



**BELLEVUE
UNION**
SCHOOL DISTRICT

N O T I C E

**BOARD MEETING OF THE BELLEVUE UNION SCHOOL
DISTRICT BOARD OF TRUSTEES WILL BE HELD ON Tuesday
January 21, 2020, CLOSED SESSION 5:30PM, OPEN SESSION
6:00PM AT THE BELLEVUE UNION SCHOOL DISTRICT,
OFFICE 3150 EDUCATION DR SANTA ROSA, CALIFORNIA.**

DATED: January 17, 2020

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

POSTED: January 17, 2020

BELLEVUE UNION SCHOOL DISTRICT
Regular Board Meeting
Bellevue Union School District Office
3150 Education Dr, Santa Rosa, CA 95407
Tuesday, January 21, 2020

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.

2. Adjourn To Closed Session

2.1. Closed Session Agenda

2.1.1. Public Employment § 54957

3. Reconvene to Open Session 6:00pm

3.1. Flag Salute

3.2. Consider Agenda Adjustment

3.3. Public Comment

At this time, members of the public may express opinions or make statements regarding issues pertinent to the District. Action may not be taken on statements or testimony made regarding any item not on the agenda. There will be a limit of three minutes placed on each individual making a statement and a total 30 minute time allocation. Persons wishing to speak should complete a Speaker's Card and present it to the Board Secretary. After receiving recognition from the President, please stand and address the Board. 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.

4. Informational Items

4.1. Overview of Student Services, Tracy Whitaker, Director of Student Services

5. Action

- 5.1. Consider Approval of FY 2018/19 Audit Findings by Christy White and Associates
- 5.2. Consider Approval of CSEA “Sunshine” Letter Declaring Negotiation Openers for 2019-2020
- 5.3. Consider Approval of BUSD “Sunshine” letter Declaring Negotiation Openers with CSEA for 2019-2020
- 5.4. Consider Approval of Provisional Internship Permit (PIP) for Erica Narez, Dual Immersion 1 & 2 Combo Class at Kawana Springs in 2019-20 School Year
- 5.5. Consider Approval of Updated Procurement Procedures for Child Nutrition Programs
- 5.6. Consider Approval of Updated Code of Conduct for Child Nutrition Programs
- 5.7. Consider Approval of Superintendent’s Employment Agreement
- 5.8. Consider Approval of Resolution No 9, Amended Joint Powers Agreement (JPA) and Bylaws between the Redwood Empire Schools Insurance Group (RESIG) & the Bellevue Union School District (BUSD)
- 5.9. Consider Approval of Emergency Closure Resolution by the North Bay Children’s Center (J13-A)
- 5.10. Consider Approval of Resolution No 10, Establishing a Checking Account at Exchange Bank to house Public Donations Supporting BUSD’s 2020 Bond Measure
- 5.11. Consider Approval of the Sonoma County Multi-District Interdistrict Attendance Agreement 2020-21 through 2024-25
- 5.12. Consider Approval of Williams Quarterly Uniform Complaint Report Summary (October 1-December 31, 2019)
- 5.13. Consider Ratification of Bills and Warrants

6. Consent Calendar

- 6.1. Board Meeting Minutes
 - 6.1.1. Regular Board Meeting Minutes December 10, 2019
 - 6.1.2. Special Board Meeting December 17, 2019
- 6.2. Surplus Technology Equipment
- 6.3. Personnel Activity Log

7. Reports

- 7.1. California School Employees Association, Chapter 501
- 7.2. Bellevue Education Association
- 7.3. Principal Reports
- 7.4. Board Reports/Board Items
- 7.5. Superintendent Report

8. Planning

February 18, 2020	Regular Board Meeting	5:30pm	BUSD District Office
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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 January 21, 2020

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of FY 2018/19 Audit Findings by Christy White and Associates

Prepared By: Chris J. Kim, CBO

Background:

Presented for the Board's review and approval is the audit report of the District's financial statements and governmental activities for the 2018/19 fiscal year by Christy White and Associates. In summary, the audit identified 7 areas of weakness to internal controls over financial reporting. These findings are outlined below along with the District's correction action statements.

Finding 2019-001: Associated Student Body (ASB) Funds

Summary of Finding:

Testing of School site ASB accounts found the following internal control deficiencies:

- ASB Income Statements were not available for review at all sites.
- Bank reconciliations were not performed for all months.

Corrective Action:

The Bellevue Union School District has experienced substantial turnaround in administrative leadership and administrative office staff leading into the academic year. These transitions have resulted in new employees who may not be as of yet fully familiar with the accounting procedures and protocols associated with maintaining Associated Student Body accounts at the Site level. To reconcile this finding, the District will provide each student body account clerk with the latest FCMAT Accounting Manual as a point of reference and forward template income statements and transaction summaries for daily use.

Finding 2019-002: Bidding Procedures

Summary of Finding:

The District was not included on the California Uniform Construction Cost Accounting Commission Participating Agency Listing at the time of testing.

Corrective Action:

The District has completed the process to opt in to CUPCCAA. Confirmation of the District's participation was received in November 2019 and the District should is now listed as a participating agency.

Finding 2019-003: Cash Receipts Internal Control

Summary of Finding:

Cash deposits were not completed in a timely manner and required additional supporting documentation.

Corrective Action:

Although the District affirms that cash receipts were logged correctly in the District's Checking Account ledger (via Exchange Bank), the District will further reconcile all cash receipts in the form of an external log with corresponding supporting documentation.

Finding 2019-004: Interfund Borrowing

Summary of Finding:

The District General Fund borrowed \$3,625 from the Charter School Fund and \$980 from the Cafeteria Fund which needed to be repaid.

Corrective Action:

The amount reflected above have been transferred back in accordance with Education Code section 42603.

Finding 2019-005: Comprehensive School Safety Plan

Summary of Finding:

A comprehensive school safety plan was not developed and approved prior to the required deadline of March 1, 2019.

Corrective Action:

The District's comprehensive safety plan was approved by the Board of Trustees on September 17, 2019. The District will continue to provide oversight and training to staff responsible for implementing this new requirement.

Finding 2019-006: Instructional Materials

Summary of Finding:

The district held its public hearing for instructional materials on October 16, 2019 which is after the deadline set by Education Code 60119.

Corrective Action:

The District will work to schedule a public hearing for instructional materials prior to the end of the 8th week from the first day pupils attend school for the year.

Finding 2019-007: Attendance Reporting

Summary of Finding:

Testing of the District's average daily attendance reporting found an overstatement of 0.79 ADA overstatement in the P2 Attendance Report impacting District funding by \$6,047.81.

Corrective Action:

The Bellevue Union School District has experienced substantial turnaround in administrative leadership and administrative office staff leading into the academic year. These transitions have resulted in new employees who may not be as of yet fully familiar with the reconciliation procedures and protocols associated with reconciling monthly attendance. To this end, the District will review its attendance reporting procedures with each site to ensure accurate data.

Recommended Action:

Review and Approve

Supporting Documents:

The Bellevue Elementary School District's full Audit Report will be uploaded on the District's Website following the Board's approval. Pages 74-80 of the Audit report containing the corrective actions are included as supporting documents.

**BELLEVUE UNION ELEMENTARY SCHOOL DISTRICT
FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2019**

FIVE DIGIT CODE

20000
30000

AB 3627 FINDING TYPE

Inventory of Equipment
Internal Control

FINDING #2019-001: ASSOCIATED STUDENT BODY (ASB) FUNDS (30000)

Criteria: Maintaining sound internal control procedures over cash receipts, cash disbursements, bank reconciliations and minutes of council meetings reduces the opportunity for irregularities to go undetected. The Fiscal Crisis & Management Assistance Team (FCMAT) Associated Student Body Accounting Manual & Desk Reference outlines proper internal control procedures for associated student body accounts to follow.

Condition: Through our testing of the school site ASB accounts, we noted the following internal control deficiencies:

- ASB Income statements or transaction summaries for the 2018-19 year were not available for review at Bellevue Elementary, Taylor Mountain, Kawana Springs Academy and Meadow View Elementary.
- Bank reconciliations were not performed for June 30, 2019 for the Kawana Springs Academy ASB bank account.

Cause: Insufficient financial controls over student body activities.

Effect: The potential for irregularities in accounting to go undetected.

Repeat Finding: This is a repeat finding.

Recommendation: We recommend that all sites that operate an ASB be able to produce an income statement or transaction summary over a given time period. In addition, bank reconciliations should be performed on a monthly basis. The District should provide each student body account clerk with the latest FCMAT Associated Student Body Accounting Manual & Desk Reference and reinforce the importance for sound internal control procedures to be implemented.

Corrective Action Plan: The Bellevue Union School District has experienced substantial turnaround in administrative leadership and administrative office staff leading into the academic year. These transitions have resulted in new employees who may not be as of yet fully familiar with the accounting procedures and protocols associated with maintaining Associated Student Body accounts at the Site level. To reconcile this finding, the District will provide each student body account clerk with the latest FCMAT Accounting Manual as a point of reference and forward template income statements and transaction summaries for daily use.

**BELLEVUE UNION ELEMENTARY SCHOOL DISTRICT
FINANCIAL STATEMENT FINDINGS, continued
FOR THE YEAR ENDED JUNE 30, 2019**

FINDING #2019-002: BIDDING PROCEDURES - CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT PARTICIPATING AGENCIES (30000)

Criteria: The California Uniform Public Construction Cost Accounting Act (CUPCCAA) under Public Contract Public Contract Code section 22000 was enacted to promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state.” CUPCCAA is a voluntary program and requires public agencies to “opt in” to the provisions set forth in the Act per Public Contract Code section 22003. This requires the public agency to adopt, by Board Resolution, the uniform construction accounting procedures in order to utilize the bidding procedures set forth in the Act. The public agency is also required to submit this adopted Board Resolution to the California Uniform Construction Cost Accounting Commission for placement on the Participating Agency Listing.

Condition: During our testing of bidding procedures, we identified that the District was not included on the California Uniform Construction Cost Accounting Commission Participating Agency Listing. The Board had adopted a resolution on April 14, 2015 to adopt the uniform construction accounting procedures but had not submitted this resolution for inclusion on the California Uniform Construction Cost Accounting Commission Participating Agency Listing.

Effect: The District had not completed the process to “opt in” to CUPCCAA but was performing bidding procedures under the Act.

Cause: Turnover in key positions in the business office created oversight in the submission of this resolution to the California Uniform Construction Cost Accounting Commission.

Repeat Finding: This is a repeat finding as there was a prior year finding related to bidding procedures.

Recommendation: We recommend that the District submit their adopted Board Resolution to the California Uniform Construction Cost Accounting Commission for inclusion on the Participating Agency Listing. Subsequent to the audit, the District submitted the adopted Board Resolution and is included on the Participating Agency Listing.

Corrective Action Plan: The District has completed the process to opt in to CUPCCAA. Confirmation of the District's participation was received in November 2019 and the District should now be listed as a participating agency.

FINDING #2019-003: CASH RECEIPT INTERNAL CONTROLS (30000)

Criteria: Proper internal controls over cash receipting require the following:

- Funds should be received and deposited in a timely manner, or within two weeks of receipt.
- If cash is received, a double count of funds should be performed by two separate and independent employees.
- All funds should be logged in a receipt book, or log, immediately upon receipt at the District office.
- Reconciliations between the receipt book, or log, and the bank statement should be performed on a monthly basis.
- Cash should not be sold in exchange for a check of the same dollar amount.
- All funds on hand should be held into a locked drawer or safe prior to deposit.

Condition: During our review of the internal controls over cash receipting procedures, we noted that the District was lacking internal controls over cash receipts including the following:

- Funds are not logged upon receipt at the District office
- Deposits appear to be made in an untimely manner
- There is a lack of segregation of duties over cash receipts as one staff member has the responsibility of custody of assets, record keeping and monitoring.

**BELLEVUE UNION ELEMENTARY SCHOOL DISTRICT
FINANCIAL STATEMENT FINDINGS, continued
FOR THE YEAR ENDED JUNE 30, 2019**

FINDING #2019-003: CASH RECEIPT INTERNAL CONTROLS (30000), (continued)

Cause: Inadequate controls over cash receipting.

Effect: Without a proper documentation trail, it is not possible to verify if all collected items were deposited to the bank in a complete and timely manner. This issue could increase the risk of loss of theft.

Repeat Finding: This is not a repeat finding.

Recommendation: We recommend that, in lieu of cash receipts being issued for all collections, a log be maintained to record all collections and allow for a more complete documentation trail to agree to bank deposits made. Additionally, we recommend that all receipts be deposited in a timely fashion and be supported with appropriate supporting documentation.

Corrective Action Plan: Although the District affirms that cash receipts were logged correctly in the District's Checking Account ledger (via Exchange Bank), the District will further reconcile all cash receipts in the form of an external log with corresponding supporting documentation.

FINDING #2019-004: INTERFUND BORROWING (30000)

Criteria: Per California Education Code Section 42603, interfund borrowings shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year. Borrowing shall occur only when the fund or account receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred.

Condition: During the year ended June 30, 2018, the General Fund borrowed \$3,625 from the Charter Schools Fund, which was not repaid as of June 30, 2019. During the year ended June 30, 2018, the General Fund borrowed \$980 from the Cafeteria Fund, which was not repaid as of June 30, 2019.

Effect: The District is not in compliance with section of California Education Code outlined above.

Cause: Based on inquiry with management, this was caused by management oversight.

Repeat Finding: This is not a repeat finding.

Recommendation: We recommend the amount detailed above to be repaid and that the District follows Education Code Section 42603 going forward.

Corrective Action Plan: The amount reflected above to be repaid have been transferred. Procedures will be implemented to ensure such transfers are completed in accordance with Education Code section 42603.

**BELLEVUE UNION ELEMENTARY SCHOOL DISTRICT
FEDERAL AWARD FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2019**

FIVE DIGIT CODE

50000

AB 3627 FINDING TYPE

Federal Compliance

There were no federal award findings and questioned costs for the year ended June 30, 2019.

**BELLEVUE UNION ELEMENTARY SCHOOL DISTRICT
STATE AWARD FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2019**

FIVE DIGIT CODE

10000
40000
42000
43000
60000
61000
62000
70000
71000
72000

AB 3627 FINDING TYPE

Attendance
State Compliance
Charter School Facilities Programs
Apprenticeship: Related and Supplemental Instruction
Miscellaneous
Classroom Teacher Salaries
Local Control Accountability Plan
Instructional Materials
Teacher Misassignments
School Accountability Report Card

FINDING #2019-005: COMPREHENSIVE SCHOOL SAFETY PLAN (40000)

Criteria: Pursuant to California Education Code Sections 32280 - 32289, All California public schools kindergarten and grades one through twelve must develop a comprehensive school safety plan approved by the board of directors by March 1st of the current 2018-19 school year. Additionally, if the District does not develop and approve a comprehensive school safety plan by October 15, a letter must be submitted to the State Superintendent of Public Instruction.

Condition: In testing the comprehensive school safety plan at Kawana Springs Elementary, it was noted that a comprehensive school safety plan was not developed and approved prior to the required deadline of March 1st for the current audit year. The District approved the Comprehensive School Safety Plans on September 17, 2019.

Cause: Insufficient review procedures in place during the implementation process.

Effect: The School District was untimely adhering to comprehensive school safety requirements per California Education Code.

Questioned Costs: None. The District approved the Comprehensive School Safety Plans on September 17, 2019.

Repeat Finding: This is not a repeat finding.

Recommendation: We recommend that the District continue to provide oversight and training to staff responsible for implementing new requirements in California Education Code in a timely manner.

Corrective Action Plan: The District's comprehensive safety plan was approved by the Board of Trustees on September 17, 2019. The District will continue to provide oversight and training to staff responsible for implementing this new requirement.

**BELLEVUE UNION ELEMENTARY SCHOOL DISTRICT
STATE AWARD FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2019**

FINDING #2019-006: INSTRUCTIONAL MATERIALS (70000)

Criteria: Per Education Code Section 60119, the public hearing for instructional materials must occur on or before the end of the eighth week from the first day pupils attended school for that year.

Condition: The District's public hearing for instructional materials occurred on October 16, 2019, which is after the eighth week from the first day of school year.

Cause: There were changes in personnel during this time which may have contributed to the late timing of the hearing.

Effect: The District is not in compliance with California Education Code Section 60119.

Questioned Costs: Funding for this program has ended, thus there are no questioned costs related to instructional materials.

Repeat Finding: This is a repeat finding.

Recommendation: We recommend that the District comply with Education Code Section 60119 in the future and ensure that the public hearing for instructional materials occurs on or before the end of the eighth week from the first day pupils attended school for that year.

Corrective Action Plan: The District will work to schedule a public hearing regarding instructional materials prior to the 8th week of the subsequent School Year.

FINDING #2019-007: ATTENDANCE REPORTING (10000)

Criteria: The Second Period report submitted to the California Department of Education (CDE) should reconcile to the supporting documents that support the local education agency's Average Daily Attendance (ADA) in accordance with California Education Code Section 46000 et seq.

Condition: During the testing of average daily attendance for the District's second reporting period and annual attendance reports, the auditor noted the following:

Second Period Attendance Report

- Regular ADA: Total net overstatement of 0.79 ADA, resulting from 0.20 ADA overstatement in Grades TK/K-3 and 0.59 overstatement in Grades 4-6.

Annual Attendance Report

- Regular ADA: Total net overstatement of 0.77 ADA, resulting from 0.31 ADA overstatement in Grades TK/K-3 and 0.46 overstatement in Grades 4-6.

Cause: Controls over attendance reporting are not in place to assure that the amounts reported on the Second Period and Annual Attendance Reports are accurate.

Effect: Incorrect reporting of Regular ADA in the Second Period and Annual Attendance Reports can result in noncompliance with state regulations.

**BELLEVUE UNION ELEMENTARY SCHOOL DISTRICT
STATE AWARD FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2019**

FINDING #2019-007: ATTENDANCE REPORTING (10000), continued

Questioned Costs: The fiscal impact is \$6,047.81 owed by the District, as calculated in the table below. The errors noted for the District's P2 Attendance Report have not been revised to reflect the revised P2 report listed on the Schedule of Average Daily Attendance.

	P2 ADA Understatement (Overstatement)	2018-19 Derived Value of ADA by Grade Span	Questioned Cost
Grade TK-3	(0.20)	\$ 8,235.00	\$ (1,647.00)
Grade 4-6	(0.59)	\$ 7,459.00	(4,400.81)
	<u>(0.79)</u>		<u>\$ (6,047.81)</u>

There is no question cost related to the error noted for the Annual Attendance Report since the District is not funded on Annual Attendance. The District's Annual Attendance Report has not been revised to reflect the revised Annual report listing on the Schedule of Average Daily Attendance

Repeat Finding: This is a repeat finding.

Recommendation: We recommend that proper procedures be established to ensure that the data within the attendance system and data reported on the Second Period and Annual Attendance Reports are accurate.

Corrective Action Plan: The Bellevue Union School District has experienced substantial turnaround in administrative leadership and administrative office staff leading into the academic year. These transitions have resulted in new employees who may not be as of yet fully familiar with the reconciliation procedures and protocols associated with reconciling monthly attendance. To this end, the District will review its attendance reporting procedures with each site to ensure accurate data.

Bellevue Union School District

Agenda Item for Board Meeting of January 21, 2020

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of CSEA “Sunshine” Letter Declaring Negotiation Openers for 2019-2020

Prepared By: Siara Goyer, Human Resources Manager

Background:

Each year CSEA submits a “sunshine” letter notifying the district of their intent for contract negotiations for the year. For 2019-2020, CSEA has opened the following articles:

- Article 3
- Article 12
- Article 14
- Article 24

This letter is submitted to the Board for review and approval.

Recommended Action:

It is recommended that the Board of Trustees approve the CSEA “Sunshine” Letter Declaring Negotiation Openers for 2019-2020.

Supporting Documents:

The CSEA “Sunshine” Letter

Proposals for 2019/20 Negotiations



Article 3:

CSEA seeks language to be in alignment with state law

Article 12:

CSEA seeks clarifying language pertaining to vacation and vacation pay

Article 14:

CSEA seeks a fair and equitable salary increase

Article 24:

CSEA seeks to update reopener cycles for upcoming years

Bellevue Union School District

Agenda Item for Board Meeting of January 21, 2020

Agenda Category: Review and Action

Agenda Item Title: Approval of BUSD “Sunshine” Letter Declaring Negotiation Openers with CSEA for 2019-2020

Prepared By: Siara Goyer, Human Resources Manager

Background:

Each year BUSD submits a “sunshine” letter notifying CSEA of their intent for contract negotiations for the year. For 2019-2020, BUSD has opened the following articles:

- Article 2: Definition of Terms
- Article 5: Employee Rights
- Article 9: Evaluation
- Article 10: Promotion
- Article 11: Transfers
- Article 19: Disciplinary Action
- Exhibit B: Supplement

This letter is submitted to the Board for review and approval.

Recommended Action:

It is recommended that the Board of Trustees approve the BUSD “Sunshine” Letter Declaring Negotiation Openers with CSEA for 2019-2020

Supporting Documents:

BUSD “Sunshine” Letter for CSEA Contract Negotiations



Bellevue Union School District
3150 Education Drive
Santa Rosa, CA 95407-7723
Phone: 707-542-5197 Fax: 707-542-6127
www.busd.org

MEMO

DATE: January 21, 2020

TO: BUSD Board of Trustees
Jennifer Spain, President CSEA

FROM: Siara Goyer
Human Resources Manager

RE: 2019-20 CSEA Contract Negotiations; “Sunshine Letter”

Looking forward to our negotiations, the District is excited to continue our joint work together to ensure our agreement maintains our ability to recruit and retain the highest quality staff, so that we can provide an excellent instructional program for our students. In order to begin this process, the District has selected the following articles to open for negotiation.

1. Article 2: Definition of Terms
 - Update Language in 2.15 for probationary period.
2. Article 5: Employee Rights
 - Include Language in 5.6 regarding Classified Sub pay
3. Article 9: Evaluation
 - Update Language in 9.3 and 9.5 for probationary period changes/clarifications.
4. Article 10: Promotion
 - Clarify/ Change Language in 10.1 and 10.6 for bargaining unit consideration and possible probationary period changes.
5. Article 11: Transfers
 - Clarify/ Change Language in 11.1 and 11.2 for bargaining unit consideration, possible probationary period changes and who is provided first opportunity.
6. Article 19: Disciplinary Action
 - Update Language in 19.1 for probationary period.

Board of Trustees: Lisa Reyes, John Jarvis, Adele Walker
Stephanie Merrida-Grant, Jamie Padilla
Superintendent: David Alexander, Ed.D.



Bellevue Union School District
3150 Education Drive
Santa Rosa, CA 95407-7723
Phone: 707-542-5197 Fax: 707-542-6127
www.busd.org

7. Exhibit B: Supplement

- Update Classified Personnel Evaluation Form to reflect the new probationary period changes.

This notice is presented at a public meeting pursuant to Government Code section 3547 of the Educational Employment Relations Act.

Board of Trustees: Lisa Reyes, John Jarvis, Adele Walker
Stephanie Merrida-Grant, Jamie Padilla
Superintendent: David Alexander, Ed.D.

Bellevue Union School District

Agenda Item for Board Meeting of January 21, 2020

Agenda Category: Review and Action

Agenda Item Title: Approval of Provisional Internship Permit for Erica Narez,
Dual Immersion 1 & 2 Combo Class at Kawana Springs in 2019-2020
School Year

Prepared By: Siara Goyer, Human Resources Manager

Background:

This is a request to approve a Provisional Internship Permit for Ms. Erica Narez. BUSD has completed a diligent search to fill a vacant teacher position (Dual Immersion 1 & 2 Combo Class) at Kawana Springs without success. This PIP will allow BUSD to hire Erica Narez with a Provisional Permit.

The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found.

Cost:

\$0.00

Recommended Action:

Acknowledge and Accept.

Supporting Documents:

1. PROVISIONAL INTERNSHIP PERMIT Evaluation Worksheet



State of California
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213
Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

PROVISIONAL INTERNSHIP PERMIT

The Provisional Internship Permit (PIP) was created in response to the phasing out of emergency permits and became effective on July 1, 2005. It allows an employing agency to fill an immediate staffing need by hiring an individual who has not yet met the subject matter competence requirement needed to enter an intern program. Prior to requesting a PIP, the employing agency must verify that a diligent search has been made, and a fully-credentialed teacher cannot be found.

In addition, individuals who previously passed subject matter exams in an area other than an NCLB core academic subject area may now find they are unable to enter an intern program to obtain the preliminary education specialist credential. Persons in this circumstance may also be issued the PIP to allow time for them to complete subject matter in an NCLB core academic subject area.

The PIP is only available at the request of an employing agency. Individuals may not apply directly to the Commission for this document. Holders of the PIP are restricted to service with the employing agency requesting the permit. An employing agency is defined as a California public school district, county office of education, nonpublic, nonsectarian school and agency as defined in Education Code sections 56365 and 56366, charter school, or statewide agency.

The PIP is available in the areas of Multiple Subject, Single Subject, and Education Specialist. Individuals who were issued four or fewer Long-Term Emergency Permits may be issued one PIP as long as the employer requirements have been met. Individuals who were issued five Long-Term Emergency Permits do not qualify for the PIP.

Requirements for Issuance

1. Possession of a baccalaureate degree or higher from a regionally-accredited college or university
2. Satisfy the [basic skills requirement](#). See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information.
3. Successful completion of course work for the permit type requested, as specified below:

Single Subject: A degree major in the subject area or at least 18 semester units, or 9 upper division semester units, of course work in the subject to be listed on the permit.*

For a permit in one of the science subjects, at least nine semester units must be in the specific science area. For a permit in Foundational-Level General Science, an individual has two options. First is to verify a bachelor's or higher degree in science. This includes biological science, chemistry, geoscience, physics, and science areas that fall within these broad categories such as anatomy, earth science, and oceanography. This does not include a degree in health science. Second is to verify 18 semester units (or nine upper division semester units) across the four science areas of biological science, chemistry, geosciences, and physics. A minimum of one course in each of the four areas is required.

The statutory subjects available for Single Subject Provisional Internship Permit are as follows:

Agriculture	Physical Education
Art	Science: Biological Sciences
Business	Science: Chemistry
English	Science: Geosciences
Foundational-Level General Science	Science: Physics
Foundational-Level Mathematics	Social Science
Health Science	World Language: English Language
Home Economics	Development
Industrial and Technology Education	World Languages-Languages other
Mathematics	than English (specify)
Music	

Multiple Subject: A degree major in liberal studies or 40 semester units including 10 semester units of course work in each of at least four of the following subject areas or at least 10 semester units of course work in each of three of the subject areas and an additional 10 semester units in a combination of two of the remaining subject areas.* Subject areas include language studies, history, literature, humanities, mathematics, the arts, science, physical education, social science, and human development.

Education Specialist: Complete the requirements for the Single Subject or Multiple Subject as listed above, or verify a minimum of three years of successful full-time classroom experience, or the equivalent in part-time experience, working with special education students (experience as an aide is acceptable) or verify a minimum of nine semester units of course work in special education or in a combination of special education and general education.*

Areas of specialization for the Education Specialist PIP include:

Mild/Moderate Disabilities	Deaf and Hard of Hearing
Moderate/Severe Disabilities	Physical and Health Impairments
Visual Impairments	Language and Academic Development

The PIP may not be issued in the specialty area of Early Childhood Special Education alone as subject matter competence is not required for the issuance of a credential.

All course work must meet the following criteria:

- Must be completed at a regionally-accredited college or university
- Must be baccalaureate degree-applicable (non-remedial)
- Must be earned with a “C” grade or higher (“Pass” and “Credit” grades meet this requirement)

* *Individuals who were previously issued an emergency permit in the same subject area of the requested PIP will not be required to submit verification of this requirement. If the subject matter requirement for the emergency permit was met by passage of all appropriate subject matter examinations, the individual will not qualify for the PIP.*

4. The employing agency must verify all of the following on the form entitled *Verification of Requirements for the Provisional Internship Permit* (form CL-857) with each request for the Provisional Internship Permit:

- A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern teacher. Diligent search must include, but is not limited to, distributing job

announcements, contacting college and university placement centers, and advertising in print or electronic media. Copies of all recruitment efforts must be submitted with the application packet.

- The employer has provided orientation, guidance and assistance to the permit holder
- The employing agency will assist the permit holder in developing a personalized plan through an agency-defined assessment that would lead to meeting subject matter competence related to the permit
- The employing agency will assist the permit holder to seek and enroll in subject matter training, such as workshops or seminars and site-based courses along with training in test-taking strategies and will assist the permit holder in meeting subject matter competence related to the permit
- The candidate has been apprised of steps to earn a credential and enroll in an intern program
- The employing agency will ensure a notice of intent to employ the applicant in the identified position has been made

Public school districts must present this notice to the governing board in a public meeting with a signed statement from the superintendent, or his or her designee, and verification that the item was acted upon favorably. **This must be an action item on the agenda and not part of the consent agenda.** A copy of the agenda item must be submitted with the application packet.

County offices of education, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, statewide agencies, and charter schools must submit a copy of the dated public notice that was posted 72 hours prior to the position being filled.

5. Completed application ([form 41-4](#)), [processing fee](#), and if not previously submitted, a completed Live Scan receipt ([form 41-LS](#))

One-Time Renewal

For a PIP initially issued **before October 1, 2013**, the employing agency may request a one-time only renewal if the holder has taken but not passed **all** the subject matter examinations appropriate to the credential that authorizes the service listed on the permit.* The holder of an Education Specialist PIP must take all appropriate subject matter examinations as determined by the recommending college or university. The renewal packet should include an application ([form 41-4](#)), a new Verification of Requirements for the Provisional Internship Permit (form CL-857) including all appropriate documentation, and [current processing fee](#).

- ▶ *If the holder has passed all appropriate subject matter exams, he or she should contact a California college or university or school district with a [Commission-approved intern program](#) regarding enrollment.*

- * The last date to submit an application for the Provisional Internship Permit in one of the Specialized Science content areas was January 1, 2015. The Provisional Internship Permit (only those initially issued prior to October 1, 2013) can no longer be reissued in one of these content areas.

Individuals may have been issued one Education Specialist PIP and during its term passed subject matter exams in an area other than an NCLB core academic subject area. As a temporary policy, the Commission allowed these persons to renew the Education Specialist PIP for another year to allow time to complete

subject matter in an NCLB core academic subject area. This policy ended July 1, 2012. NCLB core academic single subject areas include:

- ❖ Art
- ❖ English
- ❖ Foreign Language
- ❖ Mathematics, including Foundational-Level Mathematics
- ❖ Music
- ❖ Science, including Foundational-Level General Science and Specialized Science
- ❖ Social Science

In addition, the elementary level is an NCLB Core Academic Subject Area which may be demonstrated in California by passing the appropriate Commission-approved examinations for the Multiple Subject Credential.

Authorization

The Multiple Subject PIP authorizes the holder to teach in a self-contained classroom such as the classrooms in most elementary schools. However, a teacher authorized for multiple subject instruction may be assigned to teach in any self-contained classroom (preschool, K-12, or in classes organized primarily for adults). In addition, the holder of a Multiple Subject PIP may serve in a core or team teaching setting.*

The Single Subject PIP authorizes the holder to teach the specific subject(s) named on the credential in departmentalized classes such as those in most middle schools and high schools. However, a teacher authorized for single subject instruction may be assigned to teach any subject in his or her authorized fields at any grade level (preschool, grades K-12, or in classes organized primarily for adults).*

The Education Specialist PIP authorizes the holder to teach in the area of specialization listed on the credential in the following settings: special day classes, special schools, home/hospital settings, correctional facilities, nonpublic, nonsectarian schools and agencies as defined in Education Code sections 56365 and 56366, and resource rooms.*

* *All PIPs are issued with an English learner authorization. This authorization allows the holder to teach English language development (also known as English as a Second Language or ESL) and specially designed academic instruction delivered in English (SDAIE) in the specified grade level(s) and settings.*

Bilingual Authorizations

Bilingual Authorizations may be requested by the employing agency and added directly to a PIP document if target-language proficiency has been verified. Additional information may be found in [Coded Correspondence 10-07](#).

Individuals may verify target-language proficiency by one of the following methods:

- Pass Test II or III (depending on the specific language) of the CSET: World Languages Examinations in the target language. Passing exam scores are valid for five years from the individual test date.
- If Test II or III of the CSET: World Languages Examination is not available, pass an assessment performed by an approved organization covering the integrated communication skills of listening, speaking, reading and writing in the target language

- Pass an assessment covering the integrated communication skills of listening, speaking, reading and writing administered by a California college or university as a part of its Commission-approved bilingual authorization program in the target language
- Possess a valid, non-emergency California Single Subject or Standard Secondary Teaching Credential with a major in the target language
- Possess a three-year or higher degree from a foreign institution in which all instruction was delivered in the target language. The foreign institution must be equivalent in status to a regionally-accredited institution of higher education in the United States.

Period of Validity

The PIP will be issued for one year.

Reference: Title 5, California Code of Regulations, Section 80021.1

Bellevue Union School District

Agenda Item for Board Meeting of January 21, 2020

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of Updated Procurement Procedures for Child Nutrition Programs

Prepared By: Chris J. Kim, CBO

Background:

Presented for the Board's review and approval is the District's updated procurement procedures for its Child Nutrition Programs. The referenced procurement plan, pending Board approval, is scheduled for implementation on July 1, 2020 and outlines procedures for determining open competition, reasonableness, allowability, and allocation of costs. Specific topics outlined include:

1. Micro Purchases (< \$10,000)
2. Small Purchases (\$10,000 - \$250,000)
3. Formal Purchases (\$250,000 +)
4. Purchasing Cooperatives and Intergovernmental Procurement
5. The Buy American Provision
6. Small and Minority Businesses and Women Owned Enterprises
7. Duplication of Goods and Services
8. Competition
9. Brand Name Equivalents
10. Contractor Involvement
11. Technical Requirements
12. Bid Protest Procedures
13. Maintenance of Records
14. Contract Management
15. Certifications
16. Training Standards

Recommended Action:

Review and Approve

Supporting Documents:

BUSD Procurement Procedures for Child Nutrition Programs

BELLEVUE UNION SCHOOL DISTRICT

PROCUREMENT PROCEDURES CHILD NUTRITION PROGRAMS

This procurement plan contained on the following pages 2 through 14 will be implemented on July 1st, 2020 from that date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allow-ability and the allocation of costs.

Chief Business Officer

Date

Food Program Manager

Date

**Bellevue Union School District
Food Services Department**

Procurement Procedures

Procurement Procedures General Information

Procurement is a multistep process for acquiring the best possible goods and services at the lowest possible price. The Food Services Department will purchase goods and services for use in the School Nutrition Programs in compliance with Title 2, *Code of Federal Regulations* (2 *CFR*), sections 200.318–200.326; Title 7, *Code of Federal Regulations* (7 *CFR*), parts 210 and 220; and all applicable state and local rules.

When making procurement decisions, the Bellevue Union School District will follow the following four fundamental principles of procurement:

1. Comply with the Buy American Provision by purchasing, to the maximum extent possible, agricultural commodities and products grown and processed in the United States.
2. Understand and comply with federal, state, and local requirements.
3. Ensure that full and open competition exists to the maximum extent possible as outlined in 2 *CFR*, Section 200.319(a).
4. Award contracts to responsible and responsive bidders.

Methods of Procurement (only refer to applicable procurement methods)

1. Micropurchase Method (2 *CFR*, Section 200.320[a])

Micropurchases may be awarded without soliciting competitive quotations or comparing prices among qualified suppliers if the following two conditions are met:

- The aggregate value of a single transaction is \$10,000 or less, effective August 1, 2018.
- Bellevue Union School District staff considers the price to be reasonable. Documentation (e.g., receipts and invoices) must be maintained for three

years plus the current program year or until the next California Department of Education (CDE) review, to document costs that are reasonable.

The Bellevue union School District will distribute micropurchases equitably among qualified suppliers to the extent practical. The Bellevue Union School District will ensure that purchases are made at a variety of vendors. The Bellevue Union School District will not limit its purchases to only one vendor unless it is not practical to equitably distribute (e.g., due to the distance of another vendor from the district office).

Micropurchases are not intended to be used to avoid a small, informal or formal procurement.

2. Small Purchase Method (2 CFR, Section 200.320[b])

The Bellevue Union School District will adhere to the federal small purchase threshold of \$250,000, effective August 1, 2018. The Bellevue Union School District will check the Federal Acquisition Regulation (FAR), Part 2, on the FAR web page at <https://www.acquisition.gov/?q=browsefar> annually on January 1 to verify the federal small purchase threshold.

The Bellevue Union School District will follow the following steps when conducting procurements using the small purchase method:

- **Step 1:** The Bellevue Union School District will develop and provide a clear and accurate description of the technical requirements of the goods or services to be procured from potential sources per 2 CFR, Section 200.319(c)(1), including the requirement to comply with the Buy American Provision per 7 CFR, sections 210.21(d) and 220.16(d) when procuring food. The same specifications will be provided to each potential vendor so that each vendor can provide price quotes on the same goods or services.
- **Step 2:** Price or rate quotations will be obtained from a minimum of two responsible and responsive sources. Price quotes must be documented in writing per The Bellevue Union School Districts policy.

The Bellevue Union School District's Small Purchase Quotation forms and other forms of written quotes submitted by potential vendors will be retained by the Bellevue Union School Districts Food Program Manager, with other related procurement documentation (e.g., invoices) for the term of the contract plus extensions and three additional school years, or until the next review by the CDE, whichever is longer.

- **Step 3:** The Food Program Manager and Chief Business Official will evaluate the written quotes received based on stated evaluation criteria in order to determine responsiveness.
- **Step 4:** The Food Program Manager and Chief Business Official will

evaluate the written responses and references received based on stated evaluation criteria to determine responsibility.

- **Step 5:** The Food Program Manager and Chief Business Official will award small purchases to the lowest priced responsible and responsive vendor.
- **Step 6:** The Food Program Manager and the Chief Business Official will monitor the contract to ensure goods or services solicited for are the ones received and all deliverables are met per 2 *CFR*, Section 200.318(b).

The Bellevue Union School District will check for any changes to the micropurchase and small purchase thresholds approved by the federal awarding agency, the U.S. Department of Agriculture (USDA).

3. Formal Purchase Methods (2 *CFR*, Section 200.320[c][d])

The formal purchase method, used to procure goods and services when the estimated purchase price is above the federal small purchase threshold, is currently set at above \$250,000 effective August 1, 2018. Both Invitation for Bid (IFB) and Request for Proposal (RFP) methods are used by the Bellevue Union School District. The Bellevue Union School District Food Program Manager will check the FAR, Part 2, web page at <https://www.acquisition.gov/?q=browsefar> annually on January 1 to verify the federal small purchase threshold.

The terms of formal contracts will be one year. Renewal options will be mutually agreed between the Bellevue Union School District and the awarded contractor. Under the SLIC Co-Op the initial awarded contract period shall be one year, and may be renewed for up to four additional one-year terms by mutual agreement of the SLIC Co-Op and Selected Vendor after the SLIC Co-Op has conducted an annual Vendor Performance and Evaluation.

Category	Procurement Method	Evaluation Used	Contract Award Type	Contract Duration/Frequency
S.L.I.C. Co-Op Commodities/USDA: Frozen Foods-(Meats, Vegetables, Fruit and Bread.) Canned Foods-(Vegetables and Fruit) Bakery, Pasta and Misc. Paper and Plastic Supplies. Fresh Fruit and Vegetables	Formal	Bottom Line	Contract Term	Annual by SY. Renewed for up to four additional one-year terms by mutual agreement of the SLIC Co-Op and Selected Vendor.

Milk and Dairy Products	Formal	Bottom Line	Fixed Price with Price Adjustment	Annual by SY.
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The Bellevue Union School District will complete the following steps when conducting formal procurements:

- **Step 1:** The Bellevue Union School District Chief Business Official will describe how it performs a **cost or price analysis (2 CFR, Section 200.323)** for every procurement in excess of the federal small purchase threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the Bellevue Union School District Chief Business Official will make independent estimates before receiving bids or proposals to ensure the bids or proposals received are reasonable.
- **Step 2:** The Food Program Manager will develop a written solicitation, which will incorporate:
 - A clear and accurate description of the technical requirements for the goods or services to be procured per 2 CFR, sections 200.319(c)(1) and 200.320(c)(d).
 - The requirement to comply with the Buy American Provision per 7 CFR, sections 210.21(d) and 220.16(d)
 - All requirements that the offerors must fulfill and all other factors (IFBs and RFPs) and their relative importance (RFPs only) used in evaluating bids or proposals per 2 CFR, sections 200.319(c)(2) and 200.320(c)(d) to judge responsive and responsible firms
 - Instructions for responding vendors
 - The general terms and conditions of the contract
- **Step 3:** The Bellevue Union School District Purchasing Manager will advertise the solicitation in print and on websites **10 days** prior to the deadline for submission of bids and proposals.
- **Step 4:** The Bellevue Union School Districts Food Program Manager and Purchasing Manager will open bids resulting from IFBs at the time and place prescribed in the solicitation. RFPs will be opened according to Bellevue Union School Districts determination.

The Bellevue Union School District Food Program Manager and Purchasing Manager will evaluate offers from responding firms by using the evaluation criteria outlined in the solicitation for both IFBs and RFPs. If there is not a minimum of two respondents, the Bellevue Union School District Food Program Manager and Purchasing Manager will review the solicitation to ensure that it is not limiting competition as outlined in 2 *CFR*, Section 200.319, and consider expanding advertising efforts before reissuing the solicitation or accepting the single bid.

The offers will be ranked based on cost only for IFBs and on evaluation criteria (i.e., technical criteria) and cost for RFPs for all responsible and responsive responders. Bellevue Union School Districts Food Program Manager and Purchasing Manager must describe their written method used to conduct a technical evaluation of all proposals received, as required by 2 *CFR*, Section 200.320(d)(1) for RFPs only. The Bellevue Union School District Purchasing Manager will negotiate the technical aspects of each RFP prior to negotiating the cost aspect of the RFP. Any or all bids may be rejected if there is sound documented reason.

- **Step 5: Responsible and Responsive Contractors (2 CFR, Section 200.318[h])**

The Bellevue Union school District will award contracts only to responsive and responsible contractors possessing the ability to conform to all of the SFA's stated terms and conditions and to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Bellevue Union School District defines responsive as respondent conforms to all of Bellevue Union School Districts stated terms and conditions and defines responsible as respondent is capable of performing successfully under the terms and conditions of the contract.

- **Step 6:** The Bellevue Union School District Food Program Manager will award the contract to the responsible and responsive bidder who offers the lowest price for IFBs. All IFBs will result in a firm, fixed-price contract.

For RFPs, the Bellevue Union School District Food Program Manager will award the contract to the responsible and responsive respondent whose proposal is most advantageous to the Bellevue Union School District, with price and other factors considered. All RFPs will result in either a fixed-price or cost reimbursable contract. **Cost plus a percentage of cost contracts will never be used.**

- **Step 7:** The Bellevue Union School District Food Program Manager will monitor the contract per 2 *CFR*, Section 200.318[b] by:

- Overseeing deliveries to ensure that the goods solicited for were received
- Periodic on-site visits to ensure services solicited are being satisfactorily performed
- Reviewing the contract's terms, conditions, and deliverables monthly to ensure that they are being met and done so in accordance with all federal, state, and local rules
- Ensuring that discounts, rebates, and credits in cost reimbursable contracts are provided

4. Noncompetitive Procurement Method (2 CFR, Section 200.320[f])

The Bellevue Union School District will only enter into a noncompetitive agreement when one or more of the following circumstances apply:

- The item is available only from a single source.
- An emergency exists, and the urgency for the requirement will not permit a delay resulting from competitive solicitation.
- The Bellevue Union School District received prior approval from the CDE after submitting a written request to the CDE with justification for conducting a noncompetitive procurement.
- After solicitation from a number of sources, competition is determined inadequate.

Purchasing Cooperatives and Intergovernmental Procurement (2 CFR, Section 200.318[e])

The Bellevue Union School District may choose to make purchases through a cooperative agreement with a group of other schools to increase purchasing power or the Bellevue Union School District may piggyback on contracts awarded to a vendor from another school district when all procurement principles are followed.

While intergovernmental agreements can benefit the Bellevue Union School District, the Bellevue Union School District may only enter into an intergovernmental agreement with a local government (e.g., school district). Bellevue Union School District may also join or piggyback onto a cooperative when that agreement was procured and awarded consistent with federal and state procurement regulations.

The Bellevue Union School District Purchasing Manager and local counsel will carefully review the solicitation issued by a cooperative. The Bellevue Union School District Purchasing Manager and local counsel will ensure the procurement of the contract, and

the contract itself, complies with applicable federal, state, and local procurement rules. The Bellevue Union School District Purchasing Manager and local counsel will confirm that the addition of their purchasing power to the procurement does not create a material change in scope or in services.

For cooperative purchasing, the Bellevue Union School District Purchasing Manager must maintain a copy of the solicitation and contract, proof of advertising, and bid award documents (e.g., evaluation documentation) from the lead entity on file for the term of the contract, plus any extensions, and three additional school years.

For piggybacking, the Bellevue Union School district Purchasing Manager must obtain prior written permission from the lead entity awarding the bid and the vendor who was awarded the bid. A copy of the solicitation and contract, including the piggyback clause, proof of advertising, and bid award documents (e.g., evaluation documentation) must be retained for the term of the contract plus extensions and three additional school years.

A copy of all documents listed above will be made available during a procurement review.

Buy American Provision (7 CFR, sections 210.21[d] and 220.16[d]; U.S. Department of Agriculture Policy Memorandum SP 38-2017)

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 Public Law 105-336 added a provision, Section 12(n), to the National School Lunch Act (NSLA) (42 *United States Code* Section 1760[n]), that requires all school food authorities (SFA) to purchase, to the maximum extent practical, domestic commodities or products. Section 12(n) of the NSLA defines a domestic commodity or product as an agricultural commodity (i.e., meat/meat alternate [M/MA], grain, fruit, vegetable, and fluid milk) or processed product (i.e., processed food product that includes components that contribute to a reimbursable meal, such as a chicken patty that contains an M/MA and grain component) that is processed in the United States using substantial agricultural commodities that are produced in the United States. Substantial means that over 51 percent of the final processed product consists of agricultural commodities that are grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States.

When funds are used from the nonprofit school food service account, SFAs must ensure that procurement transactions for food products comply with the Buy American Provision requirement in 7 CFR, sections 210.21(d) and 220.16(d), whether food products are purchased by SFAs or entities that are purchasing on their behalf.

Note: The SFA is not required to adhere to the domestic requirement for foods that are not creditable food components.

In compliance with this policy, the Bellevue Union School District Food Program Manager will ensure that the solicitation and contract language include the requirement for domestic agricultural commodities and products and retain records documenting any

exceptions in advance of accepting deliveries. Implementation of the Buy American Provision by the Bellevue Union School District Food Program Manager will be ensured by:

- Including the Buy American Provision requirement in food bid specifications, IFBs, RFPs, contracts, purchase orders, and other procurement documents issued
- Monitoring the contract to ensure that the domestic products solicited are the ones received
- Requiring suppliers to provide certification of domestic origin for all food products, from bids and proposals through receipts and invoices
- Conducting monthly reviews on storage facilities to ensure the domestic products received are the ones solicited for and awarded

Note: Ingredients used to flavor, enhance, or prepare products (e.g., oil, yeast, spices, condiments, salad dressing) must also comply with the Buy American Provision requirement **only if** the first ingredient (or second after water) is one of the five components (breads/grains, fruits, vegetables, M/MA, and fluid milk) that contribute to a reimbursable meal. If the first ingredient in these products is not one of the five components that contribute to a reimbursable meal, the product does not have to comply with the Buy American Provision requirement. For example, catsup with tomato paste as the first ingredient must comply with the Buy American Provision requirement since tomato paste is creditable as a red/orange vegetable, **even though catsup is not a creditable item**. Mustard with distilled white vinegar as the first ingredient does not need to comply with the Buy American Provision requirement since vinegar is not a component that contributes to a reimbursable meal. Additionally, nonagricultural products such as paper, water, packaging, and labor do not need to comply with the Buy American Provision requirement.

The Bellevue Union School District Food Program Manager or vendor must document exceptions to the Buy American Provision requirement prior to accepting each and every nondomestic agricultural commodity or product. This documentation must be on file for at least the current year plus three years, and must be made available during an on-site administrative review and an off-site procurement review.

The documented exception will include the following:

- A description of the nondomestic item
- Alternative domestic commodities or products that the Bellevue Union School District Food Program Manager considered or the vendor offered and the reason they were not substituted for the nondomestic item
- A synopsis of what third-party verification (e.g., USDA Agricultural Marketing Service Run a Custom Report web page at <https://marketnews.usda.gov/mnp/fv->

[report-config-step1?type=termPrice](#)) was done by the vendor or the Bellevue Union School District Food Program Manager to determine cost and availability

- Documentation by the vendor or the Bellevue Union School District Food Program Manager outlining the price of both domestic and nondomestic commodities or products or lack of availability to justify the exception
- The dates that the: (1) vendor informed the Bellevue Union School District Food Program Manager of the nondomestic commodity or product, (2) the Bellevue Union School District Food Program Manager agreed to accept this food item in advance of delivery, and (3) commodity or product was received by the Bellevue Union School District.

Small and Minority Businesses, Women's Business Enterprises (2 CFR, Section 200.321)

The Bellevue Union School District Purchasing Manager will ensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible by taking the following affirmative steps:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists
2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
5. Using the services and assistance, as appropriate, of organizations such as the Small Business Administration and the Minority Business Development of the Department of Commerce
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section

Duplication of Goods or Services (2 CFR, Section 200.318[d])

The Bellevue union School District will avoid the acquisition of unnecessary or duplicative items by determining whether the goods or services are necessary and ensuring that their purchase does not duplicate items or bids that the Bellevue Union

School District already has in place. The Bellevue Union School District Food Program Manager will provide the Bellevue Union School District Purchasing Manager with documentation justifying that the purchase of all goods and services requested are required and not duplicative prior to conducting a procurement.

Competition (2 CFR, Section 200.319[a][1–5, 7])

The Bellevue Union School District will conduct all procurement transactions in a manner providing full and open competition. Situations where competition is limited will be avoided by the Bellevue union School District. Some of these situations include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business
- Requiring unnecessary experience and excessive bonding
- Organizational conflicts of interest
- Specifying only a brand name product instead of allowing an equivalent product to be offered
- Any arbitrary action in the procurement process

When a procurement has been properly conducted, and there is only one respondent, Bellevue Union School District will evaluate the scope of work or services requested to determine whether they were too restrictive by contacting potential respondents who did not participate, and by reviewing the requested services for possible modification. Bellevue Union School District will then resolicit. If, after the second solicitation, there is only one respondent, Bellevue Union School District will move forward with that award.

Brand Name or Equivalent (2 CFR, Section 200.319[a][6])

When using a brand name or product code in the specification, the Bellevue Union School District will adhere to the following procedures:

- The Bellevue Union School District Food Program Manager will ensure that the description in the specification will always include a clause that an equivalent product is acceptable.
- A copy of the specified brand or code will be posted on the Bellevue Union School District website by the Purchasing Manager so vendors can verify that the product they are bidding on is actually an equal.
- Vendors bidding an item as an equal product to the brand name specified will be required to provide the Bellevue Union School District Food Program Manager with a product specification sheet and a sample case of the product for taste testing and verification by all **Bellevue Union School District nutrition**

department staff and a selected number of students to ensure that the product is an equal product to the brand name specified.

Contractor Involvement (2 CFR, Section 200.319[a])

The Bellevue Union School District will ensure objective contractor performance and eliminate unfair competitive advantage by excluding contractors that develop or draft specifications, requirements, statements of work, and IFBs and RFPs from competing for such procurements. The Bellevue Union School District Food Program Manager will maintain documentation to prove that the appropriate procurement procedures were used and that the final selection is the most efficient and economical for the Bellevue Union School District.

Clear and Accurate Description of Technical Requirements Required (2 CFR, Section 200.319[c][1–2])

The Bellevue Union School District will have written procedures for procurement transactions. These procedures will ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service being procured and will not contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service being procured and minimum essential characteristics and standards. A **brand name** or **equivalent** description may be used as a means to define the performance or other salient requirements of procurement. The specific desired features of the named brand must be clearly stated, along with all requirements which the offerors must fulfill, and all other factors to be used in evaluating bids or proposals.

Bid Protest (2 CFR, Section 200.318[k])

The Bellevue Union School District **is** responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the Bellevue Union School District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

All solicitations over the Simplified Acquisition Threshold must include bid protest language. The Bellevue Union School District accepts a prospective bidder's protest to a bid award if the protesting party believes the award is not in compliance with the law, does not follow bid procedures, or does not meet bid specifications. A protest must be filed with the Bellevue Union School District designated point of contact for that bid. Such protests must be made in writing and received by the Bellevue Union School district Business Services Office within five working days of bid award date and shall include all documents supporting or justifying the protest. The protesting party must mail

or deliver copies of the protest to the Bellevue Union School District Business Services Office. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of their right to protest the award of the contract.

Maintenance of Records (2 CFR, Section 200.318[i])

The Bellevue Union School District will maintain records sufficient to detail the history of the procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, a copy of the solicitation and contract, the basis for the contract price (the bidding history), rationale and approval for noncompetitive procurements, any contract amendments, billing and payment records, and a history of contractor claims and for the full term of the contract plus extensions and three additional school years, or until the next review by the CDE. The CDE and USDA reviewers shall have full access to and the right to examine all procurement documentation occurring during this time period.

Contract Management (2 CFR, Section 200.318[b])

The Bellevue Union School District must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

Certifications (including, but not limited to 2 CFR, Appendix II)

The Bellevue Union School District will require any successful respondent to provide proof of having and maintaining, during the life of any contract with the Bellevue Union School District Public Liability and Property Damage Insurance to protect themselves and the Bellevue Union School District from all claims for personal injury, including accidental death, as well as from all claims for property damage arising from the operations any contract that the Bellevue Union School District enters into.

The Bellevue Union School District will not enter into a contract with any company or individual that has been debarred or suspended. The Bellevue Union School District will require that vendors and potential vendors certify their compliance with the Lunsford Act, which prohibits anyone required to register as a sex offender under Article 27A of Chapter 4 of the General Statutes from knowingly being on the premises of any school.

Vendors that are awarded contracts are required to submit a completed Debarment and Suspension Certificate, and Disclosure of Lobbying Activities. These forms must be completed prior to commencement of work.

Continuing Education/Training Standards (7 CFR, sections 210.30[b][3],[c][1-5], [d][1-6], [e][1-2])

The Bellevue Union School District operates the School Nutrition Programs (SNP) and must ensure that all SNP directors (7 CFR, Section 210.30[b][3]), SNP managers (7

CFR, Section 210.30[c][1–5]), and staff (7 *CFR*, Section 210.30[d][1–6]) with responsibility for SNP, complete their required annual trainings. The annual training should include, but is not limited to, the following topics as applicable: training in procurement procedures, and any other specific topics identified by USDA Food and Nutrition Service as needed to address program integrity or other critical issues. Annual training requirements for SNP managers, directors, and staff are summarized under 7 *CFR*, Section 210.30[e][1–2].

Contact Information

For questions and concerns regarding procurement solicitations, contract evaluations, and awards, please contact the following Bellevue Union School District staff:

Chris Kim, Purchasing Manager/CBO:	707-542-5197 x 8
Kayla Todd, Food Program Manager:	707-542-5197 x 4

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Bellevue Union School District

Agenda Item for Board Meeting of January 21, 2020

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of Updated Code of Conduct for Child Nutrition Programs

Prepared By: Chris J. Kim, CBO

Background:

Presented for the Board's review and approval is the District's updated standards of conduct. These written standards cover potential personal and organizational conflicts of interest under Title 2, Section 200.318C of the Federal Regulatory Code and govern the actions of District employees, officers, and agents who engage in the selection, award, and administration of contracts funded by federal awards. The specific areas identified in this document include:

1. Code of Conduct
2. Procurement Standards
3. Incentives
4. Consequences

Recommended Action:

Review and Approve

Supporting Documents:

BUSD Written Code of Conduct for Child Nutrition Programs

BELLEVUE UNION SCHOOL DISTRICT

WRITTEN CODE OF CONDUCT CHILD NUTRITION PROGRAMS

In accordance with the general procurement standards in Title 2, Code of Federal Regulations (2CFR), Section 200.318(c), the Bellevue Union School District has developed these written standards of conduct to cover potential personal and organizational conflicts of interest. These written standards govern the actions of District employees, officers, or agents who engage in the selection, award and administration of contracts funded by federal awards.

Any person employed by the Bellevue Union School District who purchases goods and services, or who is involved in the purchasing process for the Food Services Department shall be bound by this code and shall:

1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications;
2. Diligently follow all lawful instructions while using professional judgment, reasonable care and exercising only the authority granted;
3. Conduct all purchasing activities in accordance with the laws, while remaining alert to and advising the District regarding legal ramifications of the purchasing decisions;
4. Refrain from any private or professional activity that would create a conflict between personal interest and the interest of the District;
5. Identify and strive to eliminate participation of any individual in operational situations where a conflict of interest may be involved;
6. Never solicit or accept money, loans, credits or prejudicial discounts and avoid the acceptance of gifts, entertainment, favors or services from present or potential suppliers which might influence or appear to influence purchasing decisions;
7. Promote positive supplier relationships remaining impartial through all phases of the purchasing cycle;
8. Display the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the public being served;
9. Provide an environment where all business concerns, large or small, majority or minority owned, are afforded an equal opportunity to compete for the Districts business; and,
10. Enhance the proficiency and stature of the purchasing profession by adhering to the highest standard of ethical behavior.

11. Pursuant to California Government Code section 87302, all Nutrition Services employees who make or influence governmental decisions will submit a Statement of Economic Interest, Form 700, within designated time frames.

Procurement Standards

The Bellevue Union School District's Food Services Department will conduct all procurement transactions in a manner that allows full and open competition consistent with the standards stated in 2 CFR, Section 200.319. To ensure objective vendor performance and eliminate any unfair competitive advantage, vendors that develop or draft specifications, requirements, statement of work, invitations for bid (IFB) or requests for proposal (RFP) must be excluded from competing for the bid (2CFR, Section 200.319 [a]).

Actions that restrict competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business
2. Requiring unnecessary experience and excessive bonding
3. Conducting noncompetitive pricing practices between firms or between affiliated companies.
4. Awarding noncompetitive contracts to consultants who are on retainer contracts
5. Allowing organizational conflicts of interests
6. Specifying brand naming product instead of allowing an equal product to be offered by describing product performance or other relevant requirements
7. Engaging in any arbitrary action during the procurement process such as awarding a contract without valid reasons to a vendor that did not rank first or lowest in price according to the agency's evaluation criteria when awarding a contract

Incentives

Incentives that may serve to induce or influence an employee engaged in the selection, award or administration of contracts may be unlawful.

Examples of incentives include but are not limited to:

1. Extra goods or services that were not solicited
2. Gifts (such as free merchandise, extra tickets, gift cards)
3. Money for scholarships
4. Cash

5. Points that can be redeemed for merchandise

To avoid noncompliance with federal procurement regulations (including, but not limited to CFR, sections 200.318, 200.319 and 400.2) and to prevent bid protest, this written Code of Conduct **prohibits District staff from accepting any incentives offered by a bidder for any District staff member's personal use.**

Incentives solicited by the District in the IFB or RFP may be allowable if the incentive or related item benefits the Food Services Department.

When requesting incentives, the District must keep in mind the following:

1. All responsive bids or proposals, including those without the requested incentives, must be evaluated.
2. All requested incentives must exclusively and directly benefit the Food Services Department. Incentives that are retained by the District for non-program use, or given to employees or students as a reward for an accomplishment, are not allowed.
3. Soliciting incentives must not create a barrier to full and open competition.
4. Eliminating bidders based on the provision of incentives or points program, limits full and open competition by placing unreasonable requirement on bidders that are unable or unwilling to provide such incentives.
5. Requesting incentives may reduce the pool of bidders.
6. Unless all bidders can offer the solicited incentives, the District may not score the solicited item as part of the evaluation criteria.
7. Bids and proposals that include unsolicited incentives are considered overly responsive and the District may be required to disqualify overly responsive bids, especially if it causes a material change to the RFP.

Consequences

Pursuant to 7 CFR, Section 210.19(a) (4), the California Department of Education (CDE) is required to investigate complaints received or irregularities noted in connection with the operation of the Nutrition Services Program. This requirement extends to the performance of individuals and organizations engaged in contract solicitation, award and administration. The CDE's oversight and monitoring of the District's procurement activities includes a review of the District's written Code of Conduct and when necessary, investigations of reported real or apparent conflicts of interest. If a CDE investigation reveals that the District violated this Code of Conduct, the CDE will issue a finding of noncompliance and require the District to take corrective action. Consequences for failure to comply with federal regulations are outlined in 2 CFR, sections 200.338 (Remedies for Noncompliance) and 200.339 (Termination), and may include temporary withholding of cash payments, suspension of

program funding, denial of all or part of the cost of the noncompliant activity, and/or other remedies to bring the District into compliance.

The District will assure that all Food Services employees that are granted the authority to purchase on behalf of the department are familiar with federal, state and local laws regarding the misuse of public funds that could lead to consequences, including **disciplinary action**, civil or criminal penalties, lawsuits, and bid protests that may also result in public mistrust. The District shall be responsible for ensuring that their procurement and contract procedures comply with all applicable laws, program instructions and guidance materials and will consult their legal counsel regarding any proposed procurement methods or contract language.

References:

U.S. Department of Agriculture Policy Memorandum SP 09-2015

CACFP 03-2015, SFSP 02-2015: Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts

Title 2, Code of Federal Regulations, sections 200.318, 200.319, 200.338 and 200.339 and Part 400

Title 7, Code of Federal Regulations, Section 210.24

California Government Code, sections 87301 and 87302

By signing below annually, I acknowledge that I fully understand and agree to abide by the policies of the Bellevue Union School Districts Code of Conduct.

Officer, Agent, or Employee Name

Title

Date

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Bellevue Union School District

Agenda Item for Board Meeting of January 21, 2020

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of Resolution No 9 Amended Joint Powers Agreement (JPA) and Bylaws between the Redwood Empire Schools Insurance Group (RESIG) & the Bellevue Union School District (BUSD)

Prepared By: Chris J. Kim, CBO

Background:

The Redwood Empire Schools' Insurance Group (RESIG) is a joint powers authority composed of public educational agencies organized and existing under the laws of the State of California. On December 5, 2019 the RESIG Board of Directors voted to update and amend the RESIG Joint Powers Agreement and Bylaws, and adopt separate documents for each program which can be amended by participants in the program.

Presented for the Boards review and approval is the amended RESIG Joint Powers Agreement and Bylaws, and a subsequent request by the District to hereby authorize the President of its Governing Board, or his or her designee, to execute a copy of said amended Joint Powers Agreement and Bylaws, and adopted documents for each program participant.

Recommended Action:

Review and Approve

Supporting Documents:

Resolution No 9 Amended Joint Powers Agreement (JPA) and Bylaws between the Redwood Empire Schools Insurance Group (RESIG) & the Bellevue Union School District (BUSD)

RESOLUTION NO. 9

A RESOLUTION OF THE GOVERNING BOARD OF THE BELLEVUE UNION SCHOOL DISTRICT AUTHORIZING THE EXECUTION OF THE AMENDED JOINT POWERS AGREEMENT AND BYLAWS, AND ADOPT SEPARATE DOCUMENTS FOR EACH PROGRAM OF THE REDWOOD EMPIRE SCHOOLS' INSURANCE GROUP (RESIG)

WHEREAS, the Bellevue Union School District is a public educational agency organized and existing under laws of the State of California and is a member of the Redwood Empire Schools' Insurance Group (RESIG), a joint powers authority composed of public educational agencies organized and existing under the laws of the State of California; and

WHEREAS, on December 5, 2019 the RESIG Board of Directors voted to update and amend the RESIG Joint Powers Agreement and Bylaws, and adopt separate documents for each program which can be amended by participants in the program, and copies of said are attached to this Resolution; and

WHEREAS, the Bellevue Union School District concurs in the terms of the amended RESIG Joint Powers Agreement and Bylaws, and program documents as thus adopted;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Bellevue Union School District:

Section 1. That the Bellevue Union School District hereby concurs in the terms of the amended RESIG Joint Powers Agreement and Bylaws, and adopted program documents, by the RESIG Board of Directors on December 5, 2019;

Section 2. That the Bellevue Union School District hereby authorizes the President of its Governing Board, or his or her designee, to execute a copy of said amended Joint Powers Agreement and Bylaws, and adopted documents for each program a participant of, on behalf of the Bellevue Union School District, and to deliver the signed agreement to the Redwood Empire Schools' Insurance Group, 5760 Skylane Blvd., Suite 100, Windsor CA 95492; and

Section 3. That the Secretary of the Governing Board of the Bellevue Union School District is directed to certify a copy of this Resolution and to forward the same to the Redwood Empire Schools' Insurance Group, 5760 Skylane Blvd., Suite 100, Windsor CA 95492.

PASSED, APPROVED, AND ADOPTED this 21st day of January 2020 by the following vote:

ROLL CALL VOTE

Board Member: _____ Vote: _____

Board Member: _____ Vote: _____

Board Member: _____ Vote: _____

Board Member: _____ Vote: _____

Board Member: _____ Vote: _____

Board Member: _____ Vote: _____

Board Member: _____ Vote: _____

AYES: _____ **NOES:** _____ **ABSENT:** _____

ATTEST:

Secretary

President

Bellevue Union School District

Agenda Item for Board Meeting of January 21, 2020

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of Emergency Closure Resolution by the North Bay Children's Center (J13-A)

Prepared By: Chris J. Kim, CBO

Background:

The North Bay Children's Center's Board of Directors adopted a policy to follow the Bellevue Union School District in its determination of School Closures due to the recent PG&E power shut off events. The specific dates of closure for NBCC sites at Bellevue, Meadow View, Taylor Mountain, and the Early Learning Center are as follows:

1. October 28, 2019
2. October 29, 2019
3. October 30, 2019
4. October 31, 2019
5. November 1, 2019

Recommended Action:

Review and Approve

Supporting Documents:

Form J13-A, Request for Allowance of Attendance due to Emergency Conditions



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Celebrating
29 Years
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Eric Van Boer

Executive Director
Susan Gilmore

December 23, 2019

Emergency Closure Resolution:

Contract vendor #7061

The North Bay Children's Center's Board of Directors adopted a policy to follow our partnering school district's determination for school closures due to power shut off due to fire safety concerns by PG&E.

To that end, NBCC followed the Bellevue Union School Districts decision to close our NBCC Bellevue, Meadow View, Taylor Mountain and Early Learning Center sites on October 28th, 29th, 30th, 31st, and November 1st due to the PG&E power shut off and the Kincadee fire.

*The week prior to the closure dates our NBCC Meadow View site attendance was as follows:

October 21st: AM: 16 PM: 10

October 22nd: AM: 16 PM: 10

October 23rd: AM: 16 PM: 10

October 24th: AM: 15 PM: 9

October 25th: AM: 17 PM: 10

NBCC Bellevue Elementary site:

October 21st: 24

October 22nd: 21

October 23rd: 23

October 24th: 23

October 25th: 23

NBCC Taylor Mountain site:

October 21st: 18

October 22nd: 22

October 23rd: 21

October 24th: 22

October 25th: 20

NBCC Early Learning Center site:

October 21st: AM: 13 PM: 4 Full Day: 18

October 22nd: AM: 12 PM: 4 Full Day: 18

October 23rd: AM: 12 PM: 5 Full Day: 18

October 24th: AM: 12 PM: 3 Full Day: 15

October 25th: AM: 12 PM: 2 Full Day: 17

If more information is needed, please contact me directly.

Thank you,

Kristina Sisseck
VP of Programs
415-883-6222

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

Form J-13A

(Revised December 2017)

California Department of Education

School Fiscal Services Division

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

Telephone: 916-324-4541

Email: attendanceaccounting@cde.ca.gov

Form J-13A Instructions

Why file:

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

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

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

How to file:

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

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

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

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

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

Where to file:

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

General Instructions:

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

Form J-13A Instructions

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

SECTION A: REQUEST INFORMATION

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

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

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

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

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

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST

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

SECTION B: SCHOOL CLOSURE

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

PART I: NATURE OF EMERGENCY

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

PART II: SCHOOL INFORMATION

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

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

Form J-13A Instructions

- Opportunity School
- Special Education
- Traditional

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

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

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

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

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

PART III: CLOSURE HISTORY

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

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

PART I: NATURE OF EMERGENCY

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

PART II: MATERIAL DECREASE CALCULATION

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

SECTION C: MATERIAL DECREASE

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

Form J-13A Instructions

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

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

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

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

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

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

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

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS

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

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

Form J-13A Instructions

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

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

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

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

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

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

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

PART I: PERIOD OF REQUEST

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

PART II: CIRCUMSTANCES

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

PART III: PROPOSAL

Provide a detailed proposal or estimation in the allotted space.

SECTION E: AFFIDAVIT

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

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

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

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER

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

Form J-13A Instructions

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

- Name
- Signature
- Authorizing LEA Name

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

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

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

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

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/aa/paf113a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Bellevue Union School District	COUNTY CODE: 49	DISTRICT CODE: 7061	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Cara Colombo-Stuart	FISCAL YEAR: 2019-2020		
ADDRESS: 3150 Education Dr.	COUNTY NAME: Sonoma		
CITY: Santa Rosa	STATE: CA	ZIP CODE: 95407	
CONTACT NAME: Kristina Sisseck	PHONE: 415-883-6222	E-MAIL: ksisseck@nbcc.net	

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

<input checked="" type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input type="checkbox"/> All district school sites <input checked="" type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> CHARTER SCHOOL
---	--	---

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

<p><input type="checkbox"/> SCHOOL CLOSURE: When one or more schools were closed because of conditions described in EC Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per EC Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to EC Section 46200, et seq.</p> <p><input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.</p>
<p><input type="checkbox"/> MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to EC Section 46392 and CCR, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of EC Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.</p> <p><input type="checkbox"/> There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.</p>
<p><input type="checkbox"/> LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in EC Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to EC Section 46391:</p> <p><i>"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."</i></p>

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

SECTION B: SCHOOL CLOSURE

PART I: NATURE OF EMERGENCY (Describe in detail.)

Kincade Fire and the PG&E Power Shut off

- Not Applicable (Proceed to Section C)
 Supplemental Page(s) Attached

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/fal/j13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built in	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Early Learning Center	6051593		246	0	0	10/28/19 to 11/1/19	10/28/19 to 11/1/19	5
Bellevue	6051585		246	0	0	10/28/19 to 11/1/19	10/28/19 to 11/1/19	5
Taylor Mountain	0113506		246	0	0	10/28/19 to 11/1/19	10/28/19 to 11/1/19	5
Meadow View	6115695		246	0	0	10/28/19 to 11/1/19	10/28/19 to 11/1/19	5

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Early Learning Center	6051593	19-20	10/28/19 to 11/1/19	Kincade Fire and PG&E power shut off	Yes
Bellevue	6051585	19-20	10/28/19 to 11/1/19	Kincade Fire and PG&E power shut off	Yes
Taylor Mountain	0113506	19-20	10/28/19 to 11/1/19	Kincade Fire and PG&E power shut off	Yes
Meadow View	6115695	19-20	10/28/19 to 11/1/19	Kincade Fire and PG&E power shut off	Yes

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

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____

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

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

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

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.
We, members constituting a majority of the governing board of _____, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

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

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

Witness: _____ (Name) _____ (Signature) _____ Title: _____ of _____ County, California

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

Superintendent (or designee): _____ (Name) _____ (Signature) _____ Authorizing LEA Name: _____

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

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

County Superintendent of Schools (or designee): _____ (Name) _____ (Signature)

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

Witness: _____ (Name) _____ (Signature) _____ Title: _____ of _____ County, California

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____

Bellevue Union School District

Agenda Item for Board Meeting of January 21, 2020

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of Establishing a Checking Account at Exchange Bank to house Public Donations Supporting the Bellevue Union School District's 2020 Bond Measure

Prepared By: Chris J. Kim, CBO

Background:

The Bellevue Union School District would like to open a new checking account at Exchange Bank to house public donations in support of the District's upcoming bond measure and election operations.

Recommended Action:

Review and Approve

Supporting Documents:

Resolution 10

RESOLUTION No. 10

Establishment of a Checking Account at Exchange Bank to House Public Donations Supporting the Bellevue Union School District’s 2020 Bond Measure

WHEREAS, the Bellevue Union School District (“the District”) is organized as a public School District in the County of Sonoma and City of Santa Rosa; and,

WHEREAS, the District wishes to open a bank account to house public donations to support its upcoming bond measure operations; and,

WHEREAS, the District’s “Banking Policy” provides that the Board of Trustees shall approve all bank accounts to be opened or closed by resolution; and,

WHEREAS, the District has chosen Exchange Bank to provide banking services;

NOW THEREFORE, The Board of Trustees of the District finds and resolves that:

- 1. The District shall open a bank deposit and checking account with Exchange Bank
- 2. The following individuals shall be signatories on the account with Exchange Bank:
 - a. Dr. David Alexander
 - b. Dr. Chris J. Kim

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

THE FOREGOING RESOLUTION was moved by Member _____ seconded by Member _____, and adopted on a roll call on January 21, 2020, by the following vote:

Trustee Reyes _____
 Trustee Jarvis _____
 Trustee Merrida-Grant _____
 Trustee Walker _____
 Trustee Padilla _____

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

David Alexander, Ed. D. Superintendent
 Secretary to the Board

Bellevue Union School District
Agenda Item for Board Meeting

Agenda Category: Review and Action

Agenda Item Title: Sonoma County Multi-District Interdistrict Attendance Agreement 2020-21 through 2024-25

Prepared By: Moriah Hart, Executive Assistant

Background:

The Sonoma County Multi-District Interdistrict Attendance Agreement does not supersede our BUSD Interdistrict Board Policies, but confirms the basic parameters that all districts in the county will abide by for Interdistricts. If we do not sign the approval period for all interdistrict will be the max allowed by law.

Recommended Action:

It is recommended that the Board of Trustees approve Sonoma County Multi-District Interdistrict Attendance Agreement

Supporting Documents:

Sonoma County Multi-District Interdistrict Attendance Agreement 2020-21 through 2024-25

**AGREEMENT OF THE PARTICIPATING SCHOOL DISTRICTS IN SONOMA
COUNTY REGARDING INTERDISTRICT ATTENDANCE AGREEMENTS**

(Education Code Sections 46600 et seq.)

This Agreement is made and entered into by and between the undersigned school districts and shall be effective July 1, 2020. The parties agree as follows:

1. Education Code 46600(a) provides that "[t]he governing boards of two or more school districts may enter into an agreement for a term not to exceed five school years, for the interdistrict attendance of pupils who are residents of the districts."
2. Education Code 46600(a) further provides that "[t]he agreement shall stipulate the terms and conditions under which interdistrict attendance shall be permitted or denied."
3. The undersigned school districts seek to serve the students in their districts in an efficient and collaborative manner.
4. Pursuant to Education Code section 46600, the parties agree that the respective policies of the district of residence and district of attendance shall control approval, denial, and revocation of interdistrict attendance permits. The parties acknowledge that these board policies and administrative regulations may be amended during the duration of this Agreement.
5. Each of the undersigned school districts shall continue to exercise its full authority to accept and reject interdistrict transfer applications as permitted by law.
6. This Agreement shall govern all existing interdistrict transfer permits and any applications for interdistrict transfer permits submitted for the 2020-21 school year and thereafter.
7. This Agreement shall continue for a five-year term. Each year, the parties will review this Agreement for purposes of extending the term for an additional year.
8. In the event a school district has converted some of its school program to a charter school, this Agreement shall not apply to the charter school grade level(s). Such a school district must specify in their records whether a student is enrolling in the charter school program or the regular school program, and must secure interdistrict attendance permits for students enrolling in the regular school program.
9. Any of the undersigned school districts may terminate its obligations under this Agreement upon giving ninety (90) days prior written notice to the other parties to this Agreement.
10. This Agreement shall supersede all prior interdistrict attendance agreements between the parties.

Sonoma County School Districts
Interdistrict Attendance
Agreement 2020-21 to 2024-25

<u>District</u>	<u>Board President</u>	<u>Signature</u>	<u>Date of Governing Board Approval</u>
Alexander Valley Union	_____	_____	_____
Bellevue Union	_____	_____	_____
Bennett Valley	_____	_____	_____
Union Cinnabar	_____	_____	_____
Cloverdale Unified	_____	_____	_____
Cotati-Rohnert Park Unified	_____	_____	_____
Dunham	_____	_____	_____
Forestville Union	_____	_____	_____
Fort Ross	_____	_____	_____
Geyserville Unified	_____	_____	_____
Gravenstein Union	_____	_____	_____
Guerneville	_____	_____	_____
Harmony Union	_____	_____	_____
Healdsburg Unified	_____	_____	_____
Horicon	_____	_____	_____
Kashia	_____	_____	_____
Kenwood	_____	_____	_____
Liberty	_____	_____	_____
Mark West Union	_____	_____	_____
Monte Rio Union	_____	_____	_____

Montgomery	_____	_____	_____
Oak Grove Union	_____	_____	_____
Old Adobe Union	_____	_____	_____
Petaluma City	_____	_____	_____
Petaluma Joint Union High	_____	_____	_____
Piner-Olivet Union	_____	_____	_____
Rincon Valley Union	_____	_____	_____
Roseland	_____	_____	_____
Santa Rosa City	_____	_____	_____
Santa Rosa City High	_____	_____	_____
Sebastopol Union	_____	_____	_____
Sonoma Valley Unified	_____	_____	_____
Twin Hills Union	_____	_____	_____
Two Rock Union	_____	_____	_____
Waugh	_____	_____	_____
West Side Union	_____	_____	_____
West Sonoma County Union High	_____	_____	_____
Wilmar Union	_____	_____	_____
Windsor Unified	_____	_____	_____
Wright	_____	_____	_____

Bellevue Union School District

Agenda Item for Board Meeting

Agenda Category: Review and Action

Agenda Item Title: Williams Quarterly Uniform Complaint Report Summary (October 1-December 31)

Prepared By: Moriah Hart, Executive Assistant

Background:

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

Recommended Action:

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

Supporting Documents:

Williams Quarterly Uniform Complaint Report Summary (October 1-December 31)

BELLEVUE Union School District

Williams Settlement

Quarterly Uniform Complaint Report Summary

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

Reporting Period:

- January 1 – March 31, 2020 April 1 – June 30, 2020
 July 1 – September 30, 2019 October 1 – December 31, 2019

No complaints were received during the above time period.

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

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

Board meeting date: 01.21.2020
Date sent to County Superintendent of Schools: 01.22.2020
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

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

2019-2020

Payroll Totals

Payroll Regular 12/30/2019

Certificated	\$1,032,770.01
Classified	<u>\$ 397,403.83</u>
	\$1,430,173.84

Supplemental Payroll 12/10/2019

Certificated	\$ 12,201.42
Classified	<u>\$ 12,126.52</u>
	\$ 24,327.94

Manual Payroll 10/17/2019

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

Totals	\$1,454,501.78
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Checks Dated 12/06/2019 through 01/15/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1757674	12/06/2019	McDaniel, Sally	01-5201	Mileage Expense		36.30
1757675	12/06/2019	Dale M Crane dbaAction Plumbing Maintenance	01-5800	OPEN PO Plumbing Repairs		648.00
1757676	12/06/2019	Alsco (American Linen)	13-5800	Open PO- TM 2019/20		196.45
1757677	12/06/2019	Bartley Pump Inc	01-5800	Open PO -Bartley Pump 2019/20		649.00
1757678	12/06/2019	Buchanan Food Service	13-4710	OPEN PO: TM Food for Food Svc 2019/20		17.10
1757679	12/06/2019	EBSCO Sign Group LLC	01-4345	LED Boards & Signal		637.56
1757680	12/06/2019	Fishman Supply Co	01-4370	M&O: Custodial Supplies@BV	1,228.94	
				M&O; Custodial Supplies @ MV	156.86	1,385.80
1757681	12/06/2019	Friedman's Home Improvement	01-4380	Open PO - General Dist Maint 2019/20	166.49	
			01-4390	Open PO - General Dist Maint 2019/20	55.49	221.98
1757682	12/06/2019	Hardware Tech Inc.	01-4380	Open PO- Maint Service all sites 2019/20		994.00
1757683	12/06/2019	Hendrix Chainsaw & Garden	01-5800	OPEN PO-Garden & Chainsaw 2019/20		183.47
1757684	12/06/2019	North Bay Children's Center	12-5100	BUSD: Pre-School Program Adm		95,429.61
1757685	12/06/2019	Okapi Educational Publishing	01-4310	Spanish DI books		16,271.35
1757686	12/06/2019	Robert G Smith RGS Consulting LLC	21-6200	M&O Roof Scope Kawana & Bellevue		6,500.00
1757687	12/06/2019	School Services Of California	01-5823	BEA fact Finding		1,828.75
1757688	12/06/2019	SHI International Corp	01-4345	Dell Adapters	1,480.86	
				ITECH supplies	415.25	
				ITECH: Varies Supplies	3,722.70	5,618.81
1757689	12/06/2019	Lakshmi Vyakaran Venkat	01-5800	Home Program- S.H 2019/20		724.78
1758370	12/11/2019	Goyer, Siara N	01-5200	Personnel Academy Workshop		266.92
1758371	12/11/2019	Advanced Security Systems-SR	01-5800	BV : Fire Monitoring/ Security System	201.00	
				KW : Fire Monitoring	453.00	
				M&O: Burglar Alarm Monitoring	288.00	
				M&O: Burglar Alarm Monitoring MEDIA & LIBRARY	279.00	
				M&O: Burglary Alarm Monitoring Fee	414.00	
				M&O: BV Fire, Life Safety Inspection	3,222.00	
				M&O: ELC Burglar Alarm Monitoring	279.00	
				M&O: KW Burglar Alarm Monitoring	276.00	
				M&O: KW Fire, Life Safety Inspections	4,512.00	
				M&O: MV -Annual Fire, Life Safety	4,380.00	
				M&O: Service Calls/ Repairs/ Replacements	804.18	
				M&O: TM Fire, Safety Inspection	4,883.04	
				MV : Fire Monitoring	450.00	
				MV: Alarm Security	279.00	

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

ESCAPE ONLINE

Checks Dated 12/06/2019 through 01/15/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1758371	12/11/2019	Advanced Security Systems-SR		TM : Fire Monitoring	210.00	20,930.22
1758372	12/11/2019	Ameriflex	01-5800	DO: FSA Admin Fee 6 Employees		60.00
1758373	12/11/2019	Carolina Castro	01-5823	Compromise & Release Agreement		2,520.00
1758374	12/11/2019	Daniel Hoffman	01-5823	Compromise & Release Agreement		5,060.00
1758375	12/11/2019	ESP & Alarm Inc.	01-5805	Open PO BV Monthly Patrols	375.00	
				Open PO KS/ELC Monthly Patrols	1,053.00	
				Open PO MV Monthly Patrols	257.81	
				Open PO TM Monthly Patrols	678.00	
1758376	12/11/2019	Fishman Supply Co	09-5805	Open PO MV Monthly Patrols	117.19	2,481.00
			01-4370	M&O: Custodial Supplies @ TM	1,400.59	
				M&O: Custodial Supplies @ KW	1,294.05	2,694.64
1758377	12/11/2019	Gilda Deniro	01-5823	Compromise & Release Agreement		2,800.00
1758378	12/11/2019	Language People	01-5803	ELC- OPEN PO Interpreting services 2019/20	163.64	
				Interpreting Services	998.74	1,162.38
1758379	12/11/2019	Redwood Pediatric Therapy Asso	01-5100	DO : Occupational Therapy Contract 2019/20		9,045.45
1758380	12/11/2019	Tania Fernadez	01-5823	Compromise & Release Agreement		3,080.00
1758381	12/11/2019	West County Transportation	01-5100	Open PO-Special Ed. Transportation 2019/20		350.68
1759348	12/13/2019	State Of California	01-9555	EDD		1,424.25
1759349	12/13/2019	The Standard Insurance Co	01-9570	December Premiums	125,297.14	
			01-9575	Dec Premiums	1,615.02	126,912.16
1759350	12/13/2019	Alsco (American Linen)	13-5800	Open PO- BV 2019/20	111.55	
				Open PO- KS 2019/20	49.43	
				Open PO- MV 2019/20	85.61	
				Open PO- TM 2019/20	22.00	268.59
1759351	12/13/2019	B.T. Mancini Co.	01-5800	TM: Remove & Reinstall Carpet		1,894.00
1759352	12/13/2019	Banerjea, Pia	01-5800	DO : Psychological Services 2019/20		3,600.00
1759353	12/13/2019	Buchanan Food Service	13-4710	OPEN PO :-B.V. Food for Food Svc 2019/20	576.70	
				OPEN PO: TM Food for Food Svc 2019/20	811.48	
				OPEN PO: MV Food for Food Svc 2019/20	581.96	1,970.14
1759354	12/13/2019	BWS Distributors	01-5800	Rain Gear		147.20
1759355	12/13/2019	Castino Restaurant Equipment & Supply, Inc.	13-4390	TM: Open PO Food Service Smallware 2019/20		108.73
1759356	12/13/2019	Clover Stornetta Farms Inc	13-4715	BV- Student Milk 2019/20	328.30	
				KW- Student Milk 2019/20	514.00	
				MV- Student Milk 2019/20	501.50	

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

ESCAPE ONLINE

Checks Dated 12/06/2019 through 01/15/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1759356	12/13/2019	Clover Stornetta Farms Inc		TM- Student Milk 2019/20	449.50	1,793.30
1759357	12/13/2019	Coastline Distributors, Inc	13-4710	OPEN PO- MV - Fruit & Vegetable 2019/20		594.70
1759358	12/13/2019	Environmental Pump Services, Inc.	13-5800	Open PO-Grease Trap Service		235.00
1759359	12/13/2019	TIAA Commerical Finance	01-5600	Copier Lease Contract # 2023517		329.46
1759360	12/13/2019	Fishman Supply Co	01-4370	M&O: Custodial Supplies@BV	21.35	
				M&O: Custodial Supplies @ ELC	550.82	
				M&O: Custodial Supplies @ TM	52.39	
				M&O; Custodial Supplies @ DO	581.54	
				M&O; Custodial Supplies @ KW	23.05	1,229.15
1759361	12/13/2019	Gold Star Foods, Inc.	13-4710	OPEN PO BV Food Supply 2019/20	2,138.15	
				OPEN PO MV Food Supply 2019/20	1,057.23	
				OPEN PO TM Food Supply 2019/20	1,043.59	4,238.97
1759362	12/13/2019	Hitmen Termite and Pest Control, Inc.	01-5800	Open PO Pest Control 2019/20		85.00
1759363	12/13/2019	Prime65	01-5911	IT: Telephone Service 2019/20		1,873.20
1759364	12/13/2019	Recology Sonoma Marin	01-5560	BV- Garage & Recycling Pick up 2019/20	652.25	
				KW/ELC- Garage & Recycling 2019/20	652.25	
				MV: Garage & Recycling Pick up 2019/20	708.78	
				TM- Garage & Recycling 2019/20	708.78	2,722.06
1759365	12/13/2019	Tobii Dynavox LLC	01-5800	Boadmaker- IT		1,791.00
1759366	12/13/2019	US Bank Equipment Finance	01-5632	Open PO - Copier at Kawana Springs		547.29
1760235	12/18/2019	ABV Scoreboard Service Inc	01-5800	Controller & Receiver Scoreboard		1,876.65
1760236	12/18/2019	Advanced Security Systems-SR	01-5800	M&O: Service Calls/ Repairs/ Replacements		394.40
1760237	12/18/2019	AlSCO (American Linen)	13-5800	Open PO- KS 2019/20	49.43	
				Open PO- MV 2019/20	85.61	
				Open PO- TM 2019/20	95.51	230.55
1760238	12/18/2019	Buchanan Food Service	13-4710	OPEN PO :-B.V. Food for Food Svc 2019/20	70.71	
				OPEN PO: MV Food for Food Svc 2019/20	116.62	187.33
1760239	12/18/2019	BWS Distributors	01-5800	Rain Gear		274.41
1760240	12/18/2019	Clover Stornetta Farms Inc	13-4715	BV- Student Milk 2019/20	494.50	
				KW- Student Milk 2019/20	387.50	882.00
1760241	12/18/2019	Cmrs-fp	01-5950	Open PO-District Postage 2019/20		2,000.00
1760242	12/18/2019	Daniel Hoffman	01-5823	Compromise & Release Agreement		540.00
1760243	12/18/2019	Department Of Justice Accounting Office Cashier Unit	01-5862	Open PO for DO- Fingerprinting 2019/20		188.00
1760244	12/18/2019	Environmental Pump Services, Inc.	13-5800	Open PO-Grease Trap Service		125.00
1760245	12/18/2019	FedEx	01-5800	DO: Fedex Shipments		19.45
1760246	12/18/2019	Fishman Supply Co	01-4370	M&O: Custodial Supplies@BV		500.00

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ESCAPE ONLINE

Checks Dated 12/06/2019 through 01/15/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1760247	12/18/2019	Friedman's Home Improvement	01-4380	MV: OPEN PO for Supplies	43.28	
				Open PO - General Dist Maint 2019/20	30.28	
			01-4390	Open PO - General Dist Maint 2019/20	10.09	83.65
1760248	12/18/2019	Gold Star Foods, Inc.	13-4710	OPEN PO BV Food Supply 2019/20		488.00
1760249	12/18/2019	Hardware Tech Inc.	01-4380	Open PO- Maint Service all sites 2019/20		583.00
1760250	12/18/2019	Kelly-Moore Paint Co Inc	01-4380	OPEN PO - Paint for all Sites 2019/20		35.96
1760251	12/18/2019	Office Depot Inc	01-4310	TM: School Order 2019/20	48.03	
			01-4350	OPen PO- District Office Supplies	98.64	146.67
1760252	12/18/2019	PG&E	01-5520	Open PO -PG & E 2019/20		102.86
1760253	12/18/2019	Santa Rosa, City Of	01-5560	Open PO for Water bill BV	822.73	
				Open PO for Water bill MV	2,997.10	3,819.83
1760254	12/18/2019	Sonoma County Office Of Educat ion	01-5862	Open PO-Fingerprinting 2019/20		56.00
1760255	12/18/2019	SHI International Corp	01-4345	ITECH: headphones		1,190.75
1761413	12/20/2019	Williams, Michelle N	01-5200	CPR		40.00
1761414	12/20/2019	Craig, Nina S	01-4310	Student Incentives		724.81
1761415	12/20/2019	Luna, Maria I	01-5200	CPR		40.00
1761416	12/20/2019	Hernandez, Paula A	01-5200	CPR		40.00
1761417	12/20/2019	Gonzalez, Rosa	01-4310	CPR class		40.00
1761418	12/20/2019	Valdovinos, Evelia	01-5200	CPR		40.00
1761419	12/20/2019	Barcenas, George	01-4350	ScrewDriver for IT computers		54.11
1761420	12/20/2019	Gomez, Maria T	01-4390	Mileage Expense		113.15
1761421	12/20/2019	Nyberg, Bryan T	01-4390	Pasilla Ancho Chile		11.78
1761422	12/20/2019	Goyer, Siara N	01-4390	Mileage Expense		79.80
1761423	12/20/2019	Whitaker, Tracy J	01-4350	Labels		17.43
1761424	12/20/2019	Maram-Mccullough, Denise	01-4310	Spanish Books	15.19	
			01-4350	Office Supplies	10.90	
				Student Color Supply	36.92	
				Whitboard	140.16	203.17
1761425	12/20/2019	Jacobson, Margaret	01-4310	Area Rug for TK/K		50.00
1761426	12/20/2019	Stanley, Douglas J	01-4310	Class Supplies		104.16
1761427	12/20/2019	Ally Technology Consulting LLC	01-4342	Networking Equipemnt for IT dept		775.83
1761428	12/20/2019	AT&T	01-5840	OPEN PO For Circuit Numbers -1369		2,112.99
1761429	12/20/2019	Brelje & Race Consulting Civil Engineers	21-6200	M&O: Sewer System		4,775.00
1761430	12/20/2019	AT & T	01-5911	Open PO CALNET3		4,418.42
1761431	12/20/2019	TIAA Commerical Finance	01-5600	Copier Lease Contract # 2023517	279.08	
				DO: Rental Agreement For SF-5130	1,270.51	1,549.59
1761432	12/20/2019	Gold Star Foods, Inc.	13-4710	OPEN PO MV Food Supply 2019/20		242.66

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ESCAPE ONLINE

Checks Dated 12/06/2019 through 01/15/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1761433	12/20/2019	Great America Financial Svcs	01-5950	OPEN PO-Postbase 45 mail machine		136.26
1761434	12/20/2019	Kenneth Charles Schwinn	01-5800	DO: Home Study Coordinatior		2,500.00
1761435	12/20/2019	Napa County Office Of Ed	01-5100	DO: CalServes Contract- Americop Mentors	42,000.00	
			01-5800	DO: Calserves ASES After School Program	69,597.62	
				DO: CalServes Contract - Counselors	32,694.34	144,291.96
1761436	12/20/2019	Paradigm Healthcare Services	01-5800	Contracted service for Medical Billing 2019/20		495.05
1761437	12/20/2019	Preferred Healthcare Staffing	01-5800	Health Services - Staffing Firm		20,400.00
1761438	12/20/2019	Prime65	01-5911	IT Equipment		11,567.25
1761439	12/20/2019	School & College Legal Service Sonoma County Office of Ed.	01-5200	Workshop		90.00
1761440	12/20/2019	Sonoma County Office Of Educat ion	01-5200	English Learners# 120778	450.00	
				Special ED Workshop	90.00	
				Workshop	1,995.00	
				Workshop # 119441	40.00	
				Workshop # 120407	50.00	2,625.00
1761441	12/20/2019	Sonoma Media Investments, LLC	01-4380	M&O: Advertising on Press Democrat for BID		392.00
1761442	12/20/2019	Stacy Allison Rutz	01-5800	Chorus Instructor 2019/2020		450.00
1761443	12/20/2019	Stern, Matt	01-5800	Violin Instruction		350.00
1761444	12/20/2019	Tel-Con Communications	01-5800	Install Cables @ KW		200.00
1761445	12/20/2019	Ukiah Unified School District	01-5200	2019/20 California Principal Support		1,350.00
1761446	12/20/2019	Westminster Woods Camp and Conference Center	01-5833	BV: Outdoor Ed 2019/20		11,533.00
1762204	12/27/2019	California's Valued Trust	01-9570	December Premiums		125,297.14
1762205	12/27/2019	The Standard Insurance Co	01-9575	Dec Premiums		1,615.02
1763317	01/08/2020	aarestad-gjervik Consulting	01-5845	E Rate Consulting Services		5,890.00
1763318	01/08/2020	Dale M Crane dbaAction Plumbing Maintenance	01-5800	OPEN PO Plumbing Repairs		385.00
1763319	01/08/2020	Alsco (American Linen)	13-5800	Open PO- MV 2019/20	85.61	
				Open PO- TM 2019/20	111.55	197.16
1763320	01/08/2020	Ameriflex	01-5800	DO: FSA Admin Fee 6 Employees	60.00	
			01-5858	DO: FSA Admin Fee 6 Employees	35.00	95.00
1763321	01/08/2020	Anova Education & Behavior	01-5800	Individual/Family Counseling	3,672.60	
				Speech/Behavior & Occupational Therapy	3,672.60	7,345.20
1763322	01/08/2020	Advanced Reproduction Center	01-5800	Open PO-ARC- Copies 2019/20		1,705.20
1763323	01/08/2020	At Home Nursing Services	01-5100	Nursing Services :M.S		3,444.06
1763324	01/08/2020	AT&T Mobility	01-5911	Open PO for Emergency Phone # 8341		447.99

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ESCAPE ONLINE

Checks Dated 12/06/2019 through 01/15/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1763325	01/08/2020	Buchanan Food Service	13-4710	OPEN PO :-B.V. Food for Food Svc 2019/20	588.70	
				OPEN PO: TM Food for Food Svc 2019/20	952.98	
				OPEN PO: MV Food for Food Svc 2019/20	847.03	2,388.71
1763326	01/08/2020	BWS Distributors	01-5800	Rain Gear 2019/20		147.20
1763327	01/08/2020	AT & T	01-5911	Open PO CALNET3		7,398.45
1763328	01/08/2020	California Association Of Scho ol Business Officials	01-5200	Attendance Accounting Workshop		445.00
1763329	01/08/2020	Citi Cards	01-5800	District Credit Card		25.00
1763330	01/08/2020	Coastline Distributors, Inc	13-4710	OPEN PO- MV - Fruit & Vegetable 2019/20	1,149.20	
				OPEN PO- TM - Fruit & Vegetable 2019/20	569.65	1,718.85
1763331	01/08/2020	Culligan of Sonoma County	01-5800	OPEN PO :Drinking Water 5 Gallon		119.56
1763332	01/08/2020	Emerald LLC	01-5800	TSA : J. S	1,469.58	
				TSA: J.L	11,975.46	
				TSA: C.B	489.86	
				TSA: D.W	14,464.09	
				TSA: G.N	12,990.16	
				TSA: J.M	12,929.00	
				TSA: M.G	13,628.73	
				TSA: M.L	11,118.16	
				TSA: R.V	5,694.77	84,759.81
1763333	01/08/2020	Forensic Analytical Consulting Services	01-5800	AHERA Plan		2,000.00
1763334	01/08/2020	FedEx	01-5800	DO: Fedex Shipments		88.55
1763335	01/08/2020	Fine Line Striping Inc	21-6200	Asphalt Striping TM, MV, ELC, DO		40,335.00
1763336	01/08/2020	Fishman Supply Co	01-4370	M&O: Custodial Supplies@BV		1,047.06
1763337	01/08/2020	Francotyp-Postalia, Inc.	01-4350	INK for Mailing Machine		317.43
1763338	01/08/2020	Hitmen Termite and Pest Control, Inc.	01-5800	Open PO Pest Control 2019/20		85.00
1763339	01/08/2020	I.T.S.	01-5800	Individual Counseling & Guidance Services		689.70
1763340	01/08/2020	MTS Partners Inc	01-4400	ITECH- Toner OPEN PO		1,371.27
1763341	01/08/2020	Preferred Healthcare Staffing	01-5800	Health Services - Staffing Firm		4,000.00
1763342	01/08/2020	Roseland School District	01-5200	2019 Patter Of Strenghts		225.00
1763343	01/08/2020	Santa Rosa City Schools	13-5100	Open PO-Meals for Kawana 2019/20	14,252.28	
			13-5800	Open PO-Meals for Kawana 2019/20	2,028.72	16,281.00
1763344	01/08/2020	Santa Rosa, City Of	01-5560	Open PO for Water bill KW	1,096.74	
				Open PO for Water bill MV	120.00	
				Open PO for Water bill TM	2,016.52	3,233.26
1763345	01/08/2020	School Life, a division of imagestuff.com	01-4310	Attendance Patch		57.34
1763346	01/08/2020	Spurr	01-5510	Open PO Spurr		1,285.45
1763347	01/08/2020	Total School Solutions	01-9510	Special Education Review		14,750.00

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ESCAPE ONLINE

Checks Dated 12/06/2019 through 01/15/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1763348	01/08/2020	Jody E Tuck	01-5800	Contract Services for CALPADS-2019/20		630.00
1763349	01/08/2020	Leanne Wangler	01-5100	Speech Evaluation		508.70
1763350	01/08/2020	Westminster Woods Camp and Conference Center	01-5833	KW: Outdoor ED 2019/20		7,790.00
1764133	01/10/2020	AT & T	01-5911	Open PO CALNET3		39.55
1764134	01/10/2020	Clover Stornetta Farms Inc	13-4715	BV- Student Milk 2019/20	377.50	
				KW- Student Milk 2019/20	268.50	
				MV- Student Milk 2019/20	1,127.50	
				TM- Student Milk 2019/20	675.00	2,448.50
1764135	01/10/2020	Rodney Justin Cook	13-5800	BV-Kitchen Hood Fire Suppression System		245.35
1764136	01/10/2020	TIAA Commerical Finance	01-5600	Copier Lease Contract # 2023517		329.46
1764137	01/10/2020	Gold Star Foods, Inc.	13-4710	OPEN PO BV Food Supply 2019/20	2,169.65	
				OPEN PO MV Food Supply 2019/20	3,883.31	
				OPEN PO TM Food Supply 2019/20	2,759.38	8,812.34
1764138	01/10/2020	Office Depot Inc	01-4310	Office Supply	71.42	
				Student Supplies	38.42	
			01-4350	Open PO- District Office Supplies	215.78	
				Student / Office Supplies	247.73	573.35
1764139	01/10/2020	Oriental Trading Company Inc.	01-4310	Students Award/ Folders		86.29
1764140	01/10/2020	Recology Sonoma Marin	01-5560	BV- Garage & Recycling Pick up 2019/20	652.25	
				KW/ELC- Garage & Recycling 2019/20	652.25	
				MV: Garage & Recycling Pick up 2019/20	708.78	
				TM- Garage & Recycling 2019/20	708.78	2,722.06
1764141	01/10/2020	Westminster Woods Camp and Conference Center	01-5833	TM: Outdoor Ed		2,638.00
1764905	01/15/2020	California's Valued Trust	01-9570	Janury Premiums		130,230.49
1764906	01/15/2020	State Of California	01-9555	Q4		1,556.93
1764907	01/15/2020	The Standard Insurance Co	01-9575	Disability Ins Standard		1,615.02
1764908	01/15/2020	McDaniel, Sally	01-5201	Mileage Expense Reimbursement		29.35
1764909	01/15/2020	Alsco (American Linen)	13-5800	Open PO- KS 2019/20	49.43	
				Open PO- MV 2019/20	85.61	
				Open PO- TM 2019/20	95.51	230.55
1764910	01/15/2020	Arrow Glass	01-5800	OPEN PO- Window/Glass Replacement 2019/20		1,065.00
1764911	01/15/2020	At Home Nursing Services	01-5100	Nursing Services :M.S		2,992.38
1764912	01/15/2020	AT&T	01-5840	OPEN PO For Circuit Numbers -1369		2,109.75
1764913	01/15/2020	Bartley Pump Inc	01-5800	Open PO -Bartley Pump 2019/20		1,206.75

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ESCAPE ONLINE

Checks Dated 12/06/2019 through 01/15/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1764914	01/15/2020	Bodil Wibe	01-5800	DO; Special Ed Physcial Therapy Services 2019/20		225.00
1764915	01/15/2020	Brenda Stracener	01-5800	DO: EC Program Support		11,000.00
1764916	01/15/2020	Buchanan Food Service	13-4710	OPEN PO: TM Food for Food Svc 2019/20	13.28	
				OPEN PO: MV Food for Food Svc 2019/20	783.51	796.79
1764917	01/15/2020	BWS Distributors	01-5800	Rain Gear 2019/20		142.30
1764918	01/15/2020	Citi Cards	01-5800	District Credit Card		653.92
1764919	01/15/2020	Clover Stornetta Farms Inc	13-4715	KW- Student Milk 2019/20	539.00	
				MV- Student Milk 2019/20	468.00	1,007.00
1764920	01/15/2020	Coastline Distributors, Inc	13-4710	OPEN PO- MV - Fruit & Vegetable 2019/20		490.60
1764921	01/15/2020	DK Landscaping	21-6200	M&O: Irrigation Repair @ BV	1,200.00	
				M&O: Irrigation Repair @ KW/ELC	3,330.00	
				M&O: Irrigation Repairs @ MV	2,272.00	6,802.00
1764922	01/15/2020	DMR Builders Corp	01-5800	General Contractor Assistance		1,466.25
1764923	01/15/2020	ESP & Alarm Inc.	01-5805	Open PO BV Monthly Patrols	375.00	
				Open PO KS/ELC Monthly Patrols	678.00	
				Open PO MV Monthly Patrols	257.82	
				Open PO TM Monthly Patrols	678.00	
			09-5805	Open PO MV Monthly Patrols	117.18	2,106.00
1764924	01/15/2020	Fishman Supply Co	01-4370	M&O: Custodial Supplies @ ELC	176.84	
				M&O; Custodial Supplies @ DO	68.75	
				M&O; Custodial Supplies @ KW	1,380.35	
				M&O; Custodial Supplies @ MV	1,091.18	2,717.12
1764925	01/15/2020	Gold Star Foods, Inc.	13-4710	OPEN PO BV Food Supply 2019/20		39.60
1764926	01/15/2020	Hitmen Termite and Pest Control, Inc.	01-5800	Open PO Pest Control 2019/20		85.00
1764927	01/15/2020	Kelly-Moore Paint Co Inc	01-4380	OPEN PO - Paint for all Sites 2019/20		45.42
1764928	01/15/2020	Sally J Yates dba Kids Hear	01-5800	Nursing Services 2019/20		9,000.00
1764929	01/15/2020	Mike Brown Electric Co	01-5800	DO: OPEN PO for Electric Services 2019/20		750.00
1764930	01/15/2020	Preferred Healthcare Staffing	01-5800	Health Services - Staffing Firm		4,000.00
1764931	01/15/2020	Redwood Pediatric Therapy Asso	01-5100	DO : Occupational Therapy Contract 2019/20		9,045.45
1764932	01/15/2020	Sonoma County Office Of Educat ion	01-5200	Workshop		80.00
1764933	01/15/2020	SiteLogiQ	21-6200	Engergy Mgmt		11,983.00
1764934	01/15/2020	Spurr	01-5510	Open PO Spurr		2,885.35
1764935	01/15/2020	US Bank Equipment Finance	01-5632	Open PO - Copier at Kawana Springs		547.29
Total Number of Checks					178	1,122,014.70

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ESCAPE ONLINE

Checks Dated 12/06/2019 through 01/15/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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Fund Recap

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	General Fund	145	909,720.75
09	Stony Point Academy Charter	2	234.37
12	Child Development Fund	1	95,429.61
13	Cafeteria Fund	27	46,234.97
21	Building Fund	5	70,395.00
Total Number of Checks		178	1,122,014.70
Less Unpaid Tax Liability			.00
Net (Check Amount)			1,122,014.70

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ESCAPE ONLINE

Bellevue Union School District

Consent Calendar for Board Meeting of January 21, 2020

6. Consent Calendar

6.1. Board Meeting Minutes

6.1.1. Regular Board Meeting Minutes December 10, 2019

6.1.2. Special Board Meeting December 17, 2019

6.2. Surplus Technology Equipment

6.3. 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.

BUSD December 10, 2019 Board Meeting Minutes

1. Open Session 5:35 P.M.

1.1. The Board Meeting of the Bellevue Union School District Board of Trustees was called to order at 5:33 by Trustee Lisa Reyes, at the Meadow View Elementary School MPR.

1.2. Site Tour

2. Reconvene To Regular Session: 6:02 P.M.

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

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

Members Absent: None

Late Arrivals: None

Early Departures: None

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

Others Present: See Sign in Sheet

2.2. Consider Agenda Adjustment *modify 5.2 & 10.1.2 to clarify language*

2.3. Report on Previous Closed Session NA

3. Public Comment: NA

4. Informational Items

4.1. Meadow View School Presentation by Principal Jean Walker

5. Action

5.1. On a motion by Jamie Padilla, second by Stephanie Merrida-Grant, the Board approved Tentative Agreement between Bellevue Union School District (BUSD) and the Bellevue Education Association (BEA) Resolving 2018-19 & 2019-20 Negotiations

Action: Approved

BUSD December 10, 2019 Board Meeting Minutes

Vote	5	Ayes
	0	Noes
	0	Absent

5.2. On a motion by Joamie Padilla, second by Stephanie Merrida-Grant, the Board approved the Revised Salary Schedules for FY 2018-19 and FY 2019-20 for: Certificated: Teachers, School Psychologists/Speech Pathologist; Classified; Certificated Administration; Classified Administration: Classified Management; and Confidential

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

5.2.1. *On a motion by Adele Walker, second by Stephanie Merrida-Grant, the Board approved the Revised Salary Schedules for FY 2018-19 and FY 2019-20 for: Superintendent (revised)*

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

Under the Brown Act, the California law that guarantees public access to meetings of local government agencies, employment contracts for senior executives must be ratified in open session at a regular meeting and reflected in the minutes. Superintendent Alexander's current employment agreement approved in August 2017 by the Board states (Page 1, Paragraph 2): "If BEA and CSEA salary schedules are frozen for a given fiscal year, the superintendent salary step shall be frozen at the current step. Equitable Salary Increases: It is the intention of the Board that the Superintendent's salary shall be adjusted equitably with other district salary increases. These adjustments shall be made following a satisfactory evaluation and approval at a regularly scheduled board meeting." The board in open session approved a satisfactory evaluation at the September 17, 2019 board meeting. Accordingly the Superintendent Salary Schedule shall be adjusted in the same manner as all other district salaries. Superintendent Alexander's adjusted salary for 2019/20 is \$189,332.

5.3. On a motion by John Jarvis, second by Jamie Padilla, the Board approved FY 2019/20 AB1200 Disclosure(s) as Required by Government Code Section 3547.5 and the California Code of Regulations Title V, Section 15449

Action: Approved

BUSD December 10, 2019 Board Meeting Minutes

Vote	5	Ayes
	0	Noes
	0	Absent

5.4. On a motion by Stephanie Merrida-Grant, second by Adele Walker, the Board approved the FY 2019-20 First Interim Financial Report & Budget Transfers

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

5.5. Ratification of Bills and warrants

Payroll Totals:

Payroll Regular 11/27/2019

Certificated	\$655,652.28
Classified	<u>\$238,773.83</u>
	\$894,426.11

Supplemental Payroll 11/08/2019

Certificated	\$14,884.07
Classified	<u>\$13,743.00</u>
	\$28,627.07

Totals **\$923,053.18**

Accounts Payable Totals:

Fund Description	Expensed Amount
01 General Fund	426,163.48
09 SPA Charter	117.19
12 Child Dev Fund	196,613.72
13 Cafeteria Fund	45,154.72

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21 Building Fund	10,500.00
Total Payables	\$678,549.11

On a motion by John Jarvis, second by Jamie Walker, the Board ratified the Bills and Warrants.

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

6. Consent Calendar

6.1. Board Meeting Minutes

6.1.1. Regular Board Meeting Minutes November 19, 2019

6.2. Acknowledge and Accept Grants/donations

6.2.1. Fonda Dietz - Violin donation for the BUSD Violin Program

6.3. Interdistrict Requests 2019-20

6.4. Personnel Activity Log

On a motion by Adele Walker, second by Jamie Padilla, the Board approved the Consent calendar

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

7. Reports

7.1. California School Employees Association, Chapter 501

N/A

7.2. Bellevue Education Association

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Tiffany Kampmann, BEA President, stated the teachers were grateful for the TA (tentative agreement). They expect to Sunshine again in January. BEA's long term goal is to have an agreement in place prior to the budget is finalized in June. The BEA is thankful to Trustees Adele Walker and Jamie Padilla for attending the fact finding. The BEA would like to continue to strengthen connections with the Board of Trustees. Ms Kampmann thanked Dr. Alexander, superintendent, again for the weekly updates. The Board should anticipate the BEA reaching out again in January for meetings with two Board members at a time at the various sites. If a Board Member is interested they should feel free to reach out directly. She wished everyone a wonderful winter break.

7.3. Principal Reports

Nina Craig, Bellevue Principal, reported that the principals continue to work with teacher teams and specialists to move our schools forward academically and instructionally. We recently met with Special Ed Director, Tracy, to finalize our process for holding Student Study Team meetings and look forward to training staff with Tracy in January.

We are all looking forward to our meeting with Araceli Romo-Flores, Director of Continuous Improvement at SCOE tomorrow to plan for upcoming meetings with grade levels where we will work together to identify essential standards. Curriculum committee is meeting tomorrow as well as we continue to work towards identifying benchmarks on our district assessments.

BV and TM have newly hired lit paras that will be trained by Sally McDaniel to be able to fulfill the needs of each of our sites.

We also continue to work with our PLC Network teams to move forward with site based action plans.

With regards to school culture- all sites continue to hold monthly or trimester awards assemblies to celebrate student successes.

The MTSS committee has created a quick grab and read pamphlet for teachers to reference a variety of positive intervention strategies to use in the classroom.

Each site is planning winter celebrations and parent club meetings continue to be held monthly as we work to both empower our parent community and create meaningful connections with them.

Enrichment opportunities continue to be offered at all of our sites. We continue to have a variety of music programs, art residencies, boys basketball, student council, and each site continues to attend outdoor ed, most recently Kawana and TM.

We also continue to work closely with the Director of Maintenance and Operation as well as our custodians to ensure our facilities are operating properly and remain safe and clean. Most recently Roger reminded us of the possibility of freezing temperatures and the potential effects on the pipes and how to safely test them. We also met with our custodians to review work to be completed over Thanksgiving and will be planning projects to be completed over Winter Break.

BUSD December 10, 2019 Board Meeting Minutes

Principal Craig mentioned upcoming events:

This week at TM

Pozole and Loteria Night on Friday Dec. 13, 5:30 - 7:00 pm

KW

Fri Dec 13 4-7pm Holiday celebration - KW

MV

Pancakes with Santa 12/14

BV

Winter Wonderland 18th 4-7pm

Winter Concert 19th 2:00pm and MV Winter Concert 12/19

7.4. Board Reports/Board Items

Jamie Padilla thanked all of the principals for hosting the Board of Trustees at their schools and for showcasing and highlighting the awesome things being done.

Adele Walker dittoed Ms. Padilla's sentiments and added Merry Christmas wishing everyone a wonderful, joyful and fun holiday break.

John Jarvis gave a big hand to Roger Farrell for the work completed at Meadow View who not only repaired the extensive dry rot, but figured out the cause and put measures in place to prevent a recurrence. Roger did a fantastic job! On a different topic, now that negotiations are complete. Teachers have been telling the School Board what they were told about negotiations during this process. We as a board are being asked to be transparent, the district office and the superintendent have also been asked to be transparent, but I've heard from four different sources that teachers were informed that the board didn't make an offer or that it was so bad BEA wasn't even going to share the offer with its members. This shows poor leadership character. You are leaders yourselves and the teachers of the future leaders. I personally believe that leaders should lead by example. I'm excited that teachers and staff got what they got. But BEA could have easily said this is what was offered, but you know what, we think we can do better. Let's decline this offer and gotten a similar result. There was no need to mislead members. I bring this up so that we may learn from our mistakes and be better and move forward. We are all on the same team, working towards the same goals. Merry Christmas everyone.

7.5. Superintendent Report

7.5.1. Enrollment/Attendance

Superintendent David Alexander, Ed.D. stated it had been great to celebrate with each school and thanked everyone for the invites. He shared how exciting it is to see our change in focus from budget to education over the last couple of years. Chris Kim, CBO, has put in a lot of time and energy into the budget and finance. As we look into the future and the curriculum/cash balance we need to afford the things that help students succeed. Leadership and teachers as a team will get us there. He shared some of the outtakes from the CSBA article on education this year. Schools need to be properly financed instead of fighting over pennies. Our recent settlement in negotiations provided a nice raise in salary and this will help all of the staff be more comfortable living in Sonoma County. Superintendent Alexander thanked the Board for their work. He mentioned there are other districts negotiations still unsettled for 2019-20.

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Dr. Alexander mentioned receiving the Special Ed Evaluation. He said we'd be saving some money with program transfers back to the district and thanked Tracy Whitaker, Director of Student Services, for her work.

He also mentioned the upcoming Bond for school facilities maintenance as well as the hoped for November parcel tax, which is not restricted like the facilities bond.

8. Planning

December 17, 2019	Special Board Meeting	5:30pm	BUSD District Office
January 21, 2020	Regular Board Meeting	5:30pm	BUSD District Office

9. Closed Session

9.1. Public Comment on Closed Session Agenda None

10. Adjourn To Closed Session 7:25pm

10.1. Closed Session Agenda

10.1.1. Public Employment § 54957

10.1.2. Conference With Labor Negotiator §54957.6

10.1.2.1. *Board Representative: Lisa Reyes (revised)*

10.1.2.2. Unrepresented Employee: Superintendent ~~Contract Renewal~~

11. Return to Open Session

12. Report on Closed Session

In the case of Castro, et al. v. BUSD the Board members in attendance, Merrida-Grant, Padilla, Reyes, Walker, voted unanimously to approve a settlement agreement fully resolving all claims.

Open Session Adjournment Time: 8:52pm

Respectfully Submitted,

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

BUSD December 10, 2019 Board Meeting Minutes

Board Signature: _____ Date: _____

Belleve Union School District
Board Meeting
Tuesday December 10, 2019
Sign-in Sheet

Name	School Site/Community Member
1 Jennifer Spain	Belleve
2 Teresa Gomez	D.O
3 Tiffany Karpman	Taylor Mtn.
4 Albritton	M.V.
5 Greta Doolittle	BV
6 Roger Farrell	BUSD
7 Shinya Jenner	BEA / MV
8 Tracy Whitaker	BUSD / D.O.
9 Bernita Cowford	M.V.
10 Sophia Diaz	MV
11 Suzanne Bethel	MV
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BUSD December 17, 2019 Board Meeting Minutes

1. Open Session 5:30 P.M.

1.1. Call to Order

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

Others Present: None

1.2. Board Annual Reorganization:

1.2.1. Designation of Board President: John Jarvis

1.2.2. Designation of Vice President/Clerk: Adele Walker

1.2.3. Designation of District Superintendent as Board Secretary: David Alexander, Ed.D.

1.2.4. Designation of Monthly Meeting Location: District Office or Taylor Mountain

1.2.5. Selection of District Representative: Stephanie Merrida-Grant and Alternate: Jamie Padilla to fill Vacancies on the Sonoma County Committee on School District Organization

2. Planning

January 21, 2020	Regular Board Meeting	5:30pm	BUSD District Office
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Open Session Adjournment Time: 5:32pm

Respectfully Submitted,

BUSD December 17, 2019 Board Meeting Minutes

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

Board Signature: _____ Date: _____

Bellevue Union School District

Agenda Item for Board Meeting of January 21st, 2019

Agenda Category: Consent

Agenda Item Title: Surplus Technology Equipment

Prepared By: Lawrence Black, Director of Technology

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

- 1 10/100 mbps switch
- 6 UPS Batteries
- 11 Monitors
- 1 Desktop PC
- 75 Samsung Series 3 Chromebooks
- 93 R700 Access Points
- 32 Zone Flex 7982 Access Points
- 12 IP Cameras

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:

N/A

Bellevue Union School District Personnel Activity Log

For the period: December 10, 2019- January 20, 2020

Date of Board Approval: January 21, 2020

Hiring:

Classified:

1. Diana Arenas, 0.25 FTE Student Supervisor, Bellevue Elementary School-
Effective 01/06/2020
2. Patrick Herring, 0.5 FTE Maintenance Technician, District Wide-
Effective 01/06/2020
3. Emily Stibbe, 0.5 FTE Literacy Paraprofessional, Taylor Mountain and Bellevue Elementary Schools-
Effective 01/06/2020
4. Eloisa Xool, 0.5 FTE Student Supervisor, Kawana Springs Elementary School-
Effective 12/16/2019

Change of Contracts:

Classified:

1. Griselda Fitz Castaneda, 0.5625 FTE Student Supervisor, Bellevue Elementary School (Previously 0.3125 FTE Student Supervisor, Bellevue Elementary School)-
Effective 01/06/2020
2. Erika Corrales, 0.5 FTE Parent Liaison and 0.1875 FTE Student Supervisor, Kawana Springs Elementary School (Previously 0.625 FTE RSP Instructional Assistant and 0.1875 FTE Student Supervisor, Kawana Springs Elementary School)-
Effective 01/06/2020
3. Gabrielle DeMello, 0.625 FTE Instructional Assistant and 0.0625 FTE Student Supervisor, Taylor Mountain Elementary (Previously 0.625 FTE Instructional Assistant, Taylor Mountain Elementary School)-
Effective: 01/06/2020

Resignation:

Classified:

1. Laura Castaneda, 0.625 FTE Bilingual Instructional Assistant, Early Learning Center-
Effective 12/20/2019

Certificated:

1. Maria Mandolini, 1.0 FTE Dual Immersion Teacher, Kawana Springs Elementary School-
Effective 01/15/2020

Retirement:

Nothing to Report at this time