION SCHOOL DISTRICT



## Trendlines



# BELLEVUE UNION SCHOOL DISTRICT



**FY 2020/21 Cash Flow**



## Future Considerations:

Substantive Decline in Student Enrollment Leading to Year over Year Operating Deficits

Projected \$2.9 Million in Cash Deferrals and Accruals in FY 2020/21

Expiration of One Time Learning Loss Mitigation Funding

Outcome of Negotiations with Collective Bargaining Units

0% COLA for Foreseeable Future

Unknown Status of Cash Deferrals in FY 2021/22

## Next Steps:

December 15th, 1st Interim (1st Quarter Review and Check on Budgetary Assumptions)

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Bellevue Union School District

Agenda Item for Board Meeting of October 20, 2020

Agenda Category: Information

Agenda Item Title: Technology Department Update

Prepared By: Lawrence Black, Director of Technology

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Background: BUSD has gone through significant change in the availability of technology for students and staff. A brief presentation will show some of the highlights and future opportunities we have with our technology.

Recommended Action:

No action

Supporting Documents:

None

Bellevue Union School District  
Agenda Item for Board Meeting

Agenda Category: Informational Item

Agenda Item Title: Board Policy Manual Revisions per California School Boards Association (CBSA) Update Recommendations

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

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Background:

The California School Boards Association (CBSA) policy services provide sample policies, administrative regulations, bylaws and exhibits as a resource for school districts and county offices of education to develop their own policy manual. These policies are in line with current state/federal laws and have been reviewed and compared to our local policies.

This is the first reading. No action will be taken until the second reading/adoption.

Recommended Action:

No action

Supporting Documents:

Board Policy Manual Revisions per California School Boards Association (CBSA) Update Recommendations - First Reading

**Bellevue Union School District**

**Agenda Item for Board Meeting of October 20, 2020**

**Agenda Category:** Action

**Agenda Item Title:** Consider Approval of Action to Allow Superintendent to Sign Construction Contracts for 2020 Winter & 2021 Summer Work

**Prepared By:** Roger Farrell, Director of M&O

Technical Advisor: Andrea Noble, Senior Construction Manager, RGMK and Associates

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**Background:**

BUSD Staff have been working on a summer construction plan that will include 20 facility projects.

The Board is requested to authorize the Superintendent to sign contracts for consulting services and for construction, as required to facilitate these projects. This is in an effort to expedite executing of the contracts and establish schedules as early as possible in a volatile construction climate. To wait to approve contracts at regularly scheduled Board meetings, and still complete the projects in the summer window would prove to be difficult at best. It is not practical to call for repeated special meetings.

**Cost:**

Estimated project costs (hard and soft costs) of \$4,800,548.00 through August. (Amount based upon carry over from 2020 Projects expenses \$993,548.00 and 5 Year BUSD Facility Plan Cost Summary \$3,807,000.)

**Action:**

Approve as presented

**Supporting Documents:**

BUSD Facility 5 Year Plan updated 8.14.20 and 2020 Summer Projects Summary as Presented by Roger Farrell

## 2020 PROJECTS EXPENSE REPORT SUMMARY

Location	Estimated Expenses	Actual Expenses	Difference
Bellevue	\$2,439,270.63	\$1,477,372.71	\$961,897.92
Meadow View	\$216,699.00	\$197,927.41	\$18,771.59
Kawana Springs	\$1,015,140.00	\$1,022,083.62	-\$6,943.62
Taylor Mountain	\$150,789.40	\$140,930.99	\$9,858.41
ELC	\$98,000.00	\$100,436.00	-\$2,436.00
MV Annex	\$40,000.00	\$27,600.00	\$12,400.00
<b>Totals</b>	<b>\$3,959,899.03</b>	<b>\$2,966,350.73</b>	<b>\$993,548.30</b>

### Asset Sources

\$2,770,201.00	Bond Funds w/o Measure C
\$574,633.00	Developer Fees
\$8,855,000.00	Measure C Bond Funds
<hr/>	
\$12,199,834.00	Total Available Dollars 8/12/2020
\$1,150,648.93	8/2019 Expenditures
<hr/>	
\$11,049,185.07	Total Available Dollars 8/12/2020

**SUMMARY**

<b>CAMPUS</b>	<b>TOTAL</b>	<b>YEAR 1 - 2020</b>	<b>YEAR 2 - 2021</b>	<b>YEAR 3 - 2022</b>	<b>YEAR 4 - 2023</b>	<b>YEAR 5 - 2024</b>
Bellevue Elementary	\$8,223,250	\$2,394,250	\$1,320,500	\$4,538,000	\$15,000	\$65,000
Meadow View Elementary	\$2,780,500	\$300,000	\$980,500	\$605,000	\$30,000	\$950,000
Taylor Mountain Elementary	\$2,494,286	\$161,786	\$452,500	\$100,000	\$833,000	\$950,000
Kawana Springs Elementary	\$14,280,700	\$1,357,200	\$723,500	\$3,340,000	\$3,000,000	\$5,960,000
Early Learning Center	\$235,436	\$100,436	\$40,000	\$25,000	\$70,000	\$0
Meadow View Annex	\$525,000	\$50,000	\$270,000	\$25,000	\$0	\$180,000
District Office	\$100,000	\$0	\$20,000	\$30,000	\$50,000	\$0
<b>TOTAL ESTIMATE</b>	<b>\$28,639,172</b>	<b>\$4,363,672</b>	<b>\$3,807,000</b>	<b>\$8,663,000</b>	<b>\$3,998,000</b>	<b>\$8,105,000</b>

**FUND SUMMARY (Updated: 8/12/20)**

Bond (Fund 21) w/o Measure C	\$2,770,201
Developer Fee (Fund 25)	\$574,633
MEASURE C (Fund 21), 1st Apportionment	\$8,855,000
MEASURE C, Remaining Eligible Funding	\$19,000,000
	<b>\$31,199,834</b>

**Bellevue Union School District**

**Agenda Item for Board Meeting of October 20, 2020**

**Agenda Category:** Review and Action

**Agenda Item Title:** Consider Approval of Resolution No 7: Line of Credit with the County Treasury

**Prepared By:** Chris J. Kim, CBO

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**Background:**

Due to variability and timing in between when funding is appropriated by the State and Federal governments, the District continues to project a negative cash balance in the general fund in the 2nd quarter of Fiscal Year 2020/21.

This resolution requests \$3 million in the form of a line of credit from the County Treasury and will allow the District to operate in a negative cash status.

This amount does not exceed 85% of projected property taxes as required.

**Cost:**

The Cost to the District will be in the form of negative interest expense if utilized.

**Recommended Action:**

Approve as presented.

**Supporting Documents:**

1. Resolution of the Governing Board of the Bellevue Union School District of the County of Sonoma, State of California, requesting funds transfer under article XVI, Section 6 of the State Constitution.

Resolution No. 7

Dated: October 20, 2020

RESOLUTION OF THE GOVERNING BOARD OF BELLEVUE UNION SCHOOL DISTRICT OF THE COUNTY OF SONOMA, STATE OF CALIFORNIA, REQUESTING FUND TRANSFER UNDER ARTICLE XVI, SECTION 6 OF THE STATE CONSTITUTION

RESOLVED by the Governing Board of the Bellevue Union School District, a District of the County of Sonoma, State of California, that:

WHEREAS, this District does not have sufficient funds on hand to provide for the operation of the District during the 2020/21 fiscal year, and

WHEREAS, Article XVI, Section 6 of the State Constitution authorizes a temporary transfer of funds in the custody of the County Treasurer upon approval of the Board of Supervisors, and

WHEREAS, the revenues to said District for the current fiscal year, 2020/21, are budgeted at \$24,451,802;

NOW, THEREFORE, IT IS DETERMINED AND ORDERED as follows:

1. That the Board of Supervisors of the County of Sonoma be and it is hereby requested to authorize a temporary transfer to this District on an as-needed basis of not to exceed \$3,000,000 during the 2020/21 fiscal year; said sum will not exceed 85% of the revenues to said District during said fiscal year.
2. For the convenience of the County Auditor-Controller-Treasurer-Tax Collector, a schedule of monthly anticipated cash flow is attached hereto.
3. That the Auditor-Controller-Treasurer-Tax Collector of the County of Sonoma be requested to recommend that the transfer is acknowledged.
4. That certified copies of this resolution be forwarded by the Clerk of this Board to the Board of Supervisors of the County of Sonoma and the Sonoma County Auditor-Controller-Treasurer-Tax Collector.

The foregoing resolution was introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_, and adopted on roll call on October 20, 2020, by the following vote:

Board Member

Vote

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Ayes: \_\_\_\_\_ Noes: \_\_\_\_\_ Absent or not voting: \_\_\_\_\_

WHEREUPON, the Chair declared the foregoing resolution adopted, and  
SO ORDERED.

\_\_\_\_\_  
Chair

**Bellevue Union School District**

**Agenda Item for Board Meeting of October 20, 2020**

**Agenda Category:** Review and Action

**Agenda Item Title:** Approval of Revised Collective Bargaining Agreement (CBA) Between Bellevue Union School District (BUSD) and the California School Employees Association (CSEA)

**Prepared By:** Siara Goyer, Director of Human Resources

**Background:**

The California School Employees Association (CSEA) and Bellevue Union School District (BUSD) both agreed on the revisions to the attached Collective Bargaining Agreement, which incorporates the language changes of the tentative agreements entered into during the past several years.

This new Collective Bargaining Agreement is effective November 1, 2019– October 31, 2022

**Cost:**

N/A

**Recommended Action:**

Approve the revised Collective Bargaining Agreement between BUSD and CSEA

**Supporting Documents:**

CSEA Contract 11.1.2019 to 10.31.2022 Final Signed

CONTRACTUAL AGREEMENT

BETWEEN

CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION  
BELLEVUE CHAPTER 501

AND

BELLEVUE UNION SCHOOL DISTRICT  
BOARD OF TRUSTEES

*November 1, 2019 – October 31, 2022*

Ratified:  
Board Approved:

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## PREAMBLE

This Agreement is made and entered into this day of March 29, 2017, between Bellevue Union School District, hereinafter referred to as the District, and the California School Employees Association and its Bellevue Chapter 501, or its successors, hereinafter referred to CSEA.

The purpose of this Agreement is to promote the improvement of personnel management and employer/employee relations provide an equitable and peaceful procedure for the resolution of differences; and establish rated of pay and other terms and conditions of employment.

## ARTICLE 1 RECOGNITION

- 1.1 All employees in the District not designated as Management, Confidential, Supervisor or Certificated shall be assigned to the Bargaining Unit. Any unresolved dispute between the District and CSEA shall be submitted to the Public Employment Relations Board for resolution.

Inclusions: The Board hereby recognizes the Association as the exclusive and sole bargaining agent for the unit of employees described below:

Account Technician  
Bilingual Instructional Assistant  
Bilingual Literacy Paraprofessional  
Bilingual/ESL Specialist  
Child Care Assistant  
Computer Lab Operator  
Day Custodian  
District Account Technician/Receptionist  
English Learner Service Technician  
ESL Instructional Assistant  
Food Service Cashier  
Full Inclusion Instructional Assistant  
Head Child Care Center Operator  
Health and Wellness Coordinator  
Health Assistant I  
Health Assistant II  
Instructional Assistant  
Instructional Associate of Reading  
Kitchen Operator  
Library Media Technician  
Literacy Paraprofessional  
Maintenance/Ground Worker  
Night Custodian  
Parent Liaison  
School Cafeteria Dishwasher  
School Cook  
School Nurse Assistant  
School Office Assistant  
School Office Manager  
Site Technology Technician  
Special Education Administrative Assistant  
Special Education Assistant  
Student Supervisor

Newly created positions, except those that are designated Certificated, Management, Confidential, or Supervisory, shall be assigned to the bargaining unit. The determination of Management, Confidential, or Supervisory employees shall be made by the District. Disputed cases shall be submitted to the Public Employment Relations Board (PERB) for resolution. The bargaining unit may be expanded to other classes by mutual agreement of the District and CESA, subject to the rule of PERB.

- 1.2 **Exclusivity:** The Board agrees not to meet and negotiate with any classified employees association other than the Association for the duration of this Agreement; further, the Board agrees not to negotiate with any classified employee individually during the term of the Agreement on matters subject to meeting and negotiating.
- 1.3 **Representation Limitation:** The Association agrees that neither it, nor its members or agents, will attempt to represent in any negotiations or grievances, the interest of anyone other than members of the unit, and that the interests of pupils, parents, the public, the Board, and other employees will be the sole concern of the board and/or these respective parties.
- 1.4 **Pupil Interests:** The Association recognizes the Board as the duly constituted representative of the education interests of the pupil, and agrees to refrain from any act which may subject the educational interests of the pupil to conflict with personal, private, professional or collective interests of any Association member, members, agent or agents.

## ARTICLE 2 DEFINITION OF TERMS

- 2.1 The “Act” means Chapter 10.7, Sections 3540 through 3549.3 of Division 4 Title 1 of the Government Code of the State of California.
- 2.2 “Members of the unit” refers to all classified employees serving in the classifications listed in paragraph 1.1 of Article I of the Agreement.
- 2.3 “Bargaining unit seniority” is secured by date of hire, in a class or classes included in the bargaining unit.
- 2.4 “Bumping right” is the right of an employee, during layoffs, to displace an employee with less seniority in a class.
- 2.5 “A regular, full-time employee” is defined as a member of the unit who is assigned to work eight (8) hours per day over a ten (10), eleven (11), or twelve (12) month annual work schedule.
- 2.6 “A regular, part-time employee” is defined as a member of the unit who is assigned to work less than the regular full-time employment schedule as defined in this Article.
- 2.7 CSEA means Bellevue Chapter 501 of the California School Employee Association and/or the California School Employee Association.
- 2.8 “Board” means the governing Board of the Bellevue Union School District.
- 2.9 “Substitute employee” is a person hired to perform the duties of a position in the temporary absence of the employee who is regularly assigned to that position.
- 2.10 “District” means the Bellevue Union School District.
- 2.11 “Exclusive representative” refers to Chapter 501, California School Employees Association.
- 2.12 “Classified employee” means a regular full-time or part-time classified employee who is a member of the unit.
- 2.13 “Superintendent” means the Superintendent of the Bellevue Union School District or his designee.
- 2.14 “Principal” means the chief executive officer of one or more schools with total responsibility to manage all affairs of the school or schools, including general control and supervision of all certificated and classified employees assigned to serve in the school or schools.
- 2.15 “Probationary period” for all employees shall be six (6) months of satisfactory performance.
- 2.16 Other definitions applicable to a specific Article are included in the appropriate Article.

### ARTICLE 3 ORGANIZATIONAL SECURITY

- 3.1 CSEA shall have the sole and exclusive right to have membership dues deducted for employees in the bargaining unit by the District. The District shall, upon appropriate written authorization from CSEA deduct such dues and make appropriate remittance to the Association within a reasonable time thereafter.

The District shall upon appropriate written authorization deduct insurance premiums, credit union payment, saving bonds, charitable donation, or other plans or programs jointly approved by CSEA and the District. The District shall pay to the designated payee within fifteen (15) days of the deduction all sums so deducted.

- 3.2 Dues Deduction:

3.2.1 The District shall deduct in accordance with the CSEA dues schedule, dues from the wages of all employees who are members of CSEA on the date of the execution of this Agreement. CSEA will determine who are members in good standing. The District shall refer all employee requests to revoke membership to the CSEA Labor Relations Representative and shall obtain his/her approval on behalf of the union before processing any revocation request.

3.2.2 The District shall deduct dues in accordance with the dues schedule from the wages of all employees who, after the date of execution of this Agreement, become members of CSEA.

3.2.3 It is agreed that the CSEA President is a specified CSEA Job Representative.

- 3.3 AB119:

The District shall provide the CSEA Chapter President and Labor Relations Representative notice of any newly hired employee, within ten (10) days of date of hire, via electronic mail. The notice shall include full legal name, date of hire, classification and site. The District shall include the CSEA membership application and packet in the new employee orientation packet.

The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent or critical need.

Orientation sessions may include individual sessions, where a CSEA Chapter Officer meets with a newly hired employee at their worksite. Both CSEA Chapter Officer and newly hired employee will remain on paid time. This orientation shall not exceed more than one (1) hour.

On the last workday of each month, the District shall provide CSEA, via a mutually agreeable secure FTP site or service, the name and contact information on the new hires. This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

The District shall provide CSEA, via a mutually agreeable secure FTP site or service, all bargaining unit member names and contact information on the last working day of September, January and May in accordance with the AB119 agreement.

3.4 Indemnification:

CSEA shall reimburse and hold the District harmless from any and all claims, demands, and suits or any other action arising from the District's compliance with the provision of this Article.

**ARTICLE 4**  
**NON DISCRIMINATION**

- 4.1 Constitutional Rights: Neither the District nor CSEA shall discriminate against any employee in the unit on the basis of race, sex, creed, color, national origin, age, physical handicap, religion, sexual orientation, membership or non-membership in any employee organization for the lawful exercise of constitutional rights or rights under the Educational Employment Relation Act.

## ARTICLE 5 EMPLOYEE RIGHTS

- 5.1 Personnel Files: The personnel file of each employee shall be maintained at the District's Central Administration Office. The District shall keep a log indicating the persons who have examined a personnel file as well as the date such examinations were made. The log shall be maintained in the unit member's personnel file.
- 5.2 A CSEA representative may inspect a unit member's personnel file with the written authorization from the unit member.
- 5.2.1 Unit members shall have the right to prepare and insert a written response to any material contained in their file. Unit members shall have ten (10) days from date of inspection to respond.
- 5.3 By October 1<sup>st</sup> of each year, a sick leave and vacation balance will be provided to each employee.
- 5.4 All members of the bargaining unit shall have the right to representation by CSEA in any meeting with management that the employee feels might lead to discipline.
- 5.5 Hire Date: If two or more employees are hired on the same date in the same class seniority shall be determined by lot and recorded accordingly at the time of employment.
- 5.6 Substitutes: The District will make every attempt to recruit and train substitutes for the following positions: Library Technician, Office Manager, Cafeteria Cashier, Cafeteria Food Server, Full Inclusion Aide, and Day and Night Custodian. When unit members in these positions are absent from the first day, substitutes will be provided if available. When current employees, who are cross-trained for these positions, are available, they shall be first used as substitutes.

## ARTICLE 6 ORGANIZATIONAL RIGHTS

- 6.1 Visits by CSEA Representatives: The District agrees that accredited representative of CSEA shall have access to the premises of the District during normal working hours to conduct CSEA business. The conduct of CSEA business shall not interrupt or interfere with any part of the work or instructional program of the school. CSEA representatives covered in this provision shall not be employees of the District.
- 6.2 Use of Facilities: CSEA shall have the right to use school building, equipment, mail system, e-mail, fax, phone, and bulletin boards in accordance with established Board Policy.
- 6.3 Seniority lists: The District agrees to furnish the Association with a seniority list. The list shall be provided within thirty (30) days of a written request from the CSEA President. This shall be done annually except in case of layoff when an additional list shall be supplied.
- The District agrees to furnish the Association the name and classification of all newly hired employees.
- 6.4 Distribution of Contract: Within thirty (30) days after the execution of this contract, the district shall provide a copy of this contract electronically to every employee in the bargaining unit, as well as post it online where all members have access to view the contract at all times.
- 6.5 Release Time: The Chapter President or their designee shall be granted five (5) days of release time per year for conducting official CSEA business and/or to attend the annual CSEA Conference.

## ARTICLE 7 UNION STEWARD

- 7.1 Purpose: The District recognizes the need and affirms the right of CSEA to designate Job Representatives from among employees in the unit. It is agreed that CSEA, in appointing such representatives, does so for the purpose of promoting an effective relationship between the district and employees by helping to settle problems at the lowest level of supervision.
- 7.2 Selection of Job Representative: CSEA reserves the right to designate the number and the method of selection of Job Representative. CSEA shall notify the district in writing of the names of Job Representative and the group they represent. If a change is made, the District shall be advised in writing if such change.
- 7.3 Duties and Responsibilities of Job Representative: The following shall be understood to constitute the duties and responsibilities of Job Representatives:
- 7.3.1 There may be a maximum of one working day delay in releasing a job representative to allow for appropriate substitutes.
- 7.3.2 For other than routine inspection, a Job Representative shall be granted release time with pay to accompany a CAL-OSHA representative conducting an on-site, walk-around safety inspection of any area, department, division, or other subdivision for which the Job Representative has responsibilities as a Job Representative.
- 7.4 Authority Job Representatives shall have the authority to file notice or take action on behalf of bargaining unit members relative to rights afforded under this Agreement, The Educational Employment Relations Act or any pertinent law.
- 7.5 CSEA Staff Assistance: Job Representatives shall, at a mutually agreed time or on their non-duty time, be entitled to seek and obtain assistance from CSEA Staff Personnel, for the purpose of processing grievances and matters related thereto and other reasons relating to wages, hours, and terms and conditions of employment covered in the Agreement.

## ARTICLE 8 HOURS OF WORK

- 8.1 Work Day and Week: The District shall establish hours of work for employees based upon the need for maintenance of services. The normal work week for full-time employees will be forty (40) hours except as overtime is required to carry out the business of the District. The work week will be five (5) consecutive days, Monday through Friday.
- 8.2 Workday: The length of the workday shall be designated by the District for each classified assignment in accordance with the provisions set forth in this Agreement. Each bargaining unit employee shall be assigned a fixed, regular, and ascertainable minimum number of hours, which shall be not less than five (5) consecutive days.
- 8.3 Overtime: Shall be in accordance with the Educational Code: Section #45128.
- 8.4 It is reaffirmed that a fixed number of hours will be assigned to employees and that they will be scheduled on not less than a five consecutive day basis.
- 8.5 Lunch and Rest Periods: All employees working more than five (5) hours shall be entitled to a minimum of one (1) uninterrupted thirty (30) minute lunch period during each work shift shall be included in the work time. If determined by the District to be feasible, the lunch period shall be schedule at the middle of each shift.

All employees of the bargaining unit shall be granted rest period which, insofar as practicable, shall be in the middle of each work period at the rate of ten (10) minutes per four (4) hours worked or major fraction thereof.

Rest period are a part of the regular workday and shall be compensated at the regular rate of pay for the employee.

- 8.6 Call Back Time: Any employee called back to work after completion of his/her regular assignment shall be compensated for at least two (2) hours of work at the overtime rate, irrespective of the actual time worked.
- 8.7 Compensatory Time Off:
- 8.7.1 Employees who complete an extended hour assignment or overtime may request compensatory time off in lieu of cash. The District will determine whether compensatory time off or cash will be paid for overtime.
- 8.7.2 Compensatory time shall be taken at a time mutually acceptable to the employee in the bargaining unit and the District within twelve (12) months of the date, the District shall pay the employee in cash for all such time at the appropriate overtime rate based on the employee's current rate of pay.
- 8.8 Increase in Hours: When additional hours are assigned on a regular basis, the assignment shall be offered to the employee in the appropriate class with the greatest bargaining unit seniority. If the senior employee declines the assignment, it shall be offered to the remaining employees in the class in descending order of bargaining unit seniority until the assignment is made. If no employee is available or accepts the hours the hours shall be split and offered to the bargaining unit employees by descending order of seniority.

- 8.9 Assignment for Extra Time for Part-Time Employees: In assigning extra time to unit members working less than full time, seniority, qualifications, and availability will be considered. When available unit members are equally qualified, the superintendent will make a selection giving special consideration to seniority
- 8.10 Excess Hours of Assignment: Any part-time employee working thirty (30) minutes or more in excess of his/her regular assignment for twenty (20) consecutive working days or more shall have his/her basic assignment changed to reflect the longer hours.
- 8.11 Summer School: When there is a need for work to be performed during times when school is not normally in session, the work shall be offered to unit members on the basis of qualifications for employment in each classification of service which is required. If multiple unit members in a classification desire such work, then the unit member who has greatest seniority shall be offered the work. If no unit member within the classification in which the work is required accepts the offer, the work may be given to other qualified unit members outside the classification.
- 8.12 On request, the Board will open a window period for "Golden Handshake" retirement application. The minimum requirement for Board consideration will be twenty years of district service, age 55 and retirement approval from the Public Retirement Systems (PERS).

8.13.1 Service Recognition Award

Unit members who retire from the district and are at least sixty-two (62) years of age and have a minimum of twenty (20) years of district service will be eligible to receive a one-time payment as noted below:

<u>Age</u>	<u>Cash Payment</u>
62	\$2000.00
63	\$4000.00
64 or over	\$6000.00

The one-time payment shall be made at the time of retirement.

## ARTICLE 9 EVALUATION

- 9.1 Unit members shall be evaluated by an administrator designated by the Superintendent. The designated evaluator shall be the individual who signs the evaluation.
- 9.2 The purpose of the evaluation shall be to recognize outstanding work performed by the unit member and/or to assist the unit member to improve job performance. Designated evaluators are encouraged to have frequent conferences with unit members who are experiencing difficulties so they may be given an opportunity to improve prior to a formalized evaluation. In addition, unit members whose performance needs improvement shall also be provided with written feedback as to what job related areas require improvement and the means to measure said improvement.
- 9.3 Probationary unit members shall be formally evaluated at least twice during the probationary period of six (6) months. Probationary employees shall be formally evaluated during the 2<sup>nd</sup> and 4<sup>th</sup> months of service. Informal evaluations will take place as necessary.
- 9.4 Permanent unit members shall be formally evaluated at least once each year. Evaluations shall be completed no later than May 1<sup>st</sup> of each year. Unit members who have three (3) consecutive satisfactory evaluations shall be evaluated every other year unless the immediate supervisor or the unit member opts for an annual evaluation.
- 9.5 If a permanent classified employee is promoted to a new classification in which they do not hold permanent status, they shall be evaluated pursuant to the probationary unit member evaluation schedule.
- 9.6 The formal evaluation shall be in writing on the approved form attached in this article. The evaluation shall be reviewed with the unit member by the evaluating supervisor in a scheduled conference. The evaluating supervisor shall designate an overall recommendation as follows: 1) meets or Exceeds district standards or 2) Provisional. Any evaluation where the overall recommendation is Provisional shall require a written improvement plan.
- 9.7 The unit member shall sign the evaluation. The signature of the unit member being evaluated does not indicate that he/she agrees with the evaluation, but that he/she has been given a copy, had adequate time to review the written evaluation, and that a conference was held. The original of the evaluation is to be retained by the District and shall be placed in the unit member's personnel file in the District Office.
- 9.8 The unit member shall have the right to have a written response attached to the evaluation. The timeline to submit any written attachment is ten (10) days from the date of the evaluation conference.
- 9.9 Unit members have the right to have a representative present at any point during the evaluation conference.

## ARTICLE 10 PROMOTION

- 10.1 Consideration: Employee in the bargaining unit shall be given first consideration in filling any job vacancy. After fully reviewing employees who meet all position requirements, on the best possible basis, the Superintendent will give special consideration to seniority.
- 10.2 Posting of Job Openings: Notice of all job vacancies shall be posted and dated on bulletin boards in permanent locations at each District job site. The notice shall include the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, regular assigned work shift times, days per week, and months per year assigned to the position, the salary range, and the deadline of filing to fill vacancy.
- 10.3 Duration of Posting: The job vacancy notice shall remain posted for a period of six (6) full working days, during which time employees may file for the vacancy. Any bargaining unit employee who will be on leave or layoff during the period of the posting shall be mailed a copy of the notice by First Class Mail on the date the position is posted.
- 10.4 Filing: Any employee in the bargaining unit may file for a vacancy by submitting written notice to the personnel department within the filing period. Any bargaining unit employee on leave or vacation may authorize the Association President or his/her designee to file on the employee's behalf.
- 10.5 Certification of Application: Within five (5) days following the completion of the filing period, the personnel office shall certify in writing the qualifications of bargaining unit applicants and notify each applicant of his/her standing.
- 10.6 Promotional Order: Any employee in the bargaining unit who files for the vacancy during the posting period and meets the minimum qualification shall be promoted into the vacant position. If two (2) or more bargaining unit employees who file meet the minimum qualification, the Superintendent shall give special consideration to seniority.
- 10.7 Placement on Salary Schedule: If the unit member is promoted to a classification that is higher than their current classification, they shall be placed on the step of the range of the new classification that provides for a least a five percent increase.

## ARTICLE 11 TRANSFERS

- 11.1 Application for Transfer: Any employee in the bargaining unit may apply for transfer to a vacant position by filing a written notice with the personnel department of the District. All vacancies shall be posted and dated by the District for not less than six (6) working days at all work locations prior to being filled. Interested employees within the District shall first be considered before opening the position to the public.
- 11.1.1 Employees may apply for a transfer to a vacant or newly created position if they are qualified under the approved job description.
- 11.2 Lateral Transfers: When a new position is created or an existing position becomes vacant, the District shall first offer the opportunity to transfer to bargaining unit employees serving in the same class in the District. All vacancies shall be posted by the District for not less than six (6) working days at all work locations prior to being filled. Any employee in the bargaining unit may apply for transfers to that position by filing a written notice with the Superintendent. If more than one employee wishes to be transferred to a particular vacancy, the employee with the greatest bargaining unit seniority shall be transferred. In the event that two (2) or more employees have identical seniority, the employee to fill the position shall be selected by lot.
- 11.2.1 Any employee on leave during the period of the posting shall be mailed a copy of the Notice by First Class Mail on the date the position is posted.
- 11.2.2 An employee on leave shall have the right to have the Association President or his/her designee file for the transfer in his/her behalf.
- 11.3 Medical Transfer: The District may give alternate work when the same is available to an employee who has become medically unable to satisfactorily perform his/her regular job class duties. The alternate work may constitute promotion, demotion, or lateral transfer to a related class, but it shall be constituted only by mutual agreement with CSEA and the employee.

## ARTICLE 12 VACATION AND HOLIDAYS

- 12.1 Vacation Earned: All regular twelve (12) month permanent employees shall earn paid vacation leave time under this Article which they may schedule. Other Employees (ten (10) and eleven (11) month) earn vacation pay which is paid monthly.
- 12.2 Timely Vacation: Vacation or vacation pay shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned. The employee may be granted vacation during the school year even though not earned at the time the vacation is taken.
- If an employee is terminated or resigns and had been granted vacation which was not yet earned at the time of termination of his/her services, the District shall deduct from the employee's check the full amount of salary which was paid for such unearned days of vacation taken.
- 12.3 Accumulation: Vacation time or vacation pay shall be accumulated in accordance with the following schedule:
- 1 through 5 years – 1 day per month worked
  - 6 through 10 years – 1.25 days per month worked
  - 11 through 19 years – 1.667 days per month worked
  - 20 or more years – 2 days per month worked
- 12.4 Schedule of Vacation Pay: Pay for vacation days for all bargaining unit employees shall be the same as that which the employees would have received had he/she been in working status.
- 12.5 Vacation Upon Termination: When an employee who has been in the District's employ for six (6) months or more is terminated for any reason, he/she shall be entitled to all vacation pay earned and accumulated up to and including the effective date of termination.
- 12.6 Scheduling of Vacation: Vacations may be scheduled at times requested by the bargaining unit employees so far as possible within the District's work requirement. If the number of bargaining unit members applying for vacation during the same period would hinder the efficient operation of the District, the bargaining unit member or members granted vacation during that period shall be determined on a rotational basis, by order of seniority.
- 12.6.1 By April 15, the District shall notify all employees who are eligible for vacation. By May 1, unit members shall forward to their immediate supervisor or site administrator, absence certificate(s) to request vacation. By May 15, the supervisor or site administrator will respond to the employee's request(s) in writing.
- If the case of two (2) unit members requesting the same date for a vacation, and when the supervisor or site administrator deems having both unit members absent from work at the same time would not be in the best interest of the District, the unit members having the higher seniority within the same classification would be granted his/her vacation request and the other unit member must select an alternate vacation time which is acceptable to the District.
- 12.7 Interruption of Vacation: An employee in the bargaining unit may be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave provided by this Agreement without a return to active service, provided the employee supplies notice and supporting information regarding the basis for such interruption or termination.
- 12.8 Holidays within Vacation Period: When a holiday falls during the scheduled vacation of any bargaining unit employee, such holiday shall not be charged against vacation time.

12.9 Scheduled Holidays: The District agrees to provide all employees in the bargaining unit who are in paid service during any portion of the working day immediately preceding or succeeding the holiday or holiday period with the following paid holiday:

1. New Year's Day - January 1
2. Lincoln's Day – Second Monday or the Friday before the third Monday in February
3. Presidents' Day – Third Monday in February
4. Memorial Day – The last Monday in May
5. Independence Day – July 4
6. Labor Day – First Monday in September
7. Veterans' Day - November 11
8. Local Holiday - Wednesday before Thanksgiving (In-lieu of Admissions Day)
9. Thanksgiving – Last Thursday in November
10. Local Holiday – Friday following Thanksgiving
11. Winter Holiday – December 25
12. Martin Luther King Day – Third Mondays in January

12.10 Additional Holidays: Every day declared by the President or Governor of this state as a public fast, mourning, thanksgiving or any day declared a holiday by the governing board under Education Code Sections 5282, 5202.1 or 877, or their successors shall be paid a holiday for all employees in the bargaining unit.

12.11 All hours worked on holidays designated by this Agreement shall be compensated at two (2) times the regular rate of pay in addition to the unit member's regular pay.

## ARTICLE 13 LEAVES

	<b>LEAVE</b>	<b>MAXIMUM AMOUNT WHICH CAN BE USED PER YEAR</b>	<b>DESCRIPTION</b>
ARTICLE 13.1 PAID	<b>SICK LEAVE</b> (one day earned per each month worked)	All available	Injury or illness
ARTICLE 13.9 PAID	Personal Necessity/Confidential Leave	Personal Necessity: up to 8 days	Additional bereavement; accident to person or property; court appearance; funeral of a friend; emergency illness in household, spiritual reasons
ARTICLE 13.9 PAID		Personal Confidential: up to 4 days	No Tell
ARTICLE 13.3 PAID	Maternity Leave	Up to the amount of employee's accumulated sick leave	With written certification by a physician
ARTICLE 13.15 PAID	<b>BEREAVEMENT LEAVE</b>	3 or 5 days	Death of immediate family
ARTICLE 13.16 PAID	<b>CATASTROPHIC LEAVE</b>	20 days	Permits unit members to donate sick leave hours to another unit member
ARTICLE 13.1 PAID	<b>JURY DUTY LEAVE</b>	N/A	Summoned for jury duty
ARTICLE 13.12 PAID	<b>INDUSTRIAL ACCIDENT LEAVE</b>	60 days per fiscal year	For industrial illness or injuries
ARTICLE 6.5 PAID	<b>ASSOCIATION LEAVE</b> (for association reps only)	5 days total for all reps	For association affairs
ARTICLE 13.11 UNPAID	<b>PERSONAL LEAVE</b>	N/A	Granted by district
ARTICLE 13.18 UNPAID	<b>FAMILY LEAVE ACT</b> (FMLA)	12 weeks in the fiscal year	Birth/adoption/placement in foster care of child; serious illness of employee or child, spouse or parent of employee

13.1 Sick Leave: Sick leave for eight (8) hour employees is earned at the rate of eight (8) hours leave for each month of service rendered. Employees who work a schedule that is less than eight (8) hours will earn ten (10) days of sick leave each year.

13.2 Computation: A new employee must be employed on or before the first working day following the tenth (10) of the month in order for that month to be counted in computing sick leave.

- 13.3 Accumulation of Sick Leave: Credit for sick leave not be accrued by an employee prior to taking Such leave; however, a new employee of the District is not eligible to take more than six (6) days, or the proportionate amount to which he/she is entitled, until the first day of the month after completion of six (6) months of active service. Sick leave is credited annually at the beginning of the school year and is accumulated from year-to-year without limit, if an employee takes sick leave in advance and then terminated, pay for the days taken in advance will be deducted from his/her final paycheck. When an employee separates from the District, there will be no cash reimbursement for unused sick leave. Sick leave may not be taken as vacation.
- 13.4 Prohibition Against “Make Up”: Sick Leave may not be “made up” by working extra hours.
- 13.5 Validation: The district reserves the right to investigate any claim for sick leave and any abuse of sick leave privileges may be cause for disciplinary action. However, unless an employee uses more than two (2) consecutive days of sick leave, except where an employee has a demonstrated pattern of sick leave abuse, he/she shall not be required to provide a doctor’s verification.
- 13.6 Transfer of Sick Leave: Any sick leave benefits earned but unused on the date of termination is transferable in accordance with the Education Code.
- 13.7 Differential Pay: When an employee is absent from his/her duties on account of illness or accident for a period of five (5) months or less, whether or not the absence arises out of or in the course of employment of the employee, the amount deducted from the salary due him/her for any month in which the absence occurs shall not exceed the amount paid on the first step of the classification held by the employment entitlement to sick leave provision under this section shall be used after entitlement to all regular sick leave, accumulated compensatory time, vacation or other available paid leave has been exhausted.
- 13.8 Personal Necessity/Confidential Leave: Any days of leave of illness or injury maybe used by an employees at his/her election, in cases of personal necessity, including any of the following:
  - 13.8.1 Death or serious illness of a member of his/her immediate family.
  - 13.8.2 Accident involving his/her person or property, or the person or property of a member of his/her immediate family.
  - 13.8.3 Appearance in court as a litigant; or as a witness
  - 13.8.4 Such other emergency as may arise which cannot be attended to during the normal non-duty hours.
  - 13.8.5 Other personal necessity such as spiritual reasons, or matter of mental anguish.
  - 13.8.6 Adoption of a child
  - 13.8.7 Any other reason which is deemed valid by the Superintendent.
  - 13.8.8 Employee may use a maximum of four (4) duty days for absences will not be further explained and will be deducted from sick leave.
  - 13.8.9 Unit members may use up to four (4) personal confidential leave days per school year for which no reason need be provided.
  - 13.8.10 A maximum of eight (8) days of accumulated sick leave may be used in any school year for the purposes enumerated above. Proof may be required for the above items.

If any other unit receives additional days, the Classified Unit shall also receive the increase days.

- 13.9 Jury Duty and Subpoena Leave: Employees receiving a subpoena for appearance in court as a witness or for jury duty shall receive a full pay during such absence from duty. It is necessary to notify an appropriate person in the District of receipt of subpoena. Any payment received for court appearances or jury duty must be endorsed over to the District, except for meal and mileage.

Court appearances under a regular subpoena are the only such events covered. If it is necessary to appear in court for any action in which the employee is personally involved, or for any other

reasons where a subpoena is not issued, such time away from employee's position will be considered and reported as absence due to personal business with pay deduction, or employee may elect to use personal necessity leave if applicable.

- 13.10 Personal Leave: With prior District approval, employees may be granted personal leave. Any absence due to personal or business reasons, with the exception of leave provided under Section 12.9 of this agreement, will be subject to full deduction in salary for the time missed.
- 13.11 Industrial Accident Leave: Permanent employees absent from duty because of illness or injury directly resulting from an industrial accident are eligible for Worker's Compensation, and the district shall grant industrial accident leave with pay from the first day of such absence to and including the last day of such absence, but not to exceed sixty (60) working days in any fiscal year. Such leave is not accumulative from year to year.
- 13.11.1 Any time an employee on industrial accident or illness leave is able to return to work, he/she shall be reinstated to his/her position.
- 13.11.2 The amount of payment received will be the basic salary rate less the amount paid by the Worker's Compensation Insurance Fund during each calendar month.
- 13.11.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this Section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payment under the Worker's Compensation laws of this state at the time of the exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.
- 13.12 Maternity Leave: An employee who is pregnant may work as long as her physical condition permits her to fulfill her duties. Requests for maternity leave prior to delivery may be granted by the District. This leave will be unpaid.
- 13.12.1 Upon the written certification by a physician, an employee will be granted sick leave up to the amount of employee's accumulated sick leave. Request for sick leave shall be made to the Superintendent.
- 13.12.2 An employee who is granted leave under 13.12.1 above may, upon reasonable notification, return to his/her job, providing his/her physician will certify in writing that he/she is physically capable of performing her job.
- 13.13 Parental Leave: Employees may be granted unpaid leave for child care.
- 13.14 Bereavement Leave: In the event of death in the immediate family (mother, mother-in-law, father, father-in-law, grandmother, grandfather, grandchild of the employee, or the spouse of the employee, or son, son-in-law, daughter, daughter-in-law, brother or sister, or aunt or uncle of the employee, or any person living in the immediate household of the employee), three (3) consecutive working days with full pay will be granted. One (1) additional day shall be granted if in-state-travel exceeds 350 one-way land miles. Two (2) additional days leave shall be granted if out-of-state-travel is necessary. See Personal Necessity leave for additional bereavement days of leave.
- 13.15 Catastrophic Leave  
A catastrophic leave program will be established, which permits unit members to donate sick leave hours to another unit member when that unit member or a member of his/her immediate family suffers from a catastrophic illness or injury if prescribed condition is met. "Catastrophic illness" or "injury" means an illness or injury that is expected to incapacitate the unit member for an extended period of time, or that incapacitates an immediate member of the unit member's family which incapacity requires the unit member to take time off from work for an extended period of

time to care for that family member, and taking extended time off creates a financial hardship for the unit member because he/she has exhausted all of his/her sick leave and other paid time off.

- 13.15.1 The unit member who is, or whose immediate family member is suffering from a catastrophic illness or injury requests that sick leave be donated and provides a physician's verification of catastrophic injury or illness.
  - 13.15.2 The decision as to whether the unit member is eligible for the leave shall be determined by the Superintendent and a designated CSEA representative.
  - 13.15.3 A unit member who has been granted catastrophic leave may request that the District ask other classified personnel to donate sick leave hours which he/she may use for catastrophic leave.
  - 13.15.4 Unit members may donate a maximum of eight (8) hours to be used in a 12-month period.
  - 13.15.5 A list of donors will be established. Donors will be listed in the order of receipt at the District Office.
  - 13.15.6 The maximum donation of sick leave hours will be limited to a person's total of 20 days.
  - 13.15.7 Donated sick leave hours will be used only as needed and only by the individual to whom they are donated. They will not accumulate into a pool for anyone else.
- 13.16 Break in Service: No absence under paid leave provision of this Article shall be considered as a break in service for any employee who is in paid status, and all benefits accruing under the provision of the agreement shall continue to accrue under absence. No absence under any unpaid leave provision of the Article shall be considered a break in service.
- 13.17 Family Leave Act: Any unit member shall be able to access the Family Leave Act under the Family Leave Act policy.

## ARTICLE 14 PAY AND ALLOWANCES

- 14.1 Exhibit A Attached: Pay and allowance will be in accordance with Exhibit A, which is attached to and made an apart of this Agreement. Pay and allowances for all ten month employees will be made in ten (10) equal monthly amounts beginning the first month of the school year, except when the school year goes into eleven months in which the eleventh month will be paid the actual days worked. Pay and allowance for all eleven month employees will be paid in eleven (11) equal monthly amounts beginning the first month of the school year through the final month worked, except when the work year goes into twelve months in which the twelfth month will be paid the actual days worked. Pay and allowances for all twelve month employees will be made in twelve (12) equal monthly amounts.

The District agrees to provide the same percentage adjustment to the Association if any other unit receives an increase in compensation.

- 14.2 Mileage Reimbursement: Employees using their own vehicle will be reimbursed at the IRS rate.

14.2.1 If at the time employment, an employee is assigned service at two or more sites on specific days, they will be paid for mileage between the sites and travel time, except in cases where a company vehicle is issued. If during the course of service, an employee is asked to go to another site, that employee will be paid mileage and travel time. If an employee requests and is appointed to a supplementary assignment at a second site, that employee will not be paid for mileage or travel time.

- 14.3 Salary Placement of Reclassified Positions: When a position or class of positions is reclassified to a higher range, the position or positions shall be placed on the salary schedule in a range which will result in an increase of not less than five (5) percent. In the case that a reclassification results in a decrease of pay, the member will be placed on the step that is equal or greater to their previous placement.

- 14.4 Personal Property: A maximum of \$150.00 will be allowed on a one (1) claim per year basis, for damage to eyeglasses for personnel on yard duty. Other loss circumstances will be reviewed by the Superintendent on an individual basis.

- 14.5 Classified Employees: Will not be required to attend meeting or in-service beyond the normal length of their work day unless they are paid those excess hours.

- 14.6 Working Out of Class: When a unit members works outside his/her classification and performs the duties of a higher classification

A unit member performing the duties of a higher classification shall:

- (a) be placed on Step 1 of the higher classification or
- (b) receive his/her current pay plus ten percent (10%), whichever is higher

A unit member working out of classification in an equal or lower paid classification shall receive no salary adjustment until they have worked out of classification for twenty (20) days at which time he/she shall receive a five percent (5%) increase for the remainder of the time he/she works in an equal or lower class.

- 14.7 Substitutes: When a unit member agrees to work as a replacement for a classified employee who is temporarily absent from duty.

A unit member who agrees to substitute performing duties of a different classification shall receive his/her current pay or step 1 of the higher classification, whichever is greater.

A classified substitute who is not part of the bargaining unit will be paid at step one of the appropriate range.

14.8 Professional Growth

14.8.1 Establishment of the Program

The District shall establish a professional growth program for all members of the Bargaining Unit which rewards training with a yearly stipend. The courses of training recognized must be related to any classifications in the unit.

14.8.2 Professional Development Plan

Course taken shall follow a Professional Development Plan mutually agreed upon between the District and unit member.

14.8.3 Professional Growth may be achieved through participation and completion of any of the following categories: college course, junior college courses, trade school courses, adult education course, and workshops seminars. One-time courses, workshops, or conferences are subject to 50% reimbursement with pre-approval by the Superintendent or designee. Proof of completion required to receive the reimbursement.

14.8.4 Professional Growth Salary Stipends

There will be a yearly stipend of \$90.00 per nine (9) units and \$150.00 for fifteen (15) units. One unit shall equal fifteen (15) hours of instruction. The maximum number of credited units shall not exceed nine (9) per year. Professional Growth Stipends are considered in the educational degree stipends and are not in addition to.

14.8.5 Procedure

The unit member completes a proposal and submits it to his/her supervisor for recommendation as to whether proposed study is related to a unit classification. The proposal will include the course of study, a brief description of the course, what classification or job it is related to, where the course is taking place, how many units will be earned, and dates of enrollment.

The supervisor forwards the proposal to the superintendent and the applicant with their recommendation. If the supervisor does not approve the proposal, the applicant may appeal to the superintendent who will make the final decision regarding the request.

The superintendent approves or disapproves the appeal and returns the proposal to the applicant and sends copies to the supervisor and the District office.

The unit member submits evidence of course completion, which shall be official transcripts, completion certificate or similar evidence, to the District office by August 1<sup>st</sup>.

Course completed by August 1<sup>st</sup> shall be applied to the unit member's salary for the then current year.

14.9 One staff development day shall be offered for classified employees each year. The in-service day shall not exceed six hours (6).

14.10 Stipends:

Positions for which a stipend is paid shall first be offered to certificated employees. Should no certificated employee accept a position for which a stipend is paid, then the position shall be offered to classified employees. If a certificated person accepts such a position and determines he/she wants an assistant, the assistant position shall be first offered to certificated employees. Should no certificated employee accept the assistant position, the assistant position shall be offered to classified employees. The stipend amount is for the entire position and any employees who share a position shall also share the stipend. Stipends to be paid in the following amounts:

Coach a League Sports Team:	\$1,500
Yearbook Coordinator:	\$500
Student Council:	\$500
Student Store:	\$500
School Accounts:	\$500

14.10.1 Educational Degree Stipends

Associates Degree	\$200
Bachelor's Degree	\$250

14.10.2 Bilingual Stipend

For those unit members who are bilingual as demonstrated by an assessment of reading, writing, and speaking skills and agree to use their bilingual skills within the scope of their employment during their regular work day, the district shall provide a \$200 stipend per year.

14.10.3 Upon employee request, the District will provide a \$40 a month stipend for cell phones for the Night Custodian, Grounds and Maintenance Staff.

14.10.4 Payment for the Educational and Bilingual Stipends will be made on a monthly basis throughout the academic year. All other stipend payments will be made in the month of May.

**ARTICLE 15**  
**HEALTH AND WELFARE**

15.1 Medical

Based on the plans provided by the District the employee may select:

- A. Employee only
- B. Employee + one
- C. Employee + family

15.2 Dental

The employee may select:

- A. Employee only
- B. Employee + one
- C. Employee + family

15.3 Vision

- A. Employee Only
- B. Employee + one
- C. Employee + family

15.4 Life Insurance for employee only.

- A. Participation is mandatory for \$10,000 coverage.

15.5 Maximum Allowance

- A. The maximum benefits allowance for employees who select family medical, family dental, family vision and life insurance is \$759.74 effective July 1, 2020.

15.6 It is agreed that the Board will set aside \$750.00 annually to support Association members who are admitted to a hospital as patients.

Each eligible employee may receive up to \$250.00. On July 1<sup>st</sup>, beginning with July 1, 2002, the number of employees hospitalized will be divided into \$750.00.

This will determine the actual support payment up to \$250.00. Should there be less than three (3) eligible employees; the balance of funds will be available for the next year. The amount carried forward will be added to the annual \$750.00 Board allocation.

**ARTICLE 16**  
**PHYSICAL EXAMINATIONS**

- 16.1 District Required Examinations: The District agrees to provide the full cost of medical examinations required by the District for continued employment. Such physical examinations will be done by physicians of the District's choice. However, the employee may use the services of their own physician and pay the difference between the examination by their physician and the cost of the examination by the District selected physician.
- 16.2 Tuberculosis Tests: The District will pay the cost of Tuberculosis tests required by law if performed by the Sonoma County Public Health Department; the District will reimburse the employee for the cost actually incurred up to the amount of the current charge made by the County Public Health Department for performing the test
- 16.3 Physical Examinations: The Board agrees to consider paid release time for employees who need medical examinations required by the District for continued employment if the examination is done by the physicians of the District's choice and is not possible after work hours.

**ARTICLE 17**  
**SAFTEY CONDITIONS OF EMPLOYMENT**

- 17.1 General Safety Standards: Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.
- 17.2 Compliance: The District shall comply with the provisions of the California Occupational Safety and Health Act, as amended (California Labor Code, Section 6300 et. Seq.) and regulations relating thereto (8 Cal Admin. Code Section 330 et. Seq.)
- 17.3 Superintendent's Responsibility: The Superintendent shall be responsible for the adoption and enforcement of safety rules for all employees.
- 17.4 Notification: Bargaining unit employees will be notified of incidents of communicable disease, a according to District policy.
- 17.5 The District will make available, at District expense, Hepatitis B inoculations for any unit members. The unit members shall get the inoculation through their health care provider. If there is co-pay for the inoculation the District will reimburse the unit member upon proof of payment.

## ARTICLE 18

### LAYOFF AND RE-EMPLOYMENT PROCEDURES

- 18.1 Reasons for Layoffs: Layoffs shall occur only for lack of work or lack of funds.
- 18.2 Order of Layoff: The order of layoffs within the class shall be determined by lengths of service seniority within in the class and equal or higher classes plus the shortest time in a class will be the basis of first lay-off. "Length of service" shall mean all hours in paid status and shall be determined solely by date of hire. An employee, who has been employed the shortest time in the class, plus higher classes, shall be laid off first.
- 18.3 Notice of Layoffs: The District shall notify both the Association and the affected employee(s) in Writing no later than sixty (60) days prior to any planned layoffs. The District and the Association representative shall meet following the receipt of any notices of layoff to review the proposed layoffs, and determine the order of layoffs and negotiate the effects of such layoffs within the provisions of this Agreement. Any notice of layoff shall specify the reason for layoff and identify by name, class and classification the employee designated for layoff. Failure to give written notice under the provisions of this Section shall be corrected and properly scheduled prior to the layoff. The provisions for a sixty (60) day notice will be maintained by providing a written notice of sixty (60) days from the date the correction is made.
- 18.4 Bumping Rights: An employee with high seniority whose position is eliminated may bump into a position of equal, less, or more hours within the class. An employee who is laid off or bumped from his/her present class may bump into a lower class in which the employee has worked and accumulated seniority.
- 18.5 Layoff in Lieu of Bumping: An employee may elect layoff in lieu of exercising bumping rights without losing any re-employment rights.
- 18.6 Equal Seniority: If two (2) or more classified employees subject to layoff have equal seniority within the class, the priority shall be given to the employee with the greater overall District seniority; if that be equal, the employee with the earliest hire date shall be given preference; if that be equal, determination shall be made by lot
- 18.7 Re-employment Rights: A classified employee who has been laid off is eligible for re-employment in the class from which he/she was laid off for up to thirty-nine (39) months and shall be re-employed in preference to new applicants. Re-employment shall be in the reverse order of layoff without regard to number of hours assigned at the time of layoff. An employee on layoff has the right to apply for any promotional positions within the thirty-nine (39) month period. An employee who takes a voluntary demotion in lieu of layoff shall be granted the same rights as persons laid off and shall retain eligibility for re-employment for an additional twenty-four (24) months. A laid off unit member shall be notified of opening in any class for which they are eligible for re-employment. The notification shall be by registered mail to the last address of the employee on file at the District Office. If a unit member turns down or does not respond to three offers of employment, to a position of equal or greater hours within one calendar year, the unit member shall be dropped from the notification list. The District shall reinstate the unit member to the notification list upon the written request of the unit member.
- 18.8 Seniority Roster: The District shall maintain an annually updated seniority roster.

- 18.9 Improper Layoff: Any employee improperly laid off shall be immediately reinstated and reimbursed for any loss of salary and benefits accrued.
- 18.10 Maintenance of Seniority: Seniority status at the time of layoff shall be maintained during the thirty-nine (39) months reemployment period; however, there shall be no accrual of vacation, sick leave, holiday, other benefits or increment advancement.
- 18.11 Retirement in Lieu of Layoff: Any classified employee, eligible for retirement, may elect to accept service retirement in Lieu of layoff without loss of reemployment rights as provided in this agreement, provided written notification is given to the District of such election.
- 18.12 The District requiring positions to have additional language requirements shall make every effort not to create a layoff of a current classified employee.

## ARTICLE 19 DISCIPLINARY ACTION

- 19.1 Probationary Period: A Classified employee shall serve a period of probation which shall be six (6) months in duration.

During the probationary period, a classified employee may be dismissed without cause.

- 19.2 Permanent Classified Employees-Dismissal and Discipline:

Disciplinary Action: The Superintendent or the employee's immediate supervisor may issue written reprimands to employees. Employees may request representation at any level of discipline. The Governing Board may impose one or more of the following forms of discipline on permanent classified employees. In handling disciplinary matters, it is intended that the progressive steps be utilized:

- A. Verbal Warning
- B. Written reprimand
- C. Suspension
- D. Transfer or reassignment when for cause without the employee's written consent.
- E. Demotion
- F. Dismissal

- 19.3 Cause for Discipline: The following are cause for the imposition of disciplinary action:

- A. Unauthorized absence
- B. A conviction of violation of the penal law of the State of California
- C. Conviction of a crime
- D. Incompetence or inefficiency
- E. Insubordination
- F. Neglect of duty
- G. Intoxication while on duty
- H. Consumption of alcohol or illicit drugs while on duty
- I. Unprofessional conduct
- J. Violation of regulations of the District, State Law or Regulation
- K. Negligent or willful damage to District property or waste of public supplies or equipment
- L. Falsification of application
- M. Willful violation of provisions of the contract
- N. Dishonesty
- O. Frequent unexcused tardiness
- P. Rude and offensive treatment of Bellevue School District Students and/or Staff
- Q. Evident unfitness for service
- R. Failure to maintain licenses or certificates required for the job
- S. Misappropriation of District funds or property
- T. Sexual harassment

- 19.4 Disciplinary Action Notice: The Superintendent shall take disciplinary action to be taken against a permanent classified employee in accordance to the established progressive discipline process. When taking disciplinary action per 19.2 C-F, the Superintendent shall present in writing an Action Notice to the permanent classified employee to include each of the following:

- A. A statement of the specific charges against the employee, including:
  - 1. A statement in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based; and

2. A statement of the cause for action taken. (If it is claimed that the employee has violated a District rule or regulation, that rule or regulation must be set forth.)
- B. A statement of the disciplinary action which is being taken;
- C. A statement of the employee's rights to a hearing on the charges;
- D. A statement of the time within which the employee may request a hearing (which shall not be less than five a days after service of the notice to the employee).

The notice shall be accompanied by a form which, when returned by the employee, shall constitute a demand for hearing and a denial of all charges. The notice shall be effective either upon personal service or deposit with the U.S. Postal Service. Permanent classified employees shall have no less than five (5) days from receipt of the Action notice to request a hearing. Said hearing shall be heard by the Governing Board. Should the permanent classified employee fail to request a hearing within the designated timeline, then the disciplinary action taken by the Superintendent shall be considered accepted by the unit member and implemented as defined in the Action Notice.

No disciplinary action shall be taken for any cause which arose prior to the employee's becoming permanent, nor for any cause which arose more than two (2) years preceding the days of the filing of the notice of cause unless such cause was concealed or not disclosed the facts to the school officials.

- 19.5 Hearing: The hearing, if requested, shall occur at the next scheduled regular meeting of the Governing Board unless said meeting is scheduled less than five (5) days receipt by the Superintendent of the unit members request for a hearing. The permanent classified employee shall have the right to be represented at the hearing. Should the employee decide to bring legal counsel other than a CSEA Representative, they must notify the Superintendent of such representation no later than thirty-six (36) hours prior to the scheduled start of the hearing. If the employee fails to provide such notice, the Superintendent may postpone the hearing until the next regularly scheduled meeting of the Governing Board. The Superintendent shall present the facts related to the charges, including the questioning of any relevant witness. The permanent classified employee, or their appointed representative, may also ask questions of any witness provide their own witnesses and present any relevant information on their behalf.
- 19.6 Hearing Decision: The Governing Board shall deliberate in closed session. The Governing Board may call into closed session, any witness or hearing participant for the exclusive purpose of asking clarifying questions. Otherwise, no other member or the public of the district may participate in the governing Board's deliberations. The Governing board may: 1) uphold the charges and action by the Superintendent 2) uphold the charges and modify the action taken by the superintendent, or 3) deny the charges and action taken by the Superintendent. The decision made by the Governing Board shall be final. The Governing Board shall communicate its decision to the employee in writing and shall report its findings orally in open session.

## ARTICLE 20 GRIEVANCE PROCEDURE

- 20.1 Purpose: This grievance procedure is intended to supplement, but not supplant, normal and usual procedures for solving personnel problems. It is intended to enhance personal communications between employee and supervisors. It is the intent of the parties to employ this grievance procedure after other means to satisfactorily solve problems have been unproductive.

Definitions:

- 20.1.1 A “grievance” is a claim by one or more employees or the CSEA of a violation or misapplication of a provision of this Agreement which personally and adversely affects the grieving employee or group of grieving employees.
- 20.1.2 An “employee” is a classified employee working in the CSEA bargaining unit.
- 20.1.3 A “working day” is any day where the central administrative offices of the District are open for business.
- 20.1.4 A “supervisor” is the member of management who supervises the grievant.
- 20.1.5 A “grievant” is an employee or employees asserting a grievant.
- 20.1.6 A “complaint” is an informal assertion that a provision of this Agreement has been misapplied or misinterpreted and the misapplication or misinterpretation adversely and directly affects the complainant.

20.2 Step 1- Informal Resolution:

- 20.2.1 Informal discussion of problems and a continuing interchange of views between employees and management who immediately supervise them is encouraged. Employees shall have the right to representation at such meeting. Job Representatives shall have scheduled release time for any such meeting. Management should attempt to resolve differences or dissatisfactions as soon as possible, but such resolutions must be in accordance with the provisions of the Agreement.
- 20.2.2 When an employee has a complaint, he/she shall request a conference with his/her supervisor to discuss the complaint. The supervisor shall grant the employee at least one (1) conference. Additional conferences should be prior to the initiation of Step (2), if it appears that the resolution of the complaint may be achieved by informal means. Both the complainant and the supervisor may invite other persons, including a representative of the Association, to attend these conferences, if the complaint has not been satisfactorily resolved, the employee may invoke Step 2 of this procedure.

20.3 Step 2- Formal Written Procedure:

- 20.3.1 An employee may initiate a formal grievance by filing a completed grievance form with his/her immediate supervisor. Relevant information obtained during Step 1 may be asserted. Grievance information shall include: A description of the specific grounds of the grievance, including names, dates, and places necessary for a complete understanding of the grievance. Citations of the provision or provisions of this Agreement which are alleged to have been misinterpreted or misapplied. A listing of the reasons why the immediate supervisor’s proposed resolution of the problem is unacceptable. A listing of the specific actions requested of the District which will afford remedy to the grievant. A request for a conference, if desired. If the supervisor or designated representative desires, he/she may request a conference at Step 2. The request must be granted. The grievant and the supervisor or his/her representative may request the presence of a representative or representatives at any meeting called in accordance with this section.
- 20.3.2 The Supervisor or his/her representative will hold a conference with the grievant within seven (7) working days after receipt of the written grievance.

20.3.3 The supervisor or his/her representative shall render a written decision to the grievant within ten (10) working days after the conference with the grievant. Information copies of the decision shall be sent by the supervisor to the Superintendent and to the Association.

20.4 Step 3- Superintendent

20.4.1 If a grievance is not resolved in Step 1 or 2, the employee may request, in writing, a hearing before the Superintendent. The request shall be filed in the office of the Superintendent within ten (10) working days after receipt of the written decision at Step 2

The Superintendent will hold a hearing within ten (10) working days after receipt of the request for hearing. The grievant may be represented by a representative of his/her own choice.

The Superintendent will reply in writing within ten (10) working days after the closing of Step 3 hearing.

20.5 Step 4- Binding Arbitration:

20.5.1 If a grievance is not resolved in Step 1, 2, or 3, the Association may request, in writing, a hearing before an arbitrator. The request shall be filed in the office of the Superintendent within ten (10) working days after receipt of the written decision of the Superintendent at Step 3.

20.5.2 In case agreement is not reached regarding selection of an arbitrator, the State of California Mediation Conciliations Service will be requested to supply a list of arbitrators. The District and the Association shall strike names from the list until an arbitrator is selected.

20.5.3 The District and the Association will share equally the payment for the services and expenses of the arbitrator.

20.6 Powers and Limitation of the Arbitrator:

20.6.1 The arbitrator shall consider only those issues which have been properly carried through all prior steps of the grievance procedure.

20.6.2 The arbitrator shall afford District representatives and the grievant or his/her representatives involved, a reasonable opportunity to present evidence, witnesses, and arguments.

20.6.3 The jurisdictions of the arbitrator shall be confined to a determination of facts and the interpretation of this Agreement.

20.7 General Provision:

20.7.1 Designation of representatives will be in writing. Such designation shall be entered on the grievance form at Step 2.

20.7.2 No party may be required to discuss any grievance if his/her representative is not present. The representative shall have release time to attend any such meeting.

20.7.3 The District will not agree to the resolution of a grievance at Step 2 or Step 3 of this procedure until the Association has received a copy of the grievance and the proposed resolution and has been given an opportunity to file a response.

An employee who wishes to have a grievance heard under this procedure must initiate action within twenty (20) working days of the time he/she had knowledge, or should have had reasonable knowledge, of the act or omission giving rise to the grievance.

20.7.4 Time allowance set forth in this grievance procedure may be extended only by mutual consent of the grievance and the District.

20.7.5 Any grievance not appealed to the next step of the procedure within the prescribed time limits shall be considered settled on the basis of the answer given in the preceding step.

20.7.6 Grievance involving an administrator above the principal or department head may be filed at Step 2.

20.7.7 Should the processing of any grievance require that an employee be released from his/her regular work station, he/she shall be released without loss of pay or benefits.

20.7.8 Grievance forms shall be provided by the District and made available by Association or by the principal's office.

20.7.9 No reprisal of any kind will be taken by or against any participant in the grievance procedure by reason of such participation.

20.7.10 A separate file will be maintained for grievances which will not be a part of the employee's personnel file.

## ARTICLE 21 CLASSIFICATION/ RECLASSIFICATION

- 21.1 The parties agree changing conditions may warrant classification/reclassification of positions and/or classes that are a part of the Bargaining Unit. It is also recognized that both the District and CSEA have a vested interest in such reclassifications. The purpose of this article is to provide an orderly process to facilitate meritorious reclassification.

Classification means the placement of a newly approved classified position on the salary schedule.

Reclassification means the redefining of a position to account for changes in technology, duties or work that may alter the nature of the current classification.

### 21.2 PROCEDURES

- 21.2.1 Anytime during the school year classification/ reclassification may be requested by CSEA or BUSD for any position in the Bargaining Unit.

- a. The request for reclassification shall contain the following:
1. The classification or position to be reclassified
  2. The existing job description and salary placement
  3. The proposed job description and salary placement
  4. The basis for the reclassification
  5. If a position is reclassified and there is no incumbent, the job shall be posted

Reclassification request shall be reviewed by a panel of one (1) District appointee, one (1) CSEA appointee and a neutral party agreed upon by the District and CSEA.

The District will notify members of the unit the date, time, and location of the reclassification meeting.

The District, CSEA and the unit member may present information to the panel.

The panel shall make a recommendation whether to adopt or reject a request for reclassification/classification. All panel members shall sign the decision. Only recommendations for approval shall be sent to CSEA and BUSD for negotiations.

- b. The request for new classification shall contain the following:
1. The position to be classified
  2. The existing job description
  3. The proposed salary placement
  4. The basis for the classification

- 12.2.2 Any recommendation to adopt a request for classification/reclassification shall be the subject of negotiations between CSEA and BUSD. Following negotiations, an agreement for classification/reclassification will be ratified by CSEA and brought to the BUSD Board of Trustees for approval. Following approval by CSEA and BUSD, the classification/reclassification will be implemented.

- 12.2.3 Any unit member whose position is reclassified to a higher range shall be placed on the step of the new classification that provides at least 5% salary increase. In the case that a reclassification results in a decrease of pay, the member will be placed on the step that is equal or greater to their previous placement.

12.2.4 Any recommendation for a change in the job description shall be subject of negotiation between CSEA and BUSD. An agreement for changes in a job description will be ratified by CSEA and brought to the BUSD Board of Trustees for approval.

**ARTICLE 22**  
**SAVING CLAUSE**

- 22.1 Effect of Legal Change: If, during the life of the Agreement, there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District which prohibits enforcement of any provision of the Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation or order shall remain in effect. Such invalidation of a part or portion of the Agreement shall not invalidate any remaining portions which shall continue in full force and effect. The District and the Association shall meet within thirty (30) days of such action to negotiate a replacement article.

**ARTICLE 23**  
**CONTRACTING OUT**

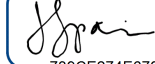
- 23.1 The District agrees not to contract out work that bargaining unit members routinely and customarily perform.

**ARTICLE 24**  
**REOPENER CLAUSE AND DURATION**

- 24.1 Reopener: CSEA shall have the annual right to reopen the Agreement concerning Article 14 and Article 15 by giving written notice to the District. The Parties may negotiate any item or issues by mutual agreement.
  
- 24.2 During the term of this Agreement, each party shall be entitled to (the following reopener:
  - 2019-2020: Successor contract
  - 2020-2021: Article 14 (Pay and Allowances) and Article 15 (Health and Welfare) plus one additional article per party.
  - 2021-2022: Article 14 (Pay and Allowances) and Article 15 (Health and Welfare) plus one additional article per party.
  
- 24.3 Successor Contract: CSEA and the District manually agree to bargain prior to the expiration of the Agreement.

At the conclusion of negotiating a Successor Contract, the contract will be closed.

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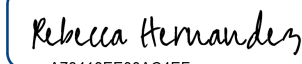
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9/14/2020

California School Employees Association  
Bellevue Chapter 501  
Chapter President – Jennifer Spain

Date

DocuSigned by:



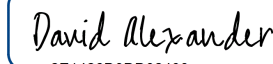
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9/14/2020

California School Employees Association  
Bellevue Chapter 501  
CSEA Labor Relations Representative – Rebecca Hernandez

Date

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9/15/2020

Bellevue Union School District  
Superintendent – David Alexander, Ed.D.

Date

## APPENDIX A- CROSS TRAINING

1. Cross training opportunities will be presented to interested staff on their own time. However, at least one person will be cross trained for the Office Manager, School Cook, Kitchen Operator (Food Server), Cafeteria Dishwasher, and the Day Operations Leader (Day Custodian) positions at each school.

EXHIBIT A



Bellevue Union School District

Classified Salary Schedule  
 Adopted by the Board of Trustees on December 10, 2019  
 Effective: July 1, 2019

COLUMN: 5 6 7 8 9 11 13 14 15 17 18 19 20 21 22

STEP

1	\$14.35	\$14.49	\$14.87	\$15.33	\$15.76	\$15.81	\$16.60	\$17.02	\$17.74	\$18.32	\$19.34	\$19.70	\$22.03	\$22.26	\$22.70
2	\$15.07	\$15.21	\$15.62	\$16.09	\$16.57	\$16.59	\$17.45	\$17.86	\$18.63	\$19.23	\$20.31	\$20.71	\$23.15	\$23.38	\$23.84
3	\$15.82	\$16.14	\$16.40	\$16.91	\$17.38	\$17.40	\$18.30	\$18.74	\$19.57	\$20.18	\$21.31	\$21.73	\$24.28	\$24.77	\$25.01
4	\$16.61	\$16.94	\$17.22	\$17.74	\$18.25	\$18.28	\$19.22	\$19.69	\$20.54	\$21.23	\$22.39	\$22.81	\$25.53	\$26.03	\$26.29
5	\$17.44	\$17.78	\$17.55	\$18.63	\$19.18	\$19.21	\$20.16	\$20.71	\$21.56	\$22.26	\$23.51	\$23.96	\$26.79	\$27.33	\$27.59
6	\$17.55	\$17.91	\$17.68	\$18.74	\$19.28	\$19.34	\$20.31	\$20.83	\$21.70	\$22.42	\$23.67	\$24.11	\$27.04	\$27.58	\$27.84
7	\$17.68	\$18.03	\$17.78	\$18.88	\$19.41	\$19.45	\$20.43	\$20.97	\$21.84	\$22.56	\$23.82	\$24.27	\$27.30	\$27.84	\$28.11
8	\$17.78	\$18.14	\$17.91	\$18.99	\$19.56	\$19.60	\$20.56	\$21.11	\$21.99	\$22.71	\$23.99	\$24.43	\$27.56	\$28.11	\$28.38
9	\$17.97	\$18.33	\$18.08	\$19.20	\$19.74	\$19.78	\$20.78	\$21.31	\$22.21	\$22.94	\$24.22	\$24.66	\$27.70	\$28.25	\$28.53
10	\$18.15	\$18.51	\$18.26	\$19.37	\$19.94	\$19.98	\$20.97	\$21.53	\$22.42	\$23.17	\$24.47	\$24.92	\$27.85	\$28.41	\$28.68
11	\$18.26	\$18.63	\$18.40	\$19.51	\$20.07	\$20.11	\$21.12	\$21.68	\$22.58	\$23.33	\$24.62	\$25.08	\$28.06	\$28.61	\$28.89
12	\$18.40	\$18.77	\$18.52	\$19.64	\$20.19	\$20.25	\$21.25	\$21.82	\$22.74	\$23.46	\$24.79	\$25.24	\$28.23	\$28.79	\$29.07
13	\$18.51	\$18.87	\$18.64	\$19.77	\$20.34	\$20.39	\$21.39	\$21.96	\$22.89	\$23.63	\$24.94	\$25.41	\$28.44	\$29.00	\$29.28
14	\$18.70	\$19.08	\$18.82	\$19.97	\$20.54	\$20.57	\$21.61	\$22.18	\$23.11	\$23.86	\$25.20	\$25.67	\$28.71	\$29.28	\$29.57
15	\$18.88	\$19.26	\$18.99	\$20.15	\$20.76	\$20.79	\$21.83	\$22.40	\$23.34	\$24.11	\$25.45	\$25.93	\$29.00	\$29.58	\$29.86
16	\$19.00	\$19.38	\$19.13	\$20.30	\$20.87	\$20.92	\$21.98	\$22.55	\$23.49	\$24.26	\$25.62	\$26.10	\$29.19	\$29.78	\$30.06
17	\$19.14	\$19.52	\$19.25	\$20.43	\$21.03	\$21.06	\$22.13	\$22.70	\$23.64	\$24.43	\$25.77	\$26.26	\$29.38	\$29.96	\$30.25
18	\$19.26	\$19.64	\$19.37	\$20.56	\$21.18	\$21.21	\$22.26	\$22.85	\$23.80	\$24.58	\$25.97	\$26.45	\$29.57	\$30.16	\$30.46
19	\$19.44	\$19.83	\$19.59	\$20.78	\$21.37	\$21.43	\$22.50	\$23.07	\$24.04	\$24.83	\$26.22	\$26.72	\$29.86	\$30.47	\$30.76
20	\$19.64	\$20.03	\$19.77	\$20.97	\$21.58	\$21.62	\$22.71	\$23.31	\$24.27	\$25.07	\$26.47	\$26.98	\$30.17	\$30.77	\$31.07
21	\$19.83	\$20.23	\$19.98	\$21.20	\$21.79	\$21.84	\$22.94	\$23.54	\$24.52	\$25.32	\$26.74	\$27.23	\$30.47	\$31.07	\$31.39
22	\$20.03	\$20.43	\$20.16	\$21.39	\$22.01	\$22.05	\$23.17	\$23.77	\$24.77	\$25.58	\$27.00	\$27.51	\$30.78	\$31.40	\$31.69
23	\$20.22	\$20.63	\$20.38	\$21.61	\$22.23	\$22.29	\$23.40	\$24.02	\$25.01	\$25.83	\$27.27	\$27.79	\$31.07	\$31.69	\$31.99
24	\$20.43	\$20.84	\$20.57	\$21.83	\$22.45	\$22.51	\$23.63	\$24.25	\$25.26	\$26.09	\$27.54	\$28.07	\$31.37	\$31.99	\$32.32
25	\$20.64	\$21.05	\$20.79	\$22.04	\$22.68	\$22.72	\$23.85	\$24.50	\$25.51	\$26.36	\$27.82	\$28.34	\$31.68	\$32.32	\$32.64
26	\$20.83	\$21.25	\$20.97	\$22.25	\$22.91	\$22.95	\$24.10	\$24.75	\$25.75	\$26.62	\$28.10	\$28.61	\$32.00	\$32.64	\$32.97
27	\$21.05	\$21.47	\$21.20	\$22.49	\$23.14	\$23.18	\$24.35	\$24.97	\$26.02	\$26.88	\$28.37	\$28.91	\$32.32	\$32.97	\$33.29
28	\$21.25	\$21.69	\$21.39	\$22.70	\$23.36	\$23.41	\$24.57	\$25.23	\$26.28	\$27.15	\$28.64	\$29.20	\$32.64	\$33.29	\$33.62

Range 5:  
 Instructional Assistant, Child Care Assistant, Student Supervision, School Cafeteria Dishwasher

Range 6:  
 Bilingual Instructional Assistant

Range 7:  
 Health Assistant I, Instructional Associate in Reading, Special Education Aide

Range 8:  
 Kitchen Operator

Range 9:  
 Food Service Cashier

Range 11:  
 Health Assistant II

Range 13:  
 Bilingual IA Specialist, Head Child Care, Full Inclusion Aide, EL Technician

Range 14:  
 Health and Wellness Coordinator, Parent Liaison, School Office Assistant, School Nurses Assistant

Range 17:  
 Grounds Worker, Library Media Tech, Computer Lab Operator, Night Custodian

Range 18:  
 Maintenance Technician

Range 19:  
 Day Custodian (Plant Operations Lead), School Cook

Range 20:  
 School Office Manager, District Accounts Tech/Receptionist, Special Ed. Administrative Assistant, Literacy Specialist Paraprofessional

Range 21:  
 Bilingual Literacy Specialist Paraprofessional

Range 22:  
 Media Center Specialist

EXHIBIT B  
Supplement



**Bellevue Union School District**

**Agenda Item for Board Meeting of October 20, 2020**

**Agenda Category:** Review and Action

**Agenda Item Title:** Memorandum of Understanding Between Bellevue Union School District and the California School Employees Association regarding COVID-19

**Prepared By:** Siara Goyer, Director of Human Resources

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**Background:**

In March 2020, California was put on Shelter-in-Place orders due to Coronavirus (COVID-19) concerns. This created the need for a distance education platform through the remainder of the School Year. All Bellevue Union School District employees have been impacted by this.

The District and CSEA have reviewed the following Memorandum of Understanding (MOU) to put in place a set of guidelines regarding the issues related to the coronavirus (COVID-19).

This MOU is a continued conversation of changes that effect the current year during this pandemic and will be effective until 12/31/2020 (or extended by mutual written agreement by the parties).

**Cost:**

N/A

**Recommended Action:**

Approve the Memorandum of Understanding (MOU)

**Supporting Documents:**

BUSD and CSEA COVID 19 MOU Final Signed

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS BELLEVUE  
CHAPTER NO. 501 TO THE BELLEVUE UNION SCHOOL DISTRICT REGARDING  
RETURN IMPACTS AND EFFECTS ON THE CSEA BARGAINING UNIT**

This memorandum is agreed between Bellevue Union School District and the California School Employees Association and its Bellevue Chapter No. 501 (together “CSEA”) concerning the impacts and effects of resumed District operations under COVID-19 pandemic conditions.

The District and CSEA recognize the importance of adhering to state and county health orders put forth to support students, staff and community health. In the reopening of schools, the parties agree to the principles of fostering student learning and progress, maintaining positive, healthful learning environments, supporting emotional health of all community members, and caring for most vulnerable populations. In their commitment to these principles, the parties have worked together and developed the agreement detailed below:

**Work Site Entry and Leaves During Pandemic**

1. Each employee will be provided with a self-assessment (hard copies or accessed with a mobile/smart device scanning a QR code) and are required to perform a self-assessment every day prior to reporting to the worksite.

The symptom screenings referenced above and any necessary medical examinations performed by the District are strictly limited to COVID-19 and will not be used to inquire into other medical conditions. Bargaining unit employees shall not be required to respond to screening questionnaire questions that are not based on CDC recognized symptoms (i.e. fever, chills, cough, difficulty breathing, sore throat). Temperature checks and questionnaires shall be performed in a confidential manner, and any screening records created by the District shall be kept confidential and will be maintained in compliance with applicable law. Screenings are not reason for discipline and shall be considered part of the standard work day.

2. When an employee is not permitted to work due to safety screening (e.g., high temperature or positive report of key symptom), or the employee reports to work and during their work shift, demonstrates COVID-19 symptoms which are unusual for that employee, the employee will be offered telework. If COVID-19 symptoms are too severe to do the telework, then applicable leave banks will be affected. If, however, a unit member who does not exhibit COVID-19 symptoms is ready, willing, and able to work, but is nonetheless directed by the site supervisor not to work, then unit member will not have their accrued leave docked.

If it’s determined that an employee needs to be put on the Families First Coronavirus Response Act (FFCRA), the Employee will first utilize the leave hours allocated to the employee under the act, followed by utilization of the applicable standard leave options available to the employee}.

If the District requires a COVID-19 test, they shall assume the costs associated with the Doctor visit and lab fees if they do not arrange for testing at a no-cost testing center within 10 miles of the employees worksite.

3. The use of sick leave to secure an individuals own health, or the health of their family, shall not be grounds for discipline or negative evaluations.
4. The District will work with employees that have dependent-care needs, who are not absent for health reasons listed above, through an interactive process evaluating work alternatives such as telework. If such an alternative is not feasible, the unit member shall be afforded any and all applicable leave entitlement available under law. This includes Emergency Paid Sick Leave and Expanded FMLA Leave pursuant to the Families First Coronavirus Response Act (HR 6201), which provides up to a cumulative twelve (12) work weeks of partial ( $\frac{2}{3}$ ) paid leave. This leave shall be drawn on in such circumstances prior to any other forms of paid or unpaid leave available to such unit member except as otherwise authorized pursuant to the terms of the CSEA Contract. Use of available accrued leave may be used to fill in any pay gap resulting from the 2/3rds formula in the legislation named above. This will be done via a written request that is sent to the Human Resource Department. Intermittent use of this leave is not prohibited, however, the unit member shall provide notice to the District as soon as the need for intermittent leave is known. The parties acknowledge that intermittent use of leave will help achieve balance between the needs of the District, and dependent care needs of the employee, as driven by the COVID-19 pandemic. The District and the employee will work together to determine an intermittent work schedule that is mutually agreeable unless the District provides a no cost childcare option to the employee. The parties understand and acknowledge that the FFCRA expires on December 31, 2020.
5. District will initiate the interactive process for employees whose physician designates them as “high risk” or “vulnerable” to COVID-19 symptoms, and offer options (such as telework, modified job responsibilities) for these at risk employees that limit their risk to exposure.
6. The District will inform impacted unit members of any order to quarantine student cohorts; District personnel; and/or District facilities, in the event a quarantine order from the State, or County Department of Public Health is issued, subject to the confidentiality rights of any individuals. The District will provide CSEA with the name of all school site location(s) ordered to quarantine.
7. The District will inform impacted unit members as soon as practicable should it learn of a confirmed or likely coronavirus infection of District employees or students and at which campus or worksite said infection was found. The District shall not be required to disclose any information which is considered confidential, such as personnel, medical or confidential student information.

## **Safety and Personal Protective Equipment**

1. The utilization of face masks or shields in the workplace by CSEA unit members, shall be required by the District, as will physical distancing, consistent with those mandated by county and state department of public health, and office of education.
2. The District will continue to inform and train its employees in public health measures, hygiene, and sanitation to help prevent the spread of COVID-19.
3. The District shall provide sufficient protective equipment to comply with CDPH guidance for students and staff appropriate for each classification or duty, relevant to Cal/OSHA requirements. If appropriate protective equipment, as defined by CDPH, for assigned work duty is not available, employees will not be required to complete that work duty until it is made available. Protective equipment includes, but is not limited to:
  - a. For staff engaged in symptom screening-
    - i. Physical barriers (such as a plexi or plastic partition), surgical masks, face shields, disposable gloves and no-touch thermal scan thermometers.
  - b. For front office and food service-
    - i. Physical barriers in the front office or food service point of sale (such as plexi or plastic partition), and areas where unit members are required to interact with the public, face coverings and disposable gloves.
  - c. For custodial-
    - Surface cleaning
      - Masks, gloves appropriate for all cleaning and disinfecting
    - Deep cleaning and disinfecting
      - Appropriate PPE for COVID-19 disinfection [disposable gown, gloves, eye protection, and N-95 (or similar designation) mask or respirator] in addition to PPE as required by product instructions.
  - d. For IAs, librarians, and other special services or technical employees-
    - i. Face coverings, shields if participating in instruction support and disposable gloves, plexi or plastic partitions in areas where unit members are required to interact with the public.
4. Classified employees may bring their own masks and/or gloves if they choose to do so, as long as they are compliant with CDPH guidance applicable to schools.
5. The District shall ensure sufficient supplies of hand sanitizers, soap, hand washing stations, tissues, no-touch trash cans and paper towels. Attention will be given to HVAC systems to ensure recommendation filtration standards are met. The District will provide employees with opportunities to meet handwashing frequency guidelines.
6. The District will strive to ensure that all CSEA unit members are provided with a safe working environment where social distancing protocols and practices are a norm. Methods such as tape/stickers indicating space guidance, audio announcements and signs will be implemented at all work sites. All District employees; students; parents; and volunteers, and other members of

the public will be advised to practice social distancing, and wear masks as prescribed by the county and state departments of public health.

### **Reporting Unsafe Conditions or Work Issues Related to COVID-19**

1. Any employee may report, in writing, any unsafe condition in the working environment, or work issue related to COVID-19 to the immediate supervisor. The supervisor shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to CSEA, stating what has been done to make the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement.
2. All employees shall have the right, without retaliation, to notify their supervisor in writing of alleged unsafe working conditions referring to the “COVID-19 BUSD Employee Expectations” or CDPH “COVID-19 Industry Guidance: Schools and School Based Programs” and to request modified conditions to ensure the completion of the original assignment. The Supervisor will address the complaint immediately and remedy the potential unsafe working condition.
3. Concerns regarding lack of adherence to social distancing protocols by District staff; parents; volunteers, students or members of public should be directed to the unit member’s immediate supervisor or Human Resources whenever appropriate.

### **Workload and Staffing Ratios**

1. The District will develop reasonable staffing plans to ensure increased frequency of routine cleaning and disinfecting.
2. Employees will be provided an opportunity to give direct feedback to their supervisor on a daily basis at any time regarding workload concerns and will make a good faith effort to resolve informally before escalating it to a grievance.

### **Violations of Agreement**

Any alleged violation, misinterpretation, or misapplication of the terms of this MOU shall be subject to the grievance provisions of Article 20 of the CBA, or other mechanism as relevant, except as follows:

After attempting to resolve the grievance through an informal grievance resolution meeting between CSEA and the District, if the grievance is not resolved, CSEA may move the grievance immediately to level III of the grievance process.

## **Temporary Duties**

1. The District and CSEA acknowledge that California Education Code §45101(a) and §88001(a) requires that all classified positions have set duties. However, due to the current unforeseen and unprecedented nature for the current conditions CSEA and the District recognize that some CSEA bargaining unit positions may be asked to perform duties not currently contained within their current job description, unit members performing duties outside of their job descriptions will be provided training on safety and other relevant areas. The parties agree as follows:

The parties agree that unit members may be asked to perform the following temporary duties:

- a. wiping down and disinfecting items within the classroom on a regular basis in order to maintain cleanliness standards;
- b. distributing lunch and/or other meals for students;
- c. performing temperature checks for students and staff;
- d. enforcing physical distancing between students and other COVID-19 safety precautions which pertain to students (e.g. regular handwashing, appropriately wearing face coverings, etc.);
- e. monitor sick student(s) in isolation room from a distance, and ensuring students remain physically distanced when traveling between classrooms and when using bathrooms;
- f. managing and supervising pickup and drop-off of students;
- g. Support distance learning needs which may include technology and virtual classroom support
- h. other duties in accordance with Government Code Sections 3100 *et seq.*

This shall not preclude the District from assigning other temporary duties as necessary as part of the District's COVID-19 response efforts.

2. The District and CSEA agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law, nor an attempt to displace current employees. This also shall not be considered precedent setting for either party.

## **Curtailed Operations**

In the event the District closes any facility, or any District operations are curtailed, due to COVID-19, unit members who report to a traditional worksite for duty as assigned by the District, or are directed by their supervisor to stay at home (whether or not they are working remotely), will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment due to COVID-19.

The aforementioned statement regarding the continuity of pay or benefits is agreed to be contingent on the State of California's continued support of the ADA "hold harmless" clauses as outlined in the applicable assembly bills. If there is a change in legislation, that affects unit members' CSEA may demand to bargain the impact of such changes on this agreement.

### Information and Further Negotiation

The District will share with CSEA all new information it receives directly from the local health officer specific to schools about COVID-19 epidemic. The District will inform CSEA, in writing, prior to any negotiable changes in working conditions and CSEA shall have the opportunity to negotiate any negotiable effects on terms and conditions of employment, including occupational health and safety.

### Compliance with further governmental orders

The parties recognize that the COVID-19 epidemic is evolving and so is governmental response. The parties will comply with further state or federal legislation or orders as they affect the terms and conditions of employment of bargaining unit employees, and will bargain as needed over the effects of such further directives.

### Duration of Agreement:

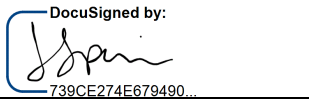
This agreement shall remain in effect through December 31, 2020 or extended by mutual written agreement by the parties.

Dated: 9/18/2020

By:  2E1426D0DD02400...

Superintendent- David Alexander, Ed.D.  
For District

Dated: 9/18/2020

By:  739CE274E679490...

Chapter President – Jennifer Spain  
For CSEA

Bellevue Union School District

Agenda Item for Board Meeting of August 4, 2020

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of the Memorandum of Understanding (MOU) Between Union School District (BUSD) and the Bellevue Education Association for the Postponement of Tenured Teachers Evaluations for the 2020-21 School Year

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

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Background:

The current COVID-19 pandemic has brought a multitude of challenges for the 2020-21 school year. BEA approached the District with the possibility of implementing an alternative evaluation for the 2020-21 school year that both parties discussed during the last negotiation process, but not included in the adopted collective bargaining agreement. Both parties are interested in this research-based approach for an evaluation process; however, due to time constraints in order to train administration and teachers in this new approach, it was determined to delay this option until a later date in order to ensure success.

Recognizing the complexities of the new distance learning model and the challenges brought forth during the COVID-19 pandemic, both parties agree it would be in the best interest of our students that our tenured teachers focus on meeting the needs of our students and support one another, including supporting newer and less experienced teachers.

Therefore, both parties also agree it would be beneficial to allow the tenured teachers who are scheduled to be evaluated this current school year (2020-21) to postpone their evaluation until the next school year (2021-22). Tenured teachers will be given the option, if that is their preference, to be allowed to be evaluated under the current evaluation procedures this school year (2020-21). This MOU does not include probationary teachers.

Recommended Action:

It is recommended that the Board of Trustees approve the the Memorandum of Understanding (MOU) Between Union School District (BUSD) and the Bellevue Education Association for the Postponement of Tenured Teachers Evaluations for the 2020-21 School Year

Supporting Documents:

Memorandum of Understanding (MOU) Between Union School District (BUSD) and the Bellevue Education Association for the Postponement of Tenured Teachers Evaluations for the 2020-21 School Year

**Bellevue Union School District**

**MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
BELLEVUE UNION SCHOOL DISTRICT (BUSD)  
AND THE  
BELLEVUE EDUCATION ASSOCIATION (BEA)**

October 20, 2020

This Memorandum of Understanding (“MOU”) is entered into on this twentieth day of October 2020 (October 20, 2020) between the Bellevue Union School District (“DISTRICT”) and the Bellevue Education Association (“BEA”) regarding Article 12 Evaluations Procedures

Current language in the Contractual Agreement Between Bellevue Education Association and Bellevue Union School District Board approved contract dated July 17, 2018 states:

***ARTICLE 12***

***EVALUATION PROCEDURES***

*For those permanent unit members, who have been employed at least ten years with the school district, are highly qualified as defined in 20 U.S.C. Sec. 7801 (ESEA), and whose previous evaluation rated the employee as satisfactory, evaluation will be done every five years. Such unit members may be evaluated more often at the discretion of the Site Administrator, but not more than once every other year. Such unit members may request evaluation outside of the five-year cycle. All permanent unit members eligible to be evaluated within a school year will be notified by October 1st.*

*All unit members who have been employed between three and ten years will be evaluated every other year.*

*Probationary unit members will be evaluated each year while they are classified as probationary.*

*All evaluations will include at least one formal and two informal observations.*

**A. EVALUATION SEQUENCE**

- 1. A goal-setting conference between the evaluator and the unit member shall be held no later than October 31. At the conference, specific instructional and behavioral objectives will be mutually determined by the unit member and his/her site administrator. These objectives will be selected from the Framework for Teaching and Learning developed by the parties and attached as Appendix K.*
- 2. There will be at least one formal observation which shall be arranged by the evaluator and the unit member at least two (2) working days in advance of the observations on a mutually agreed upon date.*
- 3. For probationary unit members, a formal observation shall take place no later than December 15th. For permanent unit members, a formal observation shall take place no*

*later than February 15th. A post-observation conference shall be held within five (5) working days following the formal observations*

*a. If the unit member receives a "Needs Improvement" in one of their four overall ratings (Plan, Teach, Learn, Professional Practice) there will be a second Formal Observation, which will take place by February 15 for Probationary unit members and April 15 for Permanent unit members.*

*b. Prior to this observation, the evaluator shall delineate a positive course of action to help the unit member to improve. The evaluator's action may include specific recommendations for improvement, direct assistance in implementing such recommendations, and reasonable release time as needed to visit other classrooms, attendance at workshop(s), and working with the support provider to improve in the areas of need.*

- 4. Additional informal observations may be held at the discretion of the evaluator with appropriate conferences as needed any time during the year. The evaluator will provide feedback throughout the year to support the unit member's professional growth.*
- 5. The final summative evaluation by the site administrator must be in the written form (Appendix K) and must be based on the review of all pertinent records and the formal classroom observation(s) and at least two informal observations. Each final summative evaluation will be supported by adequate and valid data.*
- 6. A final evaluation conference shall be held least thirty (30) calendar days prior to the last day of school in which the evaluator and the unit member shall review what is incorporated in the final summative evaluation. The unit member must sign the final summative evaluation.*
- 7. The unit member may attach written comments to the final summative evaluation.*
- 8. If the unit member does not agree with the final summative evaluation, he or she may request another evaluation by a team composed of the Superintendent, a teacher selected by the unit member and a mutually agreed upon third party.*
- 9. All evaluation reports shall be maintained in the unit member's personnel file.*
- 10. Any permanent unit member who receives a needs improvement as their overall rating in any one of the four areas on their Final Summative Evaluation is required to participate in the Teacher Support and Guidance Program in the following school year.*
- 11. Specialists such as nurses, counselors, speech therapist, psychologists, etc. will meet with their supervision administrator before October 31 to set objectives and an evaluation schedule for the year.*

*B. The evaluation forms shall be agreed upon by the District and BEA and shall be based on the requirements of law, including the California Standards for the Teaching Profession. These forms shall be used in all evaluations of unit members.*

*C. No evaluation shall unduly interfere with the normal teaching/learning process.*

The current COVID-19 pandemic has brought a multitude of challenges for the 2020-21 school year. BEA approached the District with the possibility of implementing an alternative evaluation for the 2020-21 school year that both parties discussed during the last negotiation process, but not included in the adopted collective bargaining agreement. Both parties are interested in this research-based approach for an

evaluation process; however, due to time constraints in order to train administration and teachers in this new approach, it was determined to delay this option until a later date in order to ensure success.

Recognizing the complexities of the new distance learning model and the challenges brought forth during the COVID-19 pandemic, both parties agree it would be in the best interest of our students that our tenured teachers focus on meeting the needs of our students and support one another, including supporting newer and less experienced teachers.

Therefore, both parties also agree it would be beneficial to allow the tenured teachers who are scheduled to be evaluated this current school year (2020-21) to postpone their evaluation until the next school year (2021-22). Tenured teachers will be given the option, if that is their preference, to be allowed to be evaluated under the current evaluation procedures this school year (2020-21). This MOU does not include probationary teachers. Teachers under probationary status will be evaluated under the current evaluation procedures outlined in Article 12 above.

Both parties understand and agree that this MOU is not a precedent for any future events and that this MOU is only valid for the 2020-21 school year. Both parties agree that this postponement of the tenured teachers for the 2020-21 shall be considered binding to the limited terms described under this MOU.

Signatures of Authorized Representatives:

For BUSD:

DocuSigned by:  
*David Alexander*  
2E1426D0DD02400...

10/16/2020

\_\_\_\_\_  
David Alexander, Ed.D., Superintendent

\_\_\_\_\_  
Date

For BEA:

*Tiffany Kampmann*  
\_\_\_\_\_  
Tiffany Kampmann, President

*10/15/2020*  
\_\_\_\_\_  
Date

Bellevue Union School District

Agenda Item for Board Meeting

Agenda Category: Review and Action

Agenda Item Title: Williams Quarterly Uniform Complaint Report Summary (July 1-September 30)

Prepared By: Moriah Hart, Executive Assistant

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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 (July 1-September 30)

Supporting Documents:

Williams Quarterly Uniform Complaint Report Summary (July 1-September 30)

# 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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Board meeting date: 10.20.2020  
Date sent to County Superintendent of Schools: 10.21.2020  
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

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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

2020-2010

Payroll Totals

Payroll Regular 9/30/2020

Certificated	\$728,338.90
Classified	<u>\$249,302.50</u>
	<b>\$977,641.40</b>

Supplemental Payroll 9/10/2020

Certificated	\$ 17,623.48
Classified	<u>\$ 20,347.71</u>
	<b>\$ 37,971.19</b>

Manual Payroll 9/18/2020

Certificated	\$ 0.00
Classified	<u>\$ 0.00</u>
	<b>\$ 0.00</b>

<b>Totals</b>	<b>\$1,015,612.59</b>
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Checks Dated 09/10/2020 through 10/15/2020 Filtered

Board Meeting Date 10/20/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1800814	09/10/2020	ACSA	01-5300	ACSA's Fee		220.00
1800817	09/10/2020	Ameriflex	01-5800	DO: FSA Admin Fee 6 Employees	51.77	
			01-5858	DO: FSA Admin Fee 6 Employees	8.23	60.00
1800818	09/10/2020	Matthew Banchemo	01-5800	OPEN PO: Tree Service for all Sites		800.00
1800819	09/10/2020	Valley Comfort Heating & Air	01-5800	Open PO : 2020/21		1,175.00
1800820	09/10/2020	Bartley Pump Inc	01-5800	Open PO -Bartley Pump	2,614.72	
			21-6200	Inspections Repairs	14,003.40	16,618.12
1800822	09/10/2020	AT & T	01-5911	Open PO CALNET3		70.12
1800823	09/10/2020	Christy White Associates	01-9510	2019-20 District Audit	3,845.27	
				Unpaid Tax	317.23	4,162.50
1800825	09/10/2020	Crossing the Jordan	01-5800	M&O: OPEN Moving Services		2,529.00
1800826	09/10/2020	Discovery Office Systems	01-4310	DO: Service Contract all sites 2020/21		1,240.00
1800827	09/10/2020	DK Landscaping	01-5800	M&O: OPEN PO for Landscape service		15,061.53
1800829	09/10/2020	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	257.81	
				Open PO TM Monthly Patrols	375.00	
			09-5805	Open PO MV Monthly Patrols	117.19	1,875.00
1800830	09/10/2020	FedEx	01-5800	DO: Fedex Shipments		46.39
1800831	09/10/2020	Fishman Supply Co	01-4370	M&O: Custodial Supplies @ ELC	381.19	
				M&O: Custodial Supplies @ TM	33.56	
				M&O; Custodial Supplies @ DO	125.60	
			01-9510	Disinfectant Equipment	5,751.00	6,291.35
1800832	09/10/2020	Friedman's Home Improvement	01-4380	MV: OPEN PO for Supplies		9.25
1800834	09/10/2020	Grainger	01-5800	Open PO:Maintenace Supplies 2020/21		1,215.18
1800836	09/10/2020	Hitmen Termite and Pest Control, Inc.	01-5800	Pest Control Preventative Maintenance		175.00
1800837	09/10/2020	McGraw-Hill School Education Holdings, LLC	01-4310	Curriculum Books		6,889.75
1800838	09/10/2020	Mosyle Corporation	01-4340	1-year Premium Subscription	1,870.00	
				Hosting Subscription	600.00	2,470.00
1800839	09/10/2020	Mystery Science Inc	01-5845	DO: Mystery Science Curriculum		2,997.00
1800841	09/10/2020	Office Depot Inc	01-4350	ELC: Office Supplies 2020/2021		1,237.61
1800842	09/10/2020	Paradigm Healthcare Services	01-5800	Contracted service for Medical Billing 2020/21		272.58
1800843	09/10/2020	Pearson Education, Inc	01-4310	Assessment Materials		1,416.26
1800844	09/10/2020	Marylou Herrera DBA Red Light Learning	01-5803	Translation Services-		670.80
1800845	09/10/2020	School & College Legal Service Sonoma County Office of Ed.	01-5200	Workshop		30.00

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. (Limited to Checks issued from the COUNTY bank account.)

ESCAPE ONLINE

Checks Dated 09/10/2020 through 10/15/2020 Filtered

Board Meeting Date 10/20/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1800846	09/10/2020	SHI International Corp	01-5800	Back Covers for tablets		1,596.69
1800847	09/10/2020	TKO Electronics Inc	01-5800	Webcam		3,903.99
1800848	09/10/2020	Lakshmi Vyakaran Venkat	01-5800	Instructional Service		517.70
1800850	09/10/2020	ZOOM Video Comm Inc	01-5800	Education Annual		7,500.00
1801649	09/17/2020	California's Valued Trust	01-9570	Insurance Premiums		129,344.68
1801650	09/17/2020	The Standard Insurance Co	01-9575	Standard Insurance		1,497.66
1801651	09/17/2020	Alondra Plancarte	01-5862	Live scan		25.00
1801652	09/17/2020	Valdez, Laura	01-5862	LIVE SCAN services		20.00
1801653	09/17/2020	Duarte, Jennifer R	01-4310	Writing Bundle		25.08
1801654	09/17/2020	Maram-Mccullough, Denise	01-4310	Cultural Comptence Books	26.85	
				Diversity Books	418.21	445.06
1801655	09/17/2020	aarestad-gjervik Consulting	01-5845	E Rate Consulting Services		1,280.00
1801657	09/17/2020	Advanced Reproduction Center	01-5800	Open PO-ARC- Copies 2020/21		866.00
1801658	09/17/2020	Becoming Independent	01-5800	BUSD Shredding Services		160.00
1801659	09/17/2020	Department Of Justice Accounting Office Cashier Unit	01-5862	June Invoices DOJ		145.00
1801660	09/17/2020	TIAA Commerical Finance	01-5600	Copier Lease Contract # 2023517		358.06
1801661	09/17/2020	Fishman Supply Co	01-4310	DO: All School Site Paper Order	537.95	
			01-4370	M&O; Custodial Supplies @ DO	154.94	692.89
1801662	09/17/2020	Friedman's Home Improvement	01-4380	Open PO - General Dist Maint 2020/2021	36.68	
			01-4390	Open PO - General Dist Maint 2020/2021	12.22	48.90
1801664	09/17/2020	Hitmen Termite and Pest Control, Inc.	01-5800	Open PO Pest Control 2020/21	175.00	
				Pest Control Preventative Maintenance	100.00	275.00
1801667	09/17/2020	Office Depot Inc	01-4310	BV: 2020/2021 School Supplies/Office	15,310.42	
				TM: School Order 2020/2021	7,546.30	22,856.72
1801668	09/17/2020	Pace Supply Corp Cust #02188-00	01-4380	Open PO-Pace Supply 20/21		162.78
1801669	09/17/2020	Rexel USA, INC Platt Electric Supply	01-4370	DO- OPEN PO Replace Light Bulds	80.77	
			01-4380	DO- OPEN PO Replace Light Bulds	80.76	161.53
1801670	09/17/2020	Presence Learning Inc	01-5899	ELC: SLP Service 2020/2021		7,077.68
1801671	09/17/2020	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
1801672	09/17/2020	School & College Legal Service Sonoma County Office of Ed.	01-5200	Varies Work shop HR		255.00
1801673	09/17/2020	Tel-Con Communications	01-5800	IT: Open PO		3,210.80
1801674	09/17/2020	US Bank Equipment Finance	01-5632	OpenPO - Lease Bellevue School		547.29
1801675	09/17/2020	ZOOM Video Comm Inc	01-5800	Standard Biz Monthly		12.10

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. (Limited to Checks issued from the COUNTY bank account.)

ESCAPE ONLINE

Checks Dated 09/10/2020 through 10/15/2020 Filtered

Board Meeting Date 10/20/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1802905	09/24/2020	Kristin Roza	01-5862	LIVE SCAN		20.00
1802906	09/24/2020	Craig, Nina S	01-4310	School life Student Monthly Prizes		250.14
1802907	09/24/2020	Herring, Patrick E	01-5800	50 cloth back duct		5.00
1802908	09/24/2020	Dale M Crane dbaAction Plumbing Maintenance	01-5800	OPEN PO Plumbing Repairs		1,152.00
1802910	09/24/2020	SYNCB/Amazon	01-4350	DO : Office Supplies Purchases	31.34	
			01-5800	M&O- COVID-19	2,516.80	
			01-5840	ITECH: Supplies 2020/2021	710.49	
			21-6200	Clocks	5,172.08	8,430.71
1802911	09/24/2020	Valley Comfort Heating & Air	01-5800	Open PO : 2020/21		1,048.63
1802913	09/24/2020	BWS Distributors	01-5800	Rain Gear 2020/21		369.73
1802915	09/24/2020	AT & T	01-5911	Open PO CALNET3		41.97
1802916	09/24/2020	Citi Cards	01-5200	Professional Development		25.00
1802918	09/24/2020	County of Sonoma Registrar of Voters	01-5823	Measure A-I Registrar of Voters		15,296.77
1802920	09/24/2020	Discovery Office Systems	01-4310	DO: SF5130 RiscoGraph Consumption Fee	372.66	
				DO: Service Contract all sites 2020/21	991.94	1,364.60
1802921	09/24/2020	TIAA Commerical Finance	01-5600	DO:Agreement For SF-5130 Account # 20415329-1	279.08	
				Lease Agreement for Copiers Acc# 20399421-1	1,166.91	1,445.99
1802922	09/24/2020	Fishman Supply Co	01-4370	M&O; Custodial Supplies @ DO		173.74
1802923	09/24/2020	Friedman's Home Improvement	01-4380	Open PO - General Dist Maint 2020/2021	75.55	
			01-4390	Open PO - General Dist Maint 2020/2021	25.18	100.73
1802924	09/24/2020	Grainger	01-5800	Open PO:Maintenace Supplies 2020/21		1,215.18
1802925	09/24/2020	Greenacre Homes	01-9510	ESY: A.J. L		4,174.15
1802926	09/24/2020	Greg Pahlow	01-5800	Open PO-Eletrical work 2020/2021		855.00
1802928	09/24/2020	Hitmen Termite and Pest Control, Inc.	01-5800	Open PO Pest Control 2020/21		175.00
1802929	09/24/2020	McGraw-Hill School Education Holdings, LLC	01-4310	Kawana-Curriculum Maravillas & Math		33,967.21
1802930	09/24/2020	Office Depot Inc	01-4310	BV: 2020/2021 School Supplies/Office TM: School Order 2020/2021	1,014.89	
			01-4350	ELC: Office Supplies 2020/2021	625.59	
				OPen PO- District Office Supplies	176.33	1,971.77
1802931	09/24/2020	Pace Supply Corp Cust #02188-00	01-4380	Open PO-Pace Supply 20/21	154.96	345.18
1802932	09/24/2020	PG&E	01-5520	Open PO -PG & E 2020/21		364.73
1802933	09/24/2020	Redwood Pediatric Therapy Asso	01-5100	DO : Occupational Therapy Contract 2020/21		9,692.30

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. (Limited to Checks issued from the COUNTY bank account.)

ESCAPE ONLINE

Checks Dated 09/10/2020 through 10/15/2020 Filtered

Board Meeting Date 10/20/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1802934	09/24/2020	Remind101 Inc	01-5800	Remind Plan		6,120.00
1802937	09/24/2020	Santa Rosa, City Of	01-5560	Open PO for Water bill BV	843.15	
				Open PO for Water bill KW	924.74	
				Open PO for Water bill MV & Spa	1,994.80	
				Open PO for Water bill TM	2,945.18	
			01-5858	Open PO for Water bill KW	6.91	
				Open PO for Water bill TM	327.70	7,042.48
1802938	09/24/2020	Educators Publishing Service	01-4310	KW: School Supplies Order 2020/2021		8,248.98
1802939	09/24/2020	Sonoma County Office Of Educat ion	01-5200	Best Practive Workshop		45.00
1802940	09/24/2020	Evan Goldsen	01-5823	Mediation & Settlement		10,000.00
1804024	10/01/2020	ACCO BRANDS USA LLC	01-5800	Fix Laminator		514.48
1804025	10/01/2020	Apple, Inc	01-5800	Apple Computers	388,146.93	
				Computers	98,300.25	486,447.18
1804026	10/01/2020	AT&T Mobility	01-5911	Open PO for Emergency Phone # 8341		456.62
1804028	10/01/2020	AT & T	01-5911	Open PO CALNET3		246.24
1804029	10/01/2020	Citi Cards	01-5800	District Credit Card		701.01
1804030	10/01/2020	City Of Santa Rosa Alarm Progr am	01-5805	M&O Burglary Alarm Fee		275.00
1804031	10/01/2020	Culligan of Sonoma County	01-5800	OPEN PO :Drinking Water 5 Gallon		54.45
1804032	10/01/2020	Fishman Supply Co	01-4370	M&O: Custodial Supplies@BV	66.75	
				M&O: Custodial Supplies @ TM	66.75	
				M&O; Custodial Supplies @ DO	135.73	
				M&O; Custodial Supplies @ MV	67.21	336.44
1804033	10/01/2020	Friedman's Home Improvement	01-4380	Open PO - General Dist Maint 2020/2021	127.80	
			01-4390	Open PO - General Dist Maint 2020/2021	42.60	170.40
1804035	10/01/2020	Great America Financial Svcs	01-5858	OPEN PO-Postbase 45 mail machine	2.26	
			01-5950	OPEN PO-Postbase 45 mail machine	134.00	136.26
1804036	10/01/2020	Greg Pahlow	01-5800	Open PO-Eletrical work 2020/2021		1,633.00
1804037	10/01/2020	Hardware Tech Inc.	01-4380	Open PO- Maint Service all sites 2020/2021		658.00
1804038	10/01/2020	Hitmen Termite and Pest Control, Inc.	01-5800	Open PO Pest Control 2020/21		100.00
1804039	10/01/2020	KnowBe4	01-5800	Subscription		2,517.93
1804040	10/01/2020	Office Depot Inc	01-4310	BV: 2020/2021 School Supplies/Office	73.67	
				Office Supplies	1,064.69	
				TM: School Order 2020/2021	519.08	
			01-4350	OPen PO- District Office Supplies	38.26	1,695.70
1804041	10/01/2020	Pace Supply Corp Cust #02188-00	01-4380	Open PO-Pace Supply 20/21		19.04
1804042	10/01/2020	Recology Sonoma Marin	01-5560	BUS BARN: -Garage 2020/21		806.05
1804044	10/01/2020	School & College Legal Service Sonoma County Office of Ed.	01-5823	OPEN PO - Legal Services 2020/2021		2,085.60

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ESCAPE ONLINE

**Checks Dated 09/10/2020 through 10/15/2020 Filtered** **Board Meeting Date 10/20/2020**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1804045	10/01/2020	Educators Publishing Service	01-4310	KW: School Supplies Order 2020/2021		109.64
1804046	10/01/2020	SHI International Corp	01-5800	Cable & Califone Chrombooks	272.79 16,250.00	16,522.79
1804047	10/01/2020	Spurr	01-5510	Open PO Spurr		213.60
1804048	10/01/2020	Tel-Con Communications	01-5800	IT: Open PO		2,580.96
1804049	10/01/2020	Verizon	01-5800	Lines		266.07
1804050	10/01/2020	voyager Sopris Learning	01-4310	SDC Class Materials		519.12
1804051	10/01/2020	WEX BANK	01-4362	DO : Fuel Card		356.43
1804052	10/01/2020	Wyatt Irrigation Supply	01-4390	M&O: Irrigation Supplies		238.64
1804894	10/08/2020	Craig, Nina S	01-4310	Cuturally Responisve Child Literat- staff welcome back		271.74
1804895	10/08/2020	Corrales, Erika	01-4390	Milage Reimbursement		5.75
1804896	10/08/2020	Maram-Mccullough, Denise	01-4310	Diversity Books		94.69
1804897	10/08/2020	AAA Business Interiors	01-4350	Chair	538.77	
				Keyboard Tray	378.27	
			01-5800	Reconfigure BUSD DO Cubicles	475.00	1,392.04
1804898	10/08/2020	Advanced Security Systems-SR	01-5800	BV : Fire Monitoring/ Security System	105.00	
				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	
				M&O: ELC Burglar Alarm Monitoring	144.00	
				M&O: KW Burglar Alarm Monitoring	142.50	
				MV : Fire Monitoring	226.50	
				MV: Office Alarm Security	144.00	
				TM : Fire Monitoring	106.50	
			25-5800	M&O: Service Call Repair & Replacement	1,281.37	2,809.87
1804899	10/08/2020	Bartley Pump Inc	01-5800	Open PO -Bartley Pump		847.12
1804900	10/08/2020	AT & T	01-5911	Open PO CALNET3		82.45
1804901	10/08/2020	Dennis Carrera	01-5803	DO: Spanish & English Interpreting ( ELC)		480.00
1804902	10/08/2020	Cmrs-fp	01-5950	Open PO-District Postage 2020/21		3,000.00
1804903	10/08/2020	Center for the Collaborative Classroom	01-4310	Reading Intervention		5,703.75
1804904	10/08/2020	David Bryant	01-5800	M&O: OPEN PO		517.00
1804905	10/08/2020	Discovery Office Systems	01-4310	DO: Service Contract all sites 2020/21		4,114.80
1804906	10/08/2020	Emerald LLC	01-5800	Sped : M.L	944.73	
				Sped: A. F	1,889.46	
				Sped: A.B	1,889.46	

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. (Limited to Checks issued from the COUNTY bank account.)

ESCAPE ONLINE

Checks Dated 09/10/2020 through 10/15/2020 Filtered

Board Meeting Date 10/20/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1804906	10/08/2020	Emerald LLC		Sped: C.B	944.73	
				Sped: D.W	1,889.46	
				Sped: J.G.M	1,889.46	
				Sped: J.R	944.73	
				Sped: R.S.V	944.73	
				Sped: V.R	944.73	
				Sped: Z.C	944.73	13,226.22
1804907	10/08/2020	Fast Sign	01-5800	School Signage		125.00
1804908	10/08/2020	Gardeners Aid, Inc.	01-5800	OPEN PO- Equip Repair		628.49
1804909	10/08/2020	Greg Pahlow	01-5800	Open PO-Eletrical work 2020/2021		3,744.00
1804910	10/08/2020	Hardware Tech Inc.	01-4380	Open PO- Maint Service all sites 2020/2021	230.00	
			21-6200	Replace Double Doors	18,402.00	18,632.00
1804911	10/08/2020	Hitmen Termite and Pest Control, Inc.	01-5800	Open PO Pest Control 2020/21		50.00
1804912	10/08/2020	Kenneth Charles Schwinn	01-5800	DO: Home Study Coordinatior		2,500.00
1804913	10/08/2020	Sally J Yates dba Kids Hear	01-5800	Nursing Services 2020/2021		9,200.00
1804915	10/08/2020	N2Y LLC	01-4310	SPED: Learning Materials		2,614.04
1804916	10/08/2020	Marylou Herrera DBA Red Light Learning	01-5803	Translation Services-		151.65
1804917	10/08/2020	San Joaquin County Office Of	01-5800	Open PO-EdJoin Services 2020/21		450.00
1804918	10/08/2020	Santa Rosa, City Of	01-5560	Open PO for Water bill MV & Spa		120.00
1804919	10/08/2020	Educators Publishing Service	01-4310	KW: School Supplies Order 2020/2021		14.15
1804920	10/08/2020	Sonoma County Office Of Educat ion	01-5200	Open PO :Legal Training for 20/21		390.00
1804921	10/08/2020	SHI International Corp	01-5800	Headset & Mouse		9,526.00
1804922	10/08/2020	Soliant	01-5800	School SLPA -Reg		12,144.00
1804923	10/08/2020	T-Mobile	01-4342	Mobile Internet		6,467.66
1805960	10/15/2020	California's Valued Trust	01-9570	Oct Insurance Premiums		133,399.79
1805961	10/15/2020	State Of California	01-9555	State/Payroll Taxes		1,074.80
1805962	10/15/2020	The Standard Insurance Co	01-9575	Standard Life		1,596.59
<b>Total Number of Checks</b>					<b>137</b>	<b>1,122,386.75</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	137	1,083,093.48
09	Stony Point Academy Charter	1	117.19
21	Building Fund	3	37,577.48
25	Capital Facilities Fund	1	1,281.37

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. (Limited to Checks issued from the COUNTY bank account.)

ESCAPE ONLINE

Checks Dated 09/10/2020 through 10/15/2020 Filtered

Board Meeting Date 10/20/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			Total Number of Checks	137	1,122,069.52	
			Less Unpaid Tax Liability		317.23-	
			<b>Net (Check Amount)</b>		<b>1,122,386.75</b>	

Includes checks for only Bank Account COUNTY

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. (Limited to Checks issued from the COUNTY bank account.)

ESCAPE ONLINE

Bellevue Union School District

Consent Calendar for Board Meeting of October 20, 2020

9. Consent Calendar

- 9.1. Surplus Technology Equipment
- 9.2. Contract: Boardmaker
- 9.3. Contract: KnowBe4
- 9.4. Contract Mosyle
- 9.5. Contract: Seesaw
- 9.6. Acknowledge and Accept Donations and Grants
  - 9.6.1. KFC donated family meals to Kawana Springs staff twice
  - 9.6.2. Sonoma County Library donated one book to every student at Bellevue Elementary and Taylor Mountain Elementary Schools
  - 9.6.3. Kristin Lee Brunkow donated two copies of her book “The Courageous Kiwi” to BUSD
  - 9.6.4. Whimsy Makes donated ten masks to BUSD
- 9.7. Board Minutes
  - 9.7.1. Special Board Meeting Minutes September 29, 2020
  - 9.7.2. Special Board Meeting Minutes September 28, 2020
  - 9.7.3. Regular Board Meeting Minutes September 15, 2020
- 9.8. 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 October 15, 2019

Agenda Category: Consent

Agenda Item Title: Surplus Technology Equipment

Prepared By: Lawrence Black, Director of Technology

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Background: BUSD is looking to surplus the following items. They are old, broken, out of support and not part of the current IT Deployment.

- 123 Acer Chromebooks
- 10 Monitors
- 9 Keyboards
- 3 Mice
- 2 Projectors
- 2 Telephones
- 1 Access point
- Computer parts
- 69 Lenovo Chromebooks
- 2 Power supplies
- 1 Sony DVD player
- 2 Old Apple laptops
- 12 HP Laptops
- 2 Voip phone
- 1 Epson lamp
- 19 Headphones
- 77 Samsung Chromebooks
- 6 Printers
- 4 Batteries
- 9 Dell Chromebooks
- 25 HP Chromebooks
- 1 Headphones box
- 3 iPad Air Gen 1
- 2 Desktops
- 1 Microphone
- 2 Chargers
- 1 Camera box
- Box of walkie talkies and chargers
- Box of drills and chargers
- Philips Stereo
- 3 Ethernet cables

- 73 Old iPad chargers
- 4 Chromebook chargers
- 4 Microsoft Surface

BUSD will partner with Tri Valley Recycling a Stockton based computer recycling company to dispose of these without cost to the district.

Recommended Action:  
Approval of Surplus of IT Material

Supporting Documents:



# BUSD September 29, 2020 Board Meeting Minutes

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## 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 5:30 by Trustee Adele Walker, Video Teleconference Streamed Live Via YouTube Live on the BUSD Homepage

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

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

Members Absent: John Jarvis

Late Arrivals: Stephanie Merrida-Grant

Early Departures: None

District Office Staff Present: David Alexander, Moriah Hart, Larry Black, Chris Kim, Roger Farrell, Tracy Whitaker, Aracely Romo-Flores

Others Present: Jean Walker

2. Public Comment NA

## 3. Informational Item

3.1. FY 2020/21 Budget Revisions to Remove Conditional Status by County Office of Education

## 4. Action

4.1. On a motion by Jamie Padilla, second by Lisa Reyes, the Board approved FY 2020/21 Budget Revisions to Remove Conditional Status by County Office of Education

Action: Approved

Vote	4	Ayes
	0	Noes
	1	Absent: John Jarvis

4.2. On a motion by Lisa Reyes, second by Stephanie Merrida-Grant, the Board approved Bellevue Union School District Learning Continuity and Attendance Plan

Action: Approved

## BUSD September 29, 2020 Board Meeting Minutes

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Vote	4	Ayes
	0	Noes
	1	Absent: John Jarvis

### 5. Planning

October 20, 2020	Regular Board Meeting	5:30 pm	To be live streamed on the District's YouTube Page on the District's Homepage: <a href="http://www.busd.org">www.busd.org</a>
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Open Session Adjournment Time: 6:01pm

Respectfully Submitted,

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

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 9.29.2020 Board Attendance

**Participants (11)**

- Moriah Hart (Co-host, me)
- Larry Black (Host)
- David Alexander (Co-host)
- Adele Walker, Trustee
- Aracely Romo-Flores, Director of ...
- Chris Kim, CBO
- Jamie Padilla, Trustee
- Jean Walker
- Lisa Reyes, Trustee
- Roger Farrell, Director M & O
- Tracy Whitaker, Director Student ...

**BELLEVEUE UNION SCHOOL DISTRICT**

	Actuals	Budgeted	Projection	Projection
	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Certificated Salaries	\$7,559,742	\$7,941,325	\$7,876,445	\$7,616,015
Classified Salaries	\$2,756,502	\$2,809,937	\$2,828,787	\$2,808,587
Benefits	\$4,095,272	\$4,101,189	\$4,121,695	\$4,128,778
Books and Supplies	\$634,464	\$815,450	\$815,450	\$815,450
Services & Op. Exp.	\$7,087,704	\$9,766,506	\$7,911,506	\$7,911,506
Capital and Other	-\$24,300	\$2,000	\$2,000	\$2,000
<b>Total</b>	<b>\$22,109,383</b>	<b>\$25,436,407</b>	<b>\$23,555,882</b>	<b>\$23,282,336</b>

Expenditures

**Participants (12)**

- Moriah Hart (Co-host, me)
- Larry Black (Host)
- Chris Kim, CBO
- David Alexander (Co-host)
- Adele Walker, Trustee
- Aracely Romo-Flores, Director of ...
- Jamie Padilla, Trustee
- Jean Walker, Principal
- Lisa Reyes, Trustee
- Roger Farrell, Director M & O
- Stephanie Merrida-Grant, trustee
- Tracy Whitaker, Director Student ...

# BUSD September 28, 2020 Board Meeting Minutes

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## 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 5:30 by Trustee John Jarvis, Video Teleconference Streamed Live Via YouTube Live on the BUSD Homepage

1.2. Flag Salute: John Jarvis led the flag salute.

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

Members Absent: None

Late Arrivals: None

Early Departures: None

District Office Staff Present: David Alexander, Moriah Hart, Larry Black, Aracely Romo-Flores, Tracy Whitaker

Others Present: NA

2. Public Comment NA

## 3. Information/Hearing

3.1. Bellevue Union School District Learning Continuity and Attendance Plan

## 4. Planning

September 29, 2020	Special Board Meeting	5:30 pm	To be live streamed on the District's YouTube Page on the District's Homepage: <a href="http://www.bUSD.org">www.bUSD.org</a>
October 20, 2020	Regular Board Meeting	5:30 pm	To be live streamed on the District's YouTube Page on the District's Homepage: <a href="http://www.bUSD.org">www.bUSD.org</a>

**BUSD September 28, 2020 Board Meeting Minutes**

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Open Session Adjournment Time: 5:43pm

Respectfully Submitted,

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

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 9.28.2020 Board Attendance

The screenshot shows a Zoom meeting window with a grid of 10 participants. The participants are arranged in a 3x3 grid with the bottom-right cell empty. The participants are:

- Aracely Romo-Flores
- Moriah Hart
- David Alexander
- John Jarvis, President
- Jamie Padilla
- Stephanie Merri...
- Tracy Whitaker
- Larry Black
- Adele Walker, Tr...
- Lisa Reyes, Trust...

On the right side, there is a 'Participants (10)' list with a search bar and icons for each participant. The list includes:

- Moriah Hart (Co-host, me)
- Larry Black (Host)
- David Alexander (Co-host)
- Aracely Romo-Flores
- John Jarvis, President
- Adele Walker, Trustee
- Jamie Padilla
- Lisa Reyes, Trustee
- Stephanie Merrida-Grant, Trustee
- Tracy Whitaker

At the bottom of the Zoom window, there is a toolbar with icons for Unmute, Stop Video, Security, Participants, Polls, Chat, Share Screen, Reactions, More, and Leave. The Windows taskbar is visible at the very bottom, showing the search bar and system tray with the time 5:33 PM on 9/28/2020.

## BUSD September 15, 2020 Board Meeting Minutes

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### 1. Open Session 5:31 P.M.

1.1. The Board Meeting of the Bellevue Union School District Board of Trustees was called to order at 5:31 by Trustee John Jarvis, 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: 5:32 P.M.

#### 2.1. Closed Session Agenda

2.1.1. Public Employment §54957

### 3. Reconvene To Regular Session: 6:12 P.M.

3.1. Flag Salute: Chris Kim led the flag salute.

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

Members Absent: None

Late Arrivals: Jamie Padilla

Early Departures: None

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

Others Present: See zoom screen shot

3.2. Report on Closed Session NA

3.3. Consider Agenda Adjustment NA

3.4. Public Comment: NA

### 4. Public Hearing

4.1. Sufficiency or Insufficiency of Instructional Materials

### 5. Informational Items

5.1. FY 2019-20 Unaudited Actuals Fiscal Report

## BUSD September 15, 2020 Board Meeting Minutes

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### 6. Action

- 6.1. On a motion by Adele Walker, second by Jamie Padilla, the Board approved Resolution No 5 – Sufficiency of Instructional Materials

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 6.2. On a motion by Jamie Padilla, second by Lisa Reyes, the Board approved 2019-20 Unaudited Actuals Fiscal Report

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 6.3. On a motion by Jamie Padilla, second by Stephanie Merrida-Grant, the Board approved Resolution No 6 – Adoption of the GANN Limit

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 6.4. On a motion by Lisa Reyes, second by Adele Walker, the Board approved the MOU between BEA and BUSD regarding COVID-19

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 6.5. On a motion by Lisa Reyes, second by Jamie Padilla, the Board approved the MOU Between BUSD and BEA regarding Article 8 E5: Class Size Overage Payments

## BUSD September 15, 2020 Board Meeting Minutes

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Action:       Approved

Vote	5	Ayes
	0	Noes
	0	Absent

6.6. On a motion by Adele Walker, second by Lisa Reyes, the Board approved the MOU between BEA and BUSD regarding Early Retirement Incentive

Action:       Approved

Vote	5	Ayes
	0	Noes
	0	Absent

6.7. Ratification of Bills and warrants

**Payroll Regular 8/31/2020**

Certificated	\$733,352.30
Classified	<u>\$252,139.95</u>
	<b>\$985,492.25</b>

**Supplemental Payroll 8/10/2020**

Certificated	\$ 2,346.17
Classified	<u>\$ 9,426.29</u>
	<b>\$11,772.46</b>

**Manual Payroll 8/18/2020**

Certificated	\$ 5,540.00
Classified	<u>\$ 0.00</u>
	<b>\$ 5,540.00</b>

**Totals** **\$1,002,804.71**

Accounts Payable Totals:

Fund Description	Expensed Amount
01 General Fund	380,105.85
13 Cafeteria Fund	10,050.30
21 Building Fund	538,029.68

## BUSD September 15, 2020 Board Meeting Minutes

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<u>25 Cap Facilities Fund</u>	<u>3,583.95</u>
Total Payables	\$931,769.78

On a motion by Stephannie Merrida-Grant, second by Jamie Padilla, the Board ratified the Bills and Warrants.

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

### 7. Consent Calendar

- 7.1. SSU Student Teaching Agreement with Bellevue Union School District
- 7.2. Updated MOU between BUSD and Sonoma County Library Student OneCard Initiative
- 7.3. Acknowledge and Accept Grants & Donations
  - 7.3.1. Office Depot - Supplies - to Kawana Springs Elementary School
- 7.4. Board Meeting Minutes
  - 7.4.1. Special Board Meeting September 1, 2020
  - 7.4.2. Regular Board Meeting August 18, 2020
- 7.5. Personnel Activity Log

On a motion by Adele Walker, second by Lisa Reyes, the Board approved the Consent calendar

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

### 8. Reports

- 8.1. California School Employees Association, Chapter 501 - NA
- 8.2. Bellevue Education Association

Tiffany Kampmann, BEA President, greeted the board - Good Evening Members of the Board, Dr. Alexander. Distance Learning has had its ups and downs. All the teachers are working long hours. BUSD has an incredibly dedicated staff. They manage their virtual classroom rooms, a tidal wave of online resources, adopt/create virtual lessons, zoom for hours a day, IT problems, email, call & text parents, email each other, track records and engagement. Teachers are the glue holding us together. New teaching guidelines hit us and then district guidelines. Thank you to principals for your support. Principals gave positive feedback on Back to School Night, and we

## BUSD September 15, 2020 Board Meeting Minutes

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had successful presentations and gratitude from parents in attendance. We continue to look forward to additional tech support. Thank you to our IT team, Larry & George. Thank you Board for approving the three MOUs between BUSD & BEA. We are striving for a balance between profession, students and saving our own sanity. We're hanging in there. Thank you.

### 8.3. Principal Reports

Jean Walker, Principal Meadow View, greeted BUSD Board Members, Dr. Alexander, BUSD Staff and Community Members, all sites held Back to School Nights last week via zoom. Teachers went over schedules, expectations, defined office hours and most importantly had ample time for a question and answer block. All principals joined in the different grade level and/or classroom presentations.

#### Curriculum:

Teachers are wrapping up Beginning of the Year assessments for their students. The English Language Proficiency Assessment of California, also known as the ELPAC exam, has been administered and almost completed for all of our kindergarteners.

All of our sites are participating in a professional learning network in Ukiah, now zoom. Principals and a team of teachers attended the session last week to review and learn strategies that will build our schools' capacity for improvement and focus on deep, powerful, and reflective learning for both students and teachers. We will be participating in 6 more sessions this year. We will have the opportunity to network with other districts in Northern California and learn from expert presenters who will guide us through the development of action plans to address the unique needs of our sites.

Site councils and ELAC groups are forming at each site . We are moving forward in the development of school plans for student achievement and looking at data to get all stakeholder input.

In regards to Distance learning we are learning as we are going- making adjustments, finding balance with asynchronous and synchronous, increasing engagement for our students, and thanking parents in their partnership in this journey

#### Enrichment:

Move over mozart will be on all sites this year. Sign ups are happening as we speak. With Move Over Mozart as a district we are offering piano, ukulele, and chorus.

#### Community:

Food Pantry is up and running on all sites. Serving over 70 families every Tuesday. Tech office hours are happening on sites, students and parents are utilizing this time to get help with google classroom, wifi questions, and support with distance learning.

#### Facility:

- Working with custodians to ensure our schools are thoroughly cleaned and disinfected. Ongoing systematic disinfecting procedures will continue to be a high priority focus for all staff.

## BUSD September 15, 2020 Board Meeting Minutes

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- All sites are having facility walkthroughs. At these walkthroughs we go over the 5 year plans and get updates on current projects.

All in all, we are working hard to provide a high quality education for our students, while maintaining safe and positive environments conducive to learning. We thank you for your support.

### 8.4. Board Reports/Board Items

John Jarvis thanked all staff for their long hours to support our students. He said he'd like to ask everyone to share their success stories. He recognizes the additional stress to the start of the school year with everything else going on. He suggested everyone to practice stress relief and re-find their centers.

Jamie Padilla thanked teachers and staff for putting in the extra time and effort. She said teachers bring joy to the students on zoom. "We as parents and board members much appreciate you."

Adele Walker noted that teachers are not only teaching their students, but taking care of their families and their own children as well. We're going to have to do this for a while. Thank you teachers, principals, classified, IT, and custodians.

Lisa Reyes said she agreed with all. Thank you to all parents working through issues as well. Keep up the good work.

Stephanie Merrida-Grant agreed with all said already. Working on unfamiliar platforms can be frustrating and disheartening. We are in tough times.

### 8.5. Superintendent Report

#### 8.5.1. Enrollment Update

Superintendent Alexander, Ed.D. - Times are tough for everyone in our country, state, county and community. I want to express my appreciation for everything you are doing, in spite of the often changing and unclear state mandates, to adjust to this new distance learning model. We recognize this has been a challenge for everyone. Please continue to support each other as we work together to support our students' learning and well being.

As we continue to work through this year no doubt we will continue to be flexible and adjust as we learn how best to serve our students and support each other. Distance learning continues to have its ups and downs and thanks to dedicated staff it will get better. We are still working on district requirements to meet the state mandates for attendance and engagement tracking. Please continue to share successes and practice self - care.

## 9. Planning

September 15, 2020	Regular Board Meeting	5:30pm	To be live streamed on the District's YouTube Page on the District's Homepage: <a href="http://www.busd.org">www.busd.org</a>
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**BUSD September 15, 2020 Board Meeting Minutes**

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~~10. Returned to Closed Session~~

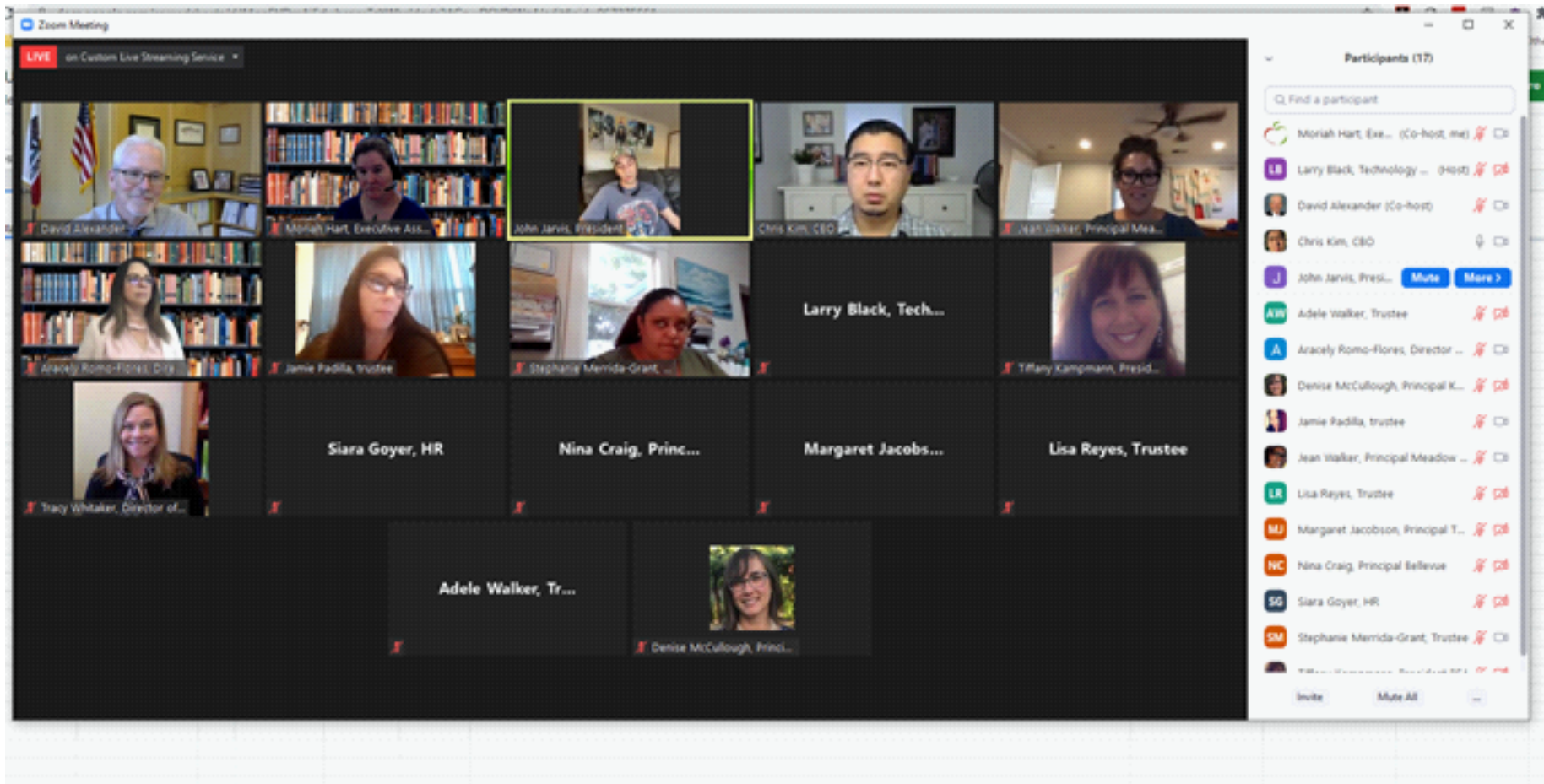
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Open Session Adjournment Time: 7:08pm

Respectfully Submitted,

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

Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 09.15.2020 Board Meeting Attendance

# Board Meeting Begins at 5:30pm



In a channel approved for busd.org.

REMOVE

## 9/15/20 Board Meeting

7 watching now • Started streaming 48 minutes ago



**Larry Black**  
28 subscribers

SUBSCRIBED



Bellevue Union School District

Agenda Item for Board Meeting of October 20, 2020

Agenda Category: Consent

Agenda Item Title: Boardmaker Online Renewal

Prepared By: Lawrence Black, Director of Technology

---

Background: BUSD is looking to renew the existing software support for Boardmaker online. The program is utilized by the Speech Pathologists and SDC staff.

Recommended Action:  
Consent of service agreement.

Supporting Documents:  
[Boardmaker agreement](#)



**Boardmaker Online District Quote**

Tobii Dynavox LLC  
 2100 Wharton St Ste 400  
 Pittsburgh, PA 15203

Phone: 1-800-344-1778  
 Fax: 1-866-336-2737

Quote Number: Q019068

Expiration Date: 11/30/2020

Sales Consultant: Kathryn Slowey  
 Phone:  
 Email: kathryn.slowey@tobiidynavox.com

Contact Name: Larry Black  
 Phone: 7075425197  
 Email: lblack@busd.org

Bill To Name: BELLEVUE UNION ELEMENTARY  
 Bill To: 3150 ED DR.  
 SANTA ROSA, California 95407

Ship To Name: BELLEVUE UNION ELEMENTARY  
 Ship To: 3150 ED DR.  
 SANTA ROSA, California 95407

**Start Date:** 11/15/2020  
**Initial Term:** 12 Months  
**Renewal Term:** 12 Months  
**Auto Renew:** No

**Billing Method:**  
**Payment Method:**  
**Payment Term:** Net 30  
**Currency:** USD

Amendment	Name	Quantity	Effective Price	Total
Renewed "1 Year Standard"	Boardmaker Online - District	12	179.10	2,149.20
<b>Subtotal:</b>				\$2,149.20
<b>Discount:</b>				\$0.00
<b>Tax:</b>				\$0.00
<b>TOTAL</b>				<b>\$2,149.20</b>

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*David Alexander*  
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Bellevue Union School District

Agenda Item for Board Meeting of October 20, 2020

Agenda Category: Consent

Agenda Item Title: KnowBe4 Phishing Software

Prepared By: Lawrence Black, Director of Technology

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Background: BUSD is looking to provide a Phishing curriculum to staff to train and mitigate the effects of phishing. KnowBe4 is a well known provider of this service and allows the district to evaluate staff readiness and provide supports.

Recommended Action:  
Consent of agreement

Supporting Documents:  
[KnowBe4](#)



Company Address 33 N Garden Avenue, Suite 1200  
Clearwater, FL 33755  
US

Created Date 9/4/2020  
Expiration Date 9/11/2020  
Quote Number 00458847  
Payment Terms Net 30

Prepared By Eileen Hogan  
Email eileenh@knowbe4.com

Contact Name Lawrence Black  
Phone 7075425197  
Email lblack@busd.org

Bill To Name Bellevue Union Elementary School District  
Bill To 3150 Education Dr  
Santa Rosa, CA 95407-2767  
USA

Ship To Name Bellevue Union Elementary School District  
Ship To 3150 Education Dr  
Santa Rosa, CA 95407-2767  
USA

Description 15% Discount

Product	Product Description	Sales Price	Discount	Quantity	Total Price
1000KMSD0000C12-G	KnowBe4 Security Awareness Training Subscription Diamond 101-500 Users 1 Year	USD 19.80	15.00%	101.00	USD 1,699.83
1000KER00000C12-G	KnowBe4 PhishER Subscription 101-500 Users 1 Year	USD 8.10		101.00	USD 818.10

Subtotal USD 2,817.90  
Total Price USD 2,517.93  
Tax USD 0.00  
Grand Total USD 2,517.93

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*David Alexander*  
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Quote Acceptance Information

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Your signature on this quote tells us that you have the authority to make this purchase on behalf of your company and that you agree to pay within the stated terms. The subscription period will begin when we process your order, which is when we receive your signed quote. Unless included on the invoice, customer is responsible for any applicable sales and use tax. KnowBe4's standard Terms of Service ([www.knowbe4.com/terms](http://www.knowbe4.com/terms)) and Product Privacy Policy ([www.knowbe4.com/privacy-policy](http://www.knowbe4.com/privacy-policy)) apply, unless mutually agreed otherwise in writing.

Bellevue Union School District

Agenda Item for Board Meeting of October 20, 2020

Agenda Category: Consent

Agenda Item Title: Mosyle MDM

Prepared By: Lawrence Black, Director of Technology

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Background: BUSD has recently deployed a large number of apple products to both students and staff. To support these devices remotely an expansion of our existing agreement with Mosyle MDM is necessary.

Recommended Action:  
Consent of agreements.

Supporting Documents:  
[Mosyle Agreement 1](#)  
[Mosyle Agreement 2](#)

# BUSD IT Department

Date of Quote: 08/27/2020

**Subscription Length (1-year): 08/27/2020 - 08/06/2021**

DESCRIPTION	PRICE	QUANTITY	TOTAL
1-year Premium Subscription Mosyle Manager MDM	US\$ 5.50	340	US\$ 1,870.00
		<b>Total</b>	<b>US\$ 1,870.00</b>

**If you need anything else, please do not hesitate to contact us. Thank you for your interest in Mosyle Manager!**

## Vendor Info Mosyle Corporation

For vendor information, contact:  
hello@manager.mosyle.com

## Prepared for Lawrence Black

lblack@busd.org  
BUSD IT Department

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DocuSigned by:

*David Alexander*

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# BUSD IT Department

Date of Quote: 08/27/2020

**Subscription Length (1-year): 08/27/2020 - 08/06/2021**

DESCRIPTION	PRICE	QUANTITY	TOTAL
1-year Mosyle CDN for PKG Hosting Subscription	US\$ 600.00	1	US\$ 600.00
Total			US\$ 600.00

If you need anything else, please do not hesitate to contact us. Thank you for your interest in Mosyle Manager!

## Vendor Info Mosyle Corporation

For vendor information, contact:  
hello@manager.mosyle.com

## Prepared for Lawrence Black

lblack@busd.org  
BUSD IT Department

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*David Alexander*

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Bellevue Union School District

Agenda Item for Board Meeting of October 20, 2020

Agenda Category: Consent

Agenda Item Title: Seesaw Premium for BUSD Teachers

Prepared By: Lawrence Black, Director of Technology

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Background: BUSD is supporting teachers actively using the Seesaw platform in order to access premium features of the software for one year.

Recommended Action:

Consent of existing service agreement.

Supporting Documents:

[Seesaw Agreement](#)



Company Address 180 Montgomery St.  
Suite 750  
San Francisco, CA 94104  
United States

Phone (415) 870-4468

Please send any billing questions to [accounting@seesaw.me](mailto:accounting@seesaw.me)

Bill To Name Bellevue Union School District

Created Date 10/6/2020

Expiration Date 10/30/2020

Quote Number 00028042

### Contract Summary

Contract Start Date 11/1/2020

Contract End Date 10/31/2021

# of Students 550.00

Grand Total USD 3,025.00

### Contract Details

Product	Quantity	Sales Price	Total Price	Invoice Date
Seesaw for Schools	550.00	USD 5.50	USD 3,025.00	11/1/2020

### School Admin Contact (e.g. Principal, Director of Instructional Tech, etc.)

Name: Aracely Romo Flores Curriculum Director  
 Email: aromoflores@busd.org  
 Phone: 707-542-5197

### Tech Contact (Who can help set up your school?)

Name: Larry Black  
 Title: Director of Tech  
 Email: lblack@busd.org  
 Phone: 707-542-5197

### Billing Contact - Accounts Payable (Who will pay the invoice?)

Name: Teresa Gomez  
 Title: APY  
 Email: tgomez@busd.org  
 Phone: \_\_\_\_\_

### School Address

Address: 3150 Education dr  
 State: CA  
 City: Santa Rosa  
 Zip / Post Code: 95407

This contract, including the number of students and amount, is a non-adjustable binding agreement. By signing, your school or district agrees to pay the full amount quoted per the payment schedule above. Please make sure you have proper payment authorization (including a PO # if required) before signing.

Name: Chris Kim

Title: Chief Business Officer

Accepted By: Chris Kim

PO Number (if required): \_\_\_\_\_

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## **Bellevue Union School District Personnel Activity Log**

For the period: September 15, 2020 to October 19, 2020

Date of Board Approval: October 20, 2020

### **Hiring**

Certificated:

1. Shelle Carroll, 1.0 FTE 5/6 Classroom Teacher, Kawana Springs Elementary School  
Effective 10/05/2020

Classified:

1. Kristin Brunkow, 0.5 FTE Literacy Paraprofessional, Taylor Mountain and Bellevue Elementary School  
Effective 10/13/2020
2. Lilibeth Luna, 0.5 FTE Student Supervisor, Meadow View Elementary School  
Effective: TBD

### **Change of Contract**

Classified:

1. Paola Conde, 0.5 FTE Business Technician, District Office (Previously 1.0 FTE Business Technician,  
District Office)  
Effective 10/01/2020

### **Resignation:**

Nothing to Report at this time

### **Retirement:**

Nothing to Report at this time



# BELLEVUE UNION SCHOOL DISTRICT

## Current Enrollment

School	8/28/2020	9/13/2020	10/15/2020	11/7/2020	12/5/2020	1/11/2021	2/6/2021	3/6/2021	4/3/2021	5/8/2021	6/5/2021
Bellevue	393	395	401								
Kawana	345	343	344								
Meadow View	366	368	376								
Taylor Mountain	415	419	418								
<b>Total Enrollment</b>	<b>1519</b>	<b>1525</b>	<b>1539</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>	<b>TBD</b>	<b>TBD</b>

## 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		
<b>Total Enrollment</b>	<b>1736</b>	<b>1823</b>	<b>1840</b>	<b>1896</b>	<b>1898</b>	<b>1835</b>	<b>1616</b>	<b>1596</b>	<b>1539</b>	<b>TBD</b>	<b>TBD</b>

## Attendance (P2, Average Attendance over 8 Months) April 15th

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					
<b>District Attendance</b>	<b>1690</b>	<b>1699</b>	<b>1664</b>	<b>1597</b>	<b>1543</b>	<b>1517</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
<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
<b>With Charter</b>	<b>1765</b>	<b>1803</b>	<b>1794</b>	<b>1737</b>	<b>1543</b>	<b>1517</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>	<b>TBD</b>
<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: 10/15/20