



**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

December 11, CLOSED SESSION 5:30PM AT THE BELLEVUE UNION

SCHOOL DISTRICT, OFFICE 3150 EDUCATION DR, OPEN SESSION

6:00PM AT THE TAYLOR MOUNTAIN ELEMENTARY SCHOOL MPR

1210 BELLEVUE AVE E SANTA ROSA, CALIFORNIA.

DATED: December 7, 2018

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

POSTED: December 7, 2018

BELLEVUE UNION SCHOOL DISTRICT
Regular Board Meeting
Bellevue Union School District Office
3150 Education Dr, Santa Rosa, CA 95407
Tuesday, December 11, 2018

AGENDA

1. Open Session 5:30 pm

1.1. Call To Order

1.2. 1.1. Oath of Office:

- 1.2.1. John Jarvis – Two Year Term
- 1.2.2. Stephanie Merrida-Grant – Four Year Term
- 1.2.3. Lisa Reyes – Four Year Term
- 1.2.4. Juana Garcia - Four Year Term

1.3. Board Annual Reorganization:

- 1.3.1. Designation of Board President: Lisa Reyes
- 1.3.2. Designation of Vice President/Clerk: John Jarvis
- 1.3.3. Designation of District Superintendent as Board Secretary: David Alexander, Ed.D.
- 1.3.4. Designation of Monthly Meeting Location: District office or Taylor Mountain
- 1.3.5. Selection of District Representative: Adele Walker and Alternate: Stephanie Merrida- Grant to fill Vacancies on the Sonoma County Committee on School District Organization

1.4. 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.

1.5. Adjourn To Closed Session

1.5.1. Closed Session Agenda

- 1.5.1.1. Public Employment § 54957

2. Reconvene to Open Session 6:00pm Taylor Mountain MPR 1210 Bellevue Ave E

2.1. Chorus to perform 6:00-6:15pm

2.2. Flag Salute

2.3. Consider Agenda Adjustment

2.4. Public Comment

At this time, members of the public may express opinions or make statements regarding issues pertinent to the District. Action may not be taken on statements or testimony made regarding any item not on the agenda. 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.

3. Information Item

3.1. Meadow View Presentation by Principal Daniel Hoffman

4. Action

4.1. Consider Approval of 2018-19 First Interim Financial Report & Budget Transfers

4.2. Consider Approval of Form J-13A, Request for Allowance of Attendance Due to Emergency Conditions

4.3. Consider Approval of Changes to Board Policy 3100 (Business and Non-Instructional Operations: Budget)

4.4. Consider Approval of MOU with Schools of Hope/United Way

4.5. Consider Ratification of Bills and Warrants

5. Consent Calendar

5.1. Consulting Services Agreement: Brenda Stracener

5.2. Consulting Services Agreement with Ken Schwinn

5.3. Contract with A2A (School Innovations)

5.4. Updated Human Resources Manager Position Description (Updated 11.13.2018)

5.5. Board Meeting Minutes

5.5.1. Regular Board Meeting Minutes November 13, 2018

5.6. Acknowledge and Accept Grants/donations

5.6.1. The John Jordan Foundation - \$299 for Mary DesChenes, \$300 for Kelly Fitzgerald-Dimsho, \$300 for Martha Menth/Jim Boyce, \$300 for Natascha Simpson

5.6.2. Donorschoose.org - Mrs Campbell-Sapp "Helping Young Thinkers Achieve"

5.7. Interdistrict Requests 2018-19

5.8. Personnel Activity Log

6. Reports

6.1. California School Employees Association, Chapter 501

6.2. Bellevue Education Association

6.3. Principal Reports

6.4. Board Reports/Board Items

6.5. Superintendent Report

6.5.1. Enrollment/Attendance

7. Planning

January 15, 2019	Regular Board Meeting	5:30pm	BUSD District Office
February 19, 2019	Regular Board Meeting	5:30pm	Taylor Mountain (recognitions)
March 12, 2019	Regular Board Meeting	5:30pm	Taylor Mountain (recognitions)
April 16, 2019	Regular Board Meeting	5:30pm	Taylor Mountain (recognitions)
May 21, 2019	Regular Board Meeting	5:30pm	Taylor Mountain (recognitions)
June 18, 2019	Regular Board Meeting	5:30pm	BUSD District Office

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.

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



SONOMA COUNTY

Clerk-Recorder-Assessor

www.sonoma-county.org/cra

REGISTRAR OF
VOTERS DIVISION

P.O. Box 11485
435 Fiscal Dr.
Santa Rosa, CA 95406
Tel: (707) 565-6800
Toll Free (CA only):
(800) 750-VOTE
Fax: (707) 565-6843

AUGUST 23, 2018

Bellevue Union School District
3150 Education Dr.
Santa Rosa, CA 95407

Dear District Secretary:

Pursuant to Education Code §5328, the following nominees for your board should be seated at the organizational meeting and will be considered appointed as if elected. Where vacancies remain, the governing board shall appoint a qualified person at a meeting prior to Election Day (November 6, 2018), and such appointees shall be seated at the organizational meeting of the board as if elected at a district election.

FULL TERM

LISA A. REYES

STEPHANIE MERRIDA-GRANT

VACANT

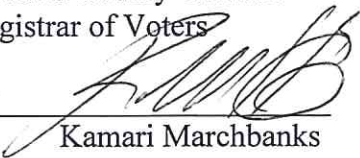
SHORT TERM

JOHN JARVIS

Enclosed you will find Certificate(s) of Election and Oaths of Office for these above-named candidates. Prior to taking office, each elective officer shall take the official oath. Any Governing Board Member may administer the oath. Please issue the original oath to the candidate and return a copy to the Sonoma County Registrar of Voters Office, P.O. Box 11485, Santa Rosa, CA 95406.

If you should have any questions, please contact our office at (707) 565-6800.

Yours truly,
WILLIAM F. ROUSSEAU
Sonoma County Clerk &
Registrar of Voters

by 
Kamari Marchbanks
Deputy Clerk

Bellevue Union School District

Agenda Item for Board Meeting of December 11, 2018

Agenda Category: Board Annual Reorganization

Agenda Item Title: Board Annual Reorganization

Prepared By: Moriah Hart, Executive Assistant

Background:

The annual board reorganization is governed by the BUSD Governance Handbook (reviewed and approved annually by the BUSD Board of Trustees), as follows:

1. Designation of a Board President: Lisa Reyes

Per the BUSD Governance Handbook, the Vice President Becomes the President (the outgoing President becomes a Trustee, the Trustee becomes the Alternate Representative & the Alternate Representative becomes the Representative)

2. Designation of a Vice President/Clerk: John Jarvis

Per the BUSD Governance Handbook, the Representative Becomes the Vice President

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

Per the BUSD Governance Handbook, the Superintendent Serves as permanent Secretary

4. Designation of a Monthly Meeting Location

Board meetings are typically held at the BUSD District Office unless a larger meeting space is requested, in which case it is held at Taylor Mountain.

5. Selection of District Representative: Adele Walker and Alternate: Stephanie Merrida-Grant to fill Vacancies on the Sonoma County Committee on School District Organization

Per SCOE: The county committee must have 11 members who are elected by a “voting representative” from each district. In Sonoma County, this election takes place by absentee ballot. Voting representatives do not have additional duties. The Board will select one trustee to represent the District in this role.

Certificate of Election of District Clerk and Board President 2018-19

WE HEREBY CERTIFY that at a meeting of the Governing Board of the District of Sonoma County, California

at a meeting held on

the following officers were elected:

(President)

(address, including email address)

(Clerk)

(address, including email address)

Regular board meetings held

(Please indicate day of week and frequency)

Signature of Clerk or Secretary of the Governing Board

Instructions: Forward this to the County Superintendent without delay. Boards of Trustees failing to elect a clerk at the organizational meeting should notify the County Superintendent of Schools at once. If a clerk is not elected on this date, the County Superintendent of Schools shall appoint a clerk. (Education Code Sections 35022 {72402}, 35038 {724167}, 35143)

Voting Representative for Vacancies on the Sonoma County Committee on School District Organization

The county committee must have 11 members who are elected by a “voting representative” from each district. In Sonoma County, this election takes place by absentee ballot. Voting representatives do not have additional duties.

THIS CERTIFIES THAT:

(Name)

(address, including email address)

was selected as the representative of the above school District for the meeting of school board representatives to fill vacancies on the Sonoma County Committee on School District Organization. (Education Code 35023 {72403})

Selected Alternate Representative:

(Name)

Signature of Clerk or Secretary of the Governing Board

Bellevue Union School District

Agenda Item for Board Meeting of December 11, 2018

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of 2018-19 First Interim Financial Report & Budget Transfers

Prepared By: Chris J. Kim, CBO

Background:

The First Interim report is the initial report on the District's financial position since the adoption of the 2018-19 budget.

Key Components of this report include analysis and projection of:

1. Average Daily Attendance
2. Enrollment
3. ADA to Enrollment
4. Local Control Funding Formula
5. Salaries and Benefits
6. Revenues and Expenditures
7. Facilities Maintenance
8. Deficit Spending (if any)
9. Fund and Cash Balances
10. Reserves

Cost:

n/a

Recommended Action:

Review and Approve.

Supporting Documents:

Under Separate Cover (2018-19 First Interim Financial Report)

Bellevue Union School District

Agenda Item for Board Meeting of December 11, 2018

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of Form J-13A, Request for Allowance of Attendance Due to Emergency Conditions

Prepared By: Chris J. Kim, CBO

Background:

School Districts throughout California that closed because of the hazardous air quality associated with the fires in Butte County can apply for a waiver to ensure they do not lose funding because of a drop in attendance. State law allows schools to continue to receive funds from the Local Control Funding Formula (LCFF) if they have to close because of a natural disaster such as floods, fires, earthquakes or other extraordinary conditions, such as hazardous air quality. Approval of school closures and material decrease in attendance may be requested by submitting Form J-13A which is attached for your consideration.

In summary, the Bellevue Union School District is requesting three closure dates (11/9/18, 11/13/18, 11/16/18) for each of our School Sites.

Cost:

There would be a cost to the District in the form of decreased ADA if this form is not submitted.

Recommended Action:

Review and Approve.

Supporting Documents:

1. Form J-13A

**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/fg/aa/pa/j13a.asp>. Also available on the J-13A Web page are FAQs and supplemental pages for sections B and C in Excel format. All affidavits must have original signatures.

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

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

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

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

Where to file:

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

General Instructions:

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

Form J-13A Instructions

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

SECTION A: REQUEST INFORMATION

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

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

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

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

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

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST

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

SECTION B: SCHOOL CLOSURE

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

PART I: NATURE OF EMERGENCY

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

PART II: SCHOOL INFORMATION

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

- A. School Name – Enter the school name of each school closed on a separate line. Use the supplemental Excel form at <https://www.cde.ca.gov/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/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. “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/fg/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/fq/aa/pa/j13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME:		COUNTY CODE:	DISTRICT CODE:	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME:				FISCAL YEAR:
ADDRESS:			COUNTY NAME:	
CITY:		STATE:	ZIP CODE:	
CONTACT NAME:	TITLE:	PHONE:	E-MAIL:	

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

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

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

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

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

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

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

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

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

SECTION C: MATERIAL DECREASE

Not Applicable (Proceed to Section D)

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

Supplemental Page(s) Attached

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
			-				
		Total:					

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
		Total:					

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

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.)

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

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

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

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

COE contact/individual responsible for completing this section:

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

Bellevue Union School District

Agenda Item for Board Meeting of December 11, 2018

Agenda Category: Review and Action

Agenda Item Title: Consider Approval of Changes to Board Policy 3100 (Business and Non-Instructional Operations: Budget)

Prepared By: Chris J. Kim, CBO

Background:

In June 2017, the Bellevue Union School District (BUSD) and the Fiscal Crisis & Management Assistance Team (FCMAT) entered into an agreement to provide a review of the district's budget and fiscal health. The district recognizing fiscal concerns immediately implemented a spending freeze and put together a District Strategic Planning Team (Budget Reduction Committee). FCMAT provided two concerns in the final report regarding the district's ability to meet its financial obligations which included cash flow and uncertainty whether the district could meet its payroll obligations. This committee representing members of the community including teachers, certificated staff, parents and administrative staff created a spending reduction plan to recommend to the board. The board utilizing the recommendations approved a Spending Reduction Plan on March 1, 2018. The primarily fiscal targets were to ensure there was sufficient cash flow to support 3 months of payroll expenditures which was calculated at maintaining a reserve of 18%. The district has been diligently working towards recovering financially and is currently heading toward that target; however, to ensure the district meets those objectives, it recommended to adopt a specific target as part of board policy and to reinstate a Budget Advisory Committee when necessary.

Cost:

n/a

Recommended Action:

Review and Approve.

Supporting Documents:

The Proposed changes are highlighted in the Board Policy. Section 3100 Business and Non-Instructional Operations: Budget

Budget

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. [0000](#) - Vision)

(cf. [0200](#) - Goals for the School District)

(cf. [0400](#) - Comprehensive Plans)

(cf. [0460](#) - Local Control and Accountability Plan)

(cf. [3300](#) - Expenditures and Purchases)

(cf. [3460](#) - Financial Reports and Accountability)

(cf. [9000](#) - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code [7900-7914](#). (Education Code [42122](#))

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code [42103](#) and [42127](#).

(cf. [9320](#) - Meetings and Notices)

(cf. [9322](#) - Agenda/Meeting Materials)

(cf. [9323](#) - Meeting Conduct)

The Board shall adopt the district budget on or before July 1 of each year. (Education Code [42127](#))

At a public meeting held on a date after the public hearing on the budget, the Board shall adopt the budget following its adoption of the LCAP or an annual update to the LCAP at the same meeting. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code [42127](#))

The budget that is formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction. (Education Code [42126](#), [42127](#))

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file with the County Superintendent of Schools the adopted district budget and supporting data. The budget and supporting data shall be maintained and made available for public review. (Education Code [42127](#))

(cf. [1340](#) - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code [42127](#))

Budget Advisory Committee

The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community or utilize the school site council in a budget advisory capacity.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

Budget Criteria and Standards

The Superintendent or designee shall develop a district budget in accordance with state criteria and standards specified in 5 CCR [15440-15450](#) as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, local control funding formula revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, unrestricted general fund balance, and reserves. In addition, he/she shall provide the supplemental information specified in 5 CCR [15451](#) which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective

bargaining agreements, the LCAP, and LCAP expenditures. (Education Code [33128](#), [33128.3](#), [33129](#), [42127.01](#); 5 CCR [15440-15451](#))

The district budget shall provide for increasing or improving services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code [42238.07](#); 5 CCR [15496](#))

(cf. [3553](#) - Free and Reduced Price Meals)

(cf. [6173.1](#) - Education for Foster Youth)

(cf. [6174](#) - Education for English Language Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. [2210](#) - Administrative Discretion Regarding Board Policy)

(cf. [3110](#) - Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board. For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.
4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent may further delegate the authority to assign funds at his/her discretion.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

The District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service-levels because of revenue shortfalls, unpredicted expenditures, or planned deficit spending. The Board of Trustees intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least three months of general fund operating expenditures, or 18 percent of general fund expenditures and other financing uses. If the unassigned fund balance falls below 10 percent due to an emergency situation, unexpected expenditures, or revenue shortfalls, the plan to recover the fund balance shall be at a rate of 1 percent minimally, each year which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. [4141/4241](#) - Collective Bargaining Agreement)

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

(cf. [7210](#) - Facilities Financing)

(cf. [9250](#) - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that

will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code [42140](#))

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code [42141](#))

Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code [42127](#))

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

[1240](#) Duties of county superintendent of schools

[33127-33131](#) Standards and criteria for local budgets and expenditures

[42103](#) Public hearing on proposed budget; requirements for content of proposed budget

[42122-42129](#) Budget requirements

[42130-42134](#) Financial certifications

[42140-42141](#) Disclosure of fiscal obligations

[42238-42251](#) Apportionments to districts, especially:

[42238.01-42238.07](#) Local control funding formula

[42602](#) Use of unbudgeted funds

[42610](#) Appropriation of excess funds and limitation thereon

[45253](#) Annual budget of personnel commission

[45254](#) First year budget of personnel commission

[52060-52077](#) Local control and accountability plan

GOVERNMENT CODE

[7900-7914](#) Appropriations limit

CODE OF REGULATIONS, TITLE 5

[15060](#) Standardized account code structure

[15440-15451](#) Criteria and standards for school district budgets

[15494-15496](#) Local control funding formula, expenditures

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

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

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California, Inc.: <http://www.sscal.com>

Policy BELLEVUE UNION SCHOOL DISTRICT

adopted: December 11, 2018 Santa Rosa, California

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

2018-2019

Payroll Totals

Payroll Regular 11/30/2018

Certificated	\$ 710,865.48
Classified	<u>\$ 248,922.55</u>
	\$ 959,788.03

Supplemental Payroll 11/09/2018

Certificated	\$24,967.00
Classified	<u>\$ 15,819.28</u>
	\$40,786.28

Manual Payroll 11/15/218

Certificated	\$0.00
Classified	\$0.00
	\$0.00

Totals	\$1,000,574.31
---------------	-----------------------

Checks Dated 11/07/2018 through 12/05/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1678042	11/07/2018	Camacho, Juan M	01-5803	DO-Interpretation Translation Services		630.00
1678043	11/07/2018	Citi Cards	01-4362	DO: OPEN PO: Maintenance & Operations	351.23	
			01-4380	DO: OPEN PO: Maintenance & Operations	175.62	
			01-5800	DO: OPEN PO: Maintenance & Operations	351.22	878.07
1678044	11/07/2018	Coastline Distributors, Inc	13-4710	OPEN PO- BV - Fruit & Vegetable 2018/19	174.75	
				OPEN PO- MV - Fruit & Vegetable 2018/19	403.10	
				OPEN PO- TM - Fruit & Vegetable 2018/19	376.55	954.40
1678045	11/07/2018	Fagen Friedman & Fulfrost	01-5823	Burbank Housing Case		21,252.00
1678046	11/07/2018	Marylou Herrera DBA Red Light Learning	01-5803	Open PO-Translation Services		140.00
1678047	11/07/2018	Napa County Office Of Ed	01-5100	DO: CalServes Contract- Americop Mentors	18,000.00	
			01-5800	DO: CalServes Contract - Counselors	20,157.25	
1678048	11/07/2018	WEXONLINE	01-4362	DO : Fuel Card		38,157.25
1678049	11/07/2018	Wilson Architecture Inc	21-6200	KW: Kawana Shade Canopy		851.47
1679855	11/16/2018	Advanced Security Systems-SR	01-5800	M&O: Commerical On Site Services		6,541.76
1679856	11/16/2018	AKJ Education	01-4310	KW: Libraries Books Reading Materials		1,417.62
				KW: Reading Materials	332.13	
1679857	11/16/2018	Alsco (American Linen)	13-5800	Open PO- KS 2018/19	682.73	1,014.86
				Open PO- MV 2018/19	46.33	
				Open PO- TM 2018/19	63.16	
				Open PO- TM 2018/19	86.41	195.90
1679858	11/16/2018	Advanced Reproduction Center	01-5800	Open PO-ARC- Copies 2018/19		21.73
1679859	11/16/2018	At Home Nursing Services	01-5800	DO: Nurse Services for S.M	4,757.16	
				DO: Nursing Services for D.R	2,875.28	
1679860	11/16/2018	Banner Enterprises Inc	01-5800	M&O: Replace Condensing Unit	4,553.00	7,632.44
				Open PO -Banner Enterprises 2018/19	412.24	4,965.24
1679861	11/16/2018	Bartley Pump Inc	01-5800	Open PO -Bartley Pump 2018/19		1,092.00
1679862	11/16/2018	Buchanan Food Service	13-4710	OPEN PO :-B.V. Food for Food Svc 2018/19	988.73	
				OPEN PO: TM Food for Food Svc 2018/19	432.85	
				OPEN PO: MV Food for Food Svc 2018/19	817.30	2,238.88
1679863	11/16/2018	AT & T	01-5911	Open PO Long Distance- CALNET 3		19.21
				2018/19		
1679864	11/16/2018	Clover Stormetta Farms Inc	13-4715	BS - Student Milk 2018/19	572.90	
				KW- Student Milk 2018/19	384.25	
				MV- Student Milk 2018/19	497.97	
				TM- Student Milk 2018/19	161.13	1,616.25
1679865	11/16/2018	Educational Data Systems	01-4390	DO:Test (CELDT) 2017/18		233.15
1679866	11/16/2018	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	257.81	

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.

Checks Dated 11/07/2018 through 12/05/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1679866	11/16/2018	ESP & Alarm Inc.		Open PO TM Monthly Patrols	678.00	
			09-5805	Open PO MV Monthly Patrols	117.19	2,106.00
1679867	11/16/2018	TIAA Commercial Finance		01-5600 Copier Lease Contract # 2023517		328.39
1679868	11/16/2018	Fine Line Striping Inc		01-5800 KW: Restrip		995.00
1679869	11/16/2018	Fishman Supply Co		01-4380 DO: Compost Bags for TM, BV KW & MV 2018/19	662.84	
			01-5800 DO:	OPEN PO Equip Repairs	10.29	673.13
1679870	11/16/2018	Food Equipment Repair Service		13-5800 Open PO-Food Equipment Repair		411.64
1679871	11/16/2018	Friedman's Home Improvement		01-4380 Open PO - General Dist Maint 2018/19	63.93	
				OPEN PO 2018/19	64.26	
1679872	11/16/2018	Gold Star Foods, Inc.		01-4390 Open PO - General Dist Maint 2018/19	21.30	149.49
			13-4710	OPEN PO BV Food Supply 2018/19	1,316.38	
				OPEN PO MV Food Supply 2018/19	450.36	
				OPEN PO TM Food Supply 2018/19	1,546.75	3,313.49
1679873	11/16/2018	Gopher		01-4310 BV: PE and Recess Equipment	2,000.12	
				BV: Recess Equipment	330.69	2,330.81
1679874	11/16/2018	Office Depot Inc		01-4350 Open PO- District Office Supplies		612.12
1679875	11/16/2018	Pearson Education, Inc		01-4310 KW: Assessing Spanish Reading Material		1,273.86
1679876	11/16/2018	Perkins Glass & Screen Inc		01-5800 Open PO Glass Repairs 2018/19		282.91
1679877	11/16/2018	PG&E		01-5520 Open PO -P G & E 2018/19		181.31
1679878	11/16/2018	Recology Sonoma Marin		01-5560 BV- Garage & Recycling Pick up 2018/19	1,290.46	
				KW/ELC- Garage & Recycling	1,290.46	
				MV Garage & Recycling Pick up	1,290.46	
				TM- Garage & Recycling Pick up	1,290.46	5,161.84
1679879	11/16/2018	Sac-Val Janitorial Supply		01-4370 Open PO - BV Janitorial Supply 2018/19	1,352.34	
				Open PO - KS Janitorial Supply 2018/19	428.41	
				Open PO - TM Janitorial Supply 2018/19	1,227.67	
				01-5800 DO- Custodial Equipment Repairs (all sites)	255.92	3,264.34
1679880	11/16/2018	School Health Corporation		01-4390 Open PO Medical Supplies 2018/19		190.37
1679881	11/16/2018	School Specialty		01-4345 IT: Califone First Stereo Headphones, Black		1,803.52
1679882	11/16/2018	Sonoma County Office Of Educ		01-5200 DO : Workshop		140.00
1679883	11/16/2018	United Mechanical Inc		01-5800 M&O : KW thermostats		2,228.13
1679884	11/16/2018	Westminster Woods Camp and Conference Center		01-5833 Taylor Mountain Outdoor ED		3,600.00
1680712	11/21/2018	State of CA EDD		01-3501 SEF Local Exp Charge		3,714.45
1680713	11/21/2018	State of CA EDD		01-3501 EDD Quarterly Payment		1,014.83

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

ESCAPE ONLINE

Page 2 of 5

Checks Dated 11/07/2018 through 12/05/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1680714	11/21/2018	Sally McDaniel	01-4390	Online Course-	11.99	
			01-5200	Support & Guidance	56.80	68.79
1680715	11/21/2018	Cara Colombo-Stuart	01-4390	Parent Connection Raffle		22.81
1680716	11/21/2018	Roger Farrell	01-4397	Meeting		81.74
1680717	11/21/2018	Chris J. Kim	01-5800	Respirators		39.47
1680718	11/21/2018	Marie-Jeanne J. Berat	01-4390	ELC Supplies		97.39
1680719	11/21/2018	Alisco (American Linen)	13-5800	Open PO- BV 2018/19	107.15	
				Open PO- MV 2018/19	63.16	170.31
1680720	11/21/2018	At Home Nursing Services	01-5800	DO: Nurse Services for S.M	3,198.78	
				DO: NPS Nursing Service for C.B	3,050.68	6,249.46
1680721	11/21/2018	AT&T	01-5840	OPEN PO For Circuit Numbers -1369		1,821.75
1680722	11/21/2018	Buchanan Food Service	13-4710	OPEN PO: MV Food for Food Svc 2018/19		592.71
1680723	11/21/2018	California Labor Law Poster Service	01-5800	2019 Completed Set for FED & State Posters- CA		337.00
1680724	11/21/2018	California's Valued Trust	01-9570	November Coverage		143,288.72
1680725	11/21/2018	Cardmember Services	01-5800	DO: Credit Card		66.82
1680726	11/21/2018	Clover Stometta Farms Inc	13-4715	BS - Student Milk 2018/19	187.50	
				KW- Student Milk 2018/19	394.50	864.00
				MV- Student Milk 2018/19	282.00	
1680727	11/21/2018	Coastline Distributors, Inc	13-4710	OPEN PO- BV - Fruit & Vegetable 2018/19	492.05	
				OPEN PO- MV - Fruit & Vegetable 2018/19	571.30	1,063.35
1680728	11/21/2018	Cypress School NPS	01-5800	DO: NPS Services for K.M		6,135.66
1680729	11/21/2018	Action Plumbing Maintenance	01-5800	OPEN PO Plumbing Repairs 2018/19	2,268.90	
			09-5800	OPEN PO Plumbing Repairs 2018/19	462.10	2,731.00
1680730	11/21/2018	Department Of Justice Accounting Office	01-5862	Open PO for DO- Fingerprinting 2018/19		694.00
		Cashier Unit				
1680731	11/21/2018	Dept of General Services	14-5800	DO : DGS		6,804.81
1680732	11/21/2018	Discount School Supply	01-4310	ELC: Special Ed Supplies		272.79
1680733	11/21/2018	FedEx	01-5800	DO: Fedex Shipments		173.94
1680734	11/21/2018	I.T.S.	01-5800	DO : Counseling Services for : C. B	202.40	
				DO:Counseling Services for J.S	1,214.40	
				ELC : Individual Counseling	1,437.04	
				ELC: Individual Counseling	688.16	
				ELC; Individual Counseling	809.60	4,351.60
1680735	11/21/2018	Gold Star Foods, Inc.	13-4710	OPEN PO BV Food Supply 2018/19	986.72	
1680736	11/21/2018	Great America Financial Svcs	01-5950	OPEN PO MV Food Supply 2018/19	585.84	1,572.56
1680737	11/21/2018	Jacobson Fence Co Inc	21-6200	DO: Bollards and Fencing		135.78
						4,049.00

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

ESCAPE ONLINE

Page 3 of 5

Checks Dated 11/07/2018 through 12/05/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1680738	11/21/2018	Jive Communications Inc	01-5911	Monthly Charges- Phones- OPEN PO 2018/19		4,574.43
1680739	11/21/2018	Lozano Smith, LLP	01-5823	Open PO-Legal Fees 2018/19		862.50
1680740	11/21/2018	Maria Gabriela Porter	01-5800	DO: Speech Language Pathologist Services		5,000.00
1680741	11/21/2018	Pace Supply Corp Cust #02188-00	01-4380	Open PO-Pace Supply 2018/19		733.00
1680742	11/21/2018	Redwood Pediatric Therapy Asso	01-5100	DO : Occupational Therapy Contract 2018/19		7,272.73
1680743	11/21/2018	RGM And Associates	01-5800	DO : Kawana Springs/Architect		1,442.10
1680744	11/21/2018	S&S Worldwide	01-4310	BV: Recess Equipment		76.02
1680745	11/21/2018	Santa Rosa City Schools	13-5100	Open PO-Meals for KS	23,937.64	
1680746	11/21/2018	Santa Rosa, City Of	13-5800	Open PO-Meals for KS	3,407.36	
1680746	11/21/2018	Santa Rosa, City Of	01-5560	Open PO for Water bill KS	1,211.58	
1680747	11/21/2018	School Specialty		Open PO: TM for Water BILL	979.02	
1680748	11/21/2018	Sonoma County Office Of Educ	01-4310	MV: School Supplies 2018/19		2,190.60
1680749	11/21/2018	The Standard Insurance Co	01-5200	DO: Workshop	135.00	
1680750	11/21/2018	US Bank Equipment Finance	01-5800	DO: 2018/19 CO-Op Fee	5,039.31	
1680751	11/21/2018	Leanne Wangler	01-9575	Dissability Ins		5,174.31
1680752	11/21/2018	West County Transportation	01-5632	Open PO - Copier at Kawana Springs		1,800.98
1680753	11/21/2018	Westminster Woods Camp and Conference Center	01-5100	ELC: Individual Counseling		548.22
1680754	11/21/2018	Wyatt Irrigation Supply	01-5833	BV; Field Trip # 20707 & 20884		492.65
1681956	11/28/2018	Nadia Dahdah	01-5833	BV; Outdoor Ed 2018/19	5,902.75	
1681957	11/28/2018	Advanced Security Systems-SR		KW: Outdoor ED 2018/19		13,940.00
1681958	11/28/2018	Ameriflex	01-4390	M&O: Irrigation Supplies	8,037.25	
1681959	11/28/2018	At Home Nursing Services	13-5800	Lunch Refund		111.20
1681960	11/28/2018	AT&T Mobility	01-5800	KW : Fire Monitoring		43.31
1681961	11/28/2018	Matthew Banchoero	01-5800	DO: FSA Admin Fee 6 Employees	120.00	
1681962	11/28/2018	AT & T	01-5858	DO: FSA Admin Fee 6 Employees	70.00	
1681963	11/28/2018	Culligan of Sonoma County	01-5800	DO: Nursing Services for D.R		190.00
1681964	11/28/2018	TIAA Commerical Finance	01-5911	Open PO for Emergency Phone # 8341		1,732.39
1681965	11/28/2018	Horizon	01-5800	M&O: Tree Removal		461.44
			01-5911	Open PO Long Distance- CALNET 3 2018/19		9,100.00
			01-5800	OPEN PO :Drinking Water 5 Gallon		34.31
			01-5600	Lease Agreement for Copiers		54.45
			01-4390	Open PO-Landscaping Supply 2018/19	18.50	1,244.84
			09-4390	Open PO-Landscaping Supply 2018/19	2.39	20.89

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.

Checks Dated 11/07/2018 through 12/05/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1681966	11/28/2018	Johnstone Supply	01-4370	Open PO HVAC Supplies 2018/19	67.56	101.36
1681967	11/28/2018	Pace Supply Corp Cust #02188-00	01-4380	Open PO HVAC Supplies 2018/19	33.80	243.22
1681968	11/28/2018	Sac-Vai Janitorial Supply	01-4380	Open PO-Pace Supply 2018/19		
			01-4370	Open PO - MV Janitorial Supply 2018/19	377.44	509.61
				Open PO - TM Janitorial Supply 2018/19	132.17	
1681969	11/28/2018	Santa Rosa, City Of	01-5560	Open PO for Water bill BV	859.46	1,836.79
1681970	11/28/2018	Spurr	01-5510	Open PO for Water bill MV	977.33	709.95
				Open PO Spurr/ June 1, 2014- June 30 2019		
Total Number of Checks					96	393,939.03

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	80	335,579.98
09	Stony Point Academy Charter	3	581.68
13	Cafeteria Fund	13	40,381.80
14	Deferred Maintenance Fund	1	6,804.81
21	Building Fund	2	10,590.76
Total Number of Checks		96	393,939.03
Less Unpaid Tax Liability			.00
Net (Check Amount)			393,939.03

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.

Bellevue Union School District

Consent Calendar for Board Meeting of December 11, 2018

5.1. Consent Calendar

- 5.1.1. Consulting Services Agreement: Brenda Stracener
- 5.1.2. Consulting Services Agreement with Ken Schwinn
- 5.1.3. Contract with A2A (School Innovations)
- 5.1.4. Updated Human Resources Manager Position Description (Updated 11.13.2018)
- 5.1.5. Board Meeting Minutes
 - 5.1.5.1. Regular Board Meeting Minutes November 13, 2018
- 5.1.6. Acknowledge and Accept Grants/donations
 - 5.1.6.1. The John Jordan Foundation - \$299 for Mary DesChenes, \$300 for Kelly Fitzgerald-Dimsho, \$300 for Martha Menth/Jim Boyce, \$300 for Natascha Simpson
 - 5.1.6.2. Donorschoose.org - Mrs Campbell-Sapp "Helping Young Thinkers Achieve"
- 5.1.7. Interdistrict Requests 2018-19
- 5.1.8. Personnel Activity Log

Recommended Action:

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

Supporting Documents:

Backup documentation for each item on the Consent Calendar.

Brenda Stracener
462 Currey Court
Benicia, CA 94510

Proposed Scope of Work for Bellevue Union School District
Sites: Elementary—Bellevue, Kawana, Meadow View and Taylor Mountain

Oct. 3, 2018 – June 30, 2019
fee: **\$22,000**

ELPAC

- Assist in review of ELPAC scores for to determine language fluency status for newly enrolled students taking the Initial ELPAC.
- Review scores of students taking the Annual ELPAC to identify possible reclassification candidates.

DELAC

- Facilitate four evening meetings during the school year.
- Prepare meeting notices and send to site staff for posting within required timelines.
- Prepare agendas and minutes of each meeting.
- Prepare annual EL parent survey and tabulate the results to be shared with the DELAC committee. (Requires that each school site provides at least one ELAC/Site Council member, preferably a parent/guardian of an English Learner, to participate in the DELAC)
- Prepare agendas and minutes and forward to Student Services Director (Gilda) .

EL Program Support

- Provide email support for district office staff and site staff regarding DELAC, reclassification and EL program information
- Assist in completion of Title III Limited English Proficient (LEP) Student Program Annual Survey with District Office staff and/or LCAP Addendum with District Office staff (Superintendent, CBO, Director of Student Services).

Reclassification Support

- Gather and prepare CELDT and district benchmark data for reclassification candidates. Collect and evaluate writing samples of students not recommended by teachers (due to writing). *need access to SBAC and CELDT data
- Prepare and distribute teacher recommendation forms to teachers of reclassification candidates. Prepare reclassification forms for approved candidates.
- Available for RFEP support work April 15 – 19, 2019 (District Office)
- Prepare student achievement certificates for reclassified students .

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement (“Agreement”), made this 1st day of October 2018 by and between the Bellevue Union School District, a political subdivision of the State of California (“District”) and Ken Schwinn, a duly qualified Professional in the area(s) of Home Study Coordinator (“Professional”).

District and Professional hereby agree as follows:

1. Scope of Services:

Professional agrees to provide services to District as set forth in **Attachment A**.

2. Contract Documents:

The contract documents consist of the Agreement for Consulting Services, the following General Provisions, any attachments, and completed insurance forms.

3. Compensation:

As full compensation for all services contemplated by this Agreement, Professional shall be recompensed as set forth in **Attachment B**.

4. Term of Agreement:

The term of this Contract shall be from August 15, 2018 to June 30, 2019 inclusive, subject to the provisions of Section 11 of the General Provisions.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above.

District:

s/ _____
David Alexander, Superintendent

Professional:

s/ _____
Ken Schwinn

Note: Federal Internal Revenue regulations require this office to report all payments to individuals for Professional services.

GENERAL PROVISIONS

1. Professional's Warranty: District has relied upon the professional ability and training of Professional as a material inducement to enter into this Agreement. Professional hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Professional's work by District shall not operate as a waiver or release.
2. Status of Professional: The parties intend that Professional, in performing the services herein specified, shall act as an independent Professional and shall have control of the work and the manner in which it is performed. Professional is not to be considered an agent or employee of District and is not entitled to participate in any pension plans, insurance, bonus or similar benefits District provides its employees.
3. Conflict of Interest: Professional represents that it presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement, and Professional further represents that, during the performance of this Agreement, no such conflict of interest shall exist. If Professional participates in the planning, development, or negotiation of a contract or other matter for the District, Professional may not subsequently acquire a financial interest in that contract in violation of Government Code section 1090.
4. Extra (Changed) Work: Only the Superintendent may authorize extra (and/or changed) work. The parties expressly recognize that District and school personnel are without authorization to either order extra (and/or changed) work or waive contract requirements. Failure of the Professional to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the Professional thereafter shall be entitled to no compensation whatsoever for the performance of such work.
5. Nondiscrimination: Professional shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.
6. Transfer of Rights: Professional assigns to District all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications now or later prepared by Professional in connection with the project, if any. Professional agrees to take such actions as are necessary to protect the rights assigned to District in this Agreement, and to refrain from taking any action which would impair those rights. Professional's responsibilities under this contract include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as Professional may direct, and refraining from

disclosing any versions of the plans and specifications to any third party without first obtaining written permission of District.

7. Ownership of Work Product: District shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any design computations, plans, correspondence or other pertinent data and information gathered or computed by Professional prior to termination of this Agreement by District or upon completion of the work pursuant to this Agreement.

8. Indemnification:

(a) Professional shall indemnify, defend with counsel acceptable to District, and hold harmless to the full extent permitted by law, District and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Professional's performance of the project or its failure to comply with any of its obligations contained in these contract documents, except such Liability cause by the active negligence, sole negligence or willful misconduct of the District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Professional or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

(b) Professional shall be liable to District for any loss or damage to District property arising from or in connection with Professional's performance hereunder.

9. Insurance: With respect to the performance of work under this Agreement, Professional shall maintain and shall require all of its subcontractors, if any, to maintain insurance as indicated below:

(a) ___Required/_X_Not Required: Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the District."

(b) ___Required/_X_Not Required: Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent Professional's liability, and personal injury liability.

(c) ___Required/_X_Not Required: Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and nonowned vehicles.

(d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(1) District, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to District with respect to any insurance or self-insurance programs maintained by District and no insurance held or owned by District shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District.

(e) Required/ X Not Required: Professional Liability (Errors and Omissions) Insurance for all activities of the Professional arising out of or in connection with this Agreement is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to District."

(f) Documentation: The following documentation shall be submitted to the District:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this Agreement.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.

(3) Upon District's written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of District's request.

(g) Policy Obligations: Professional's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(h) Material Breach: If Professional, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. District, at its sole option, may terminate this Agreement and obtain damages from the Professional resulting from the breach. Alternatively, District may purchase such required insurance coverage, and without further notice to Professional, County may deduct from sums due to Professional any premium costs advanced by District for such insurance. These remedies shall be in addition to any other remedies available to District.

10. Method and Place of Giving Notice, Submitting Bills and Making Payments: All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:

District:

Bellevue Union SD
3150 Education Dr.
707-542-5197
Attention: Accounts Payable

Professional:

Ken Schwinn
2341 Morningside Circle
Santa Rosa, CA
Attention: Ken Schwinn

and when so addressed, shall be deemed given upon receipt via United States Mail, postage prepaid, provided it is forwarded certified, or registered with proof of receipt. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.

11. Termination:

(a) District may terminate this Agreement by giving thirty (30) calendar days written notice to Professional. In the event District elects to terminate the Agreement without cause, it shall pay Professional for the reasonable value of services rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the Agreement, either party may terminate this Agreement by giving written notice of such termination, stating the reason for such termination. In such event, Professional shall be entitled to receive payment for all services satisfactorily rendered provided, however, that there shall be deducted from such amount the amount of liquidated damage, if any, sustained by District by virtue of any breach of the Agreement by Professional.

12. Security. (K-12 districts only) By execution of the Agreement/Contract, the Professional acknowledges that Education Code section 45125.1 applies to contracts for the provision

of school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, pupil transportation and school site food-related services. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice for a criminal records check, unless the District determines that the Professional and Professional's employees will have limited contact with pupils. In making this determination, the District will consider the totality of the circumstances, including factors such as the length of time the Professional and Professional's employees will be on school grounds, whether pupils will be in proximity with the site where the Professional and Professional's employees will be working, and whether the Professional and Professional's employees will be alone or with others. The District further reserves the right to determine, on a case-by-case basis, to require any entity providing school site services to comply with the requirements of this paragraph.

(a) District Determination of Fingerprinting Requirement Application

The District has considered the totality of the circumstances concerning the Project and has determined that the Professional and Professional's employees:

 X are subject to the fingerprinting requirements of Education Code sections 45125.1 and Paragraph (b) below, is applicable.

 are not subject to the fingerprinting requirements of Education Code section 45125.1 and Paragraph (c) below, is applicable.

(b) If the District has determined that fingerprinting is required, the Professional expressly acknowledges that: (1) Professional and all of Professional's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Education Code section 45125.1; (2) Professional shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) Professional shall certify in writing to the Governing Board of the District that none of its employees who may come in contacts with students have been convicted of a serious or violent felony; and (4) Professional shall provide to the Governing Board of the District a list of names of its employees who may come in contact with students. The Professional is required to fulfill these requirements at its own expense.

(c) Even if the District has determined that fingerprinting is not required, the Professional expressly acknowledges that the following conditions shall apply to any work performed by the Professional and/or Professional's employees on a school site: (1) Professional and Professional's employees shall check in with the school office each day immediately upon arriving at the school site; (2) Professional and Professional's

employees shall inform school office staff of their proposed activities and location at the school site; (3) Once at such location, Professional and Professional's employees shall not change locations without contacting the school office; (4) Professional and Professional's employees shall not use student restroom facilities; and (5) If Professional and/or Professional's employees find themselves alone with a student, Professional and Professional's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

13. Due Performance: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.
14. Taxes: Professional agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In case District is audited for compliance regarding any applicable taxes, Professional agrees to furnish District with proof of payment of taxes on those earnings.
15. Dispute Resolution: The parties agree to make a good faith effort to resolve any dispute arising from or relating to this Agreement through mediation prior to commencing litigation. Within sixty (60) days following a written request by either party to mediate a dispute that has not been resolved by informal negotiation, the parties shall mutually agree upon a mediator, schedule a mediation, and shall share the costs of mediation equally, except costs incurred by each party for representation by legal counsel.
16. Choice of Law and Venue: This Agreement shall be governed by California law, and venue shall be in the Superior Court of the County of Sonoma, California, and no other place.
17. Merger: This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.
18. Assignment/Delegation: Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.
19. No Third-Party Beneficiaries: There are no intended third-party beneficiaries to this Agreement.

20. No Waiver of Breach: The waiver by District of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
21. Force Majeure: If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the party delayed, excluding financial inability (“Force Majeure Event”), performance of that act shall be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.
22. Severability: If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.
23. Headings: The headings in this Agreement are included for convenience only and shall neither affect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.
24. Execution in Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
25. Authorization: Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.
26. Attachments: The following Attachments, attached hereto, are incorporated herein by reference:

Attachment A – Scope of Services

Attachment B – Compensation

Attachment A

SCOPE OF SERVICES

Professional shall provide services to the District as follows:

TITLE: Home School Coordinator

QUALIFICATIONS:

1. CA Teaching Credential
2. Positive interpersonal skills and proven ability to work well with people.

REPORTS TO: Dr. David Alexander, Superintendent

JOB GOAL: To enhance students educational experience by carrying out necessary communications between home and school and carrying out other activities that promote positive home-school relations so the student can benefit fully from his/her experience.

PERFORMANCE RESPONSIBILITIES:

1. Adheres to authorized policies and School regulations.
2. Assists students to resolve such personal, emotional, and social problems that may interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered to them.
3. Arrange parent visitations to school.
4. Provides the Principal with the names of students with excessive absences.
5. Arrange parent conferences on/off campus as requested.
6. Contact parent/guardians for Building Principal when requested.
7. Work with counselors to provide written notifications, various permission requests, and other information needed from the home or with referrals from parents.
8. Work with special education personnel to deliver communications, notifications or get parent signatures required to meet rules and regulations.
9. Make home visits for the purpose of gathering helpful information on students' background.
10. Assist families to better understand the school and its program.
11. Serve as a liaison between home and school when considerable follow-up is necessary, as in Welfare

cases, foster home children, and disadvantaged students

12. Accesses proper personnel to resolve conflicts.
13. Responds appropriately and cooperates with parent/guardians, students, and staff to resolve matters in the best interests of students.
1. 14, Processes written communication appropriately and professionally,
14. Speaks clearly and gives clear explicit information.
15. Uses discretion in handling confidential information and difficult situations.
16. When needed, delivers proper notification letters and information to parent/guardians regarding student attendance.
17. Goes on home visits regarding student attendance problems.
18. Promotes student self-discipline and responsibility.
19. Demonstrates fairness and consistency in handling students.
20. Is readily available to all homeschool students and families.
21. Attends appropriate meetings.
22. Assists students with check-in and check-out processes.
23. Performs assigned duties as designated by the administrator.

Attachment B

COMPENSATION

District shall compensate Professional for the services provided pursuant to this Agreement as follows:

The District shall compensate Ken Schwinn in the amount of \$2500 for each student enrolled in home study for the 2018/19 school year. Students who do not serve a full year will have a prorated amount billed per days in the program. The \$2500 for each student will be paid in 10 installments, once a month from August through May per invoice.



ATTENTION2ATTENDANCE® (A2A) SOFTWARE & SERVICES AGREEMENT
Between
SCHOOL INNOVATIONS & ACHIEVEMENT
And
BELLEVUE UNION SCHOOL DISTRICT

This AGREEMENT (“Agreement”) dated _____, 2018, is made by and between Bellevue Union School District (“District”) and School Innovations & Achievement, a California corporation (“SI&A”), each being a “Party” and collectively the “Parties.”

RECITALS

WHEREAS, District is authorized to retain SI&A to provide the software and services described below;

WHEREAS, SI&A’s patent no. 976440, filed April 10, 2014, for a system and method for student attendance management covers the software and services described below;

WHEREAS, District has determined that SI&A is qualified to provide such software and services, which are not available from public sources accessible to District;

WHEREAS, District desires to license the patented system and method for managing student attendance; and

WHEREAS, the Parties desire to enter into an agreement for SI&A to provide these services and software to the District under the terms and conditions set forth below;

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

- 1. Agreement Period.** This Agreement begins May 1, 2019 (“Effective Date”). The first year of the Agreement will be May 1, 2019 through April 30, 2020. Each subsequent year will begin on May 1st and end on April 30th. The initial term of this Agreement (“Agreement Term”) shall be three (3) years (the “Initial Term”) and shall automatically renew for successive three (3) year terms (each a “Successive Term” and together with the Initial Term, the “Term) unless either Party provides written notice at least 60 days prior to the end of such Initial or Successive Term or this Agreement is terminated sooner pursuant to Section 5.3.

Notwithstanding the foregoing, the Term shall be automatically extended for three (3) years from the effective date of any Addendum to this Agreement and all terms and conditions of this Agreement shall remain in effect for the duration thereof.

Notwithstanding this Section 1, SI&A may terminate this Agreement as provided elsewhere in this Agreement and/or the exhibits hereto.

2. **Grant of License.** Commencing on the Effective Date, SI&A grants to District a nonexclusive nontransferable license to SI&A's patented Software and Services (U.S. patent no. 9767440), for the purposes and subject to the terms and conditions stated in this Agreement, for those users identified by District as needing to access the Software and Services (as those terms are defined in Section 3, below) as part of their job duties and approved by SI&A, which approval may not be unreasonably withheld (individually an "Authorized User" and collectively the "Authorized Users"), to use and access the Software and Services.

This license does not authorize the licensee to make or create derivations, improvements, or variation upon the patented system and method. Licensee agrees to communicate any discoveries, modifications, enhancements, or other improvements on the patented system and method to Licensor, whether originating internally or externally.

Payments agreed upon herein are due regardless of whether the particular services are specifically covered by a claim in the patent. Though the patent is in full force and effect, this Agreement and payment provisions herein remain in full force and effect regardless of expiration, termination, or invalidation of all or any part of the patent by a court of law or patent office.
access the Software and Services.

3. **Attention2Attendance – Base Program.**

Description of Software and Services. SI&A shall provide District the following software ("Software") and services ("Services") for each school site on Exhibit C ("Sites") during the Agreement Period. The Software and Services provided pursuant to this Section 3 are collectively referred to as the "Base Program." The Software and Services constitute a system and method for student attendance management, as protected by U.S. patent no. 9767440.

3.1 Access By Authorized Users. Provide each Authorized User with a unique login username and password combination (an "Authentication Credential"), which District and its employees shall not disclose to any other person (including, but not limited to, other employees of District) other than the Authorized User for which SI&A issues the Authentication Credential. SI&A will issue Authentication Credentials for new Authorized Users during the Agreement Period. Such new Authentication Credentials shall be subject to the restrictions and requirements set forth above in this section pertaining to Authorized Users and Authentication Credentials.

3.2 Attendance Management Software and Analysis.

- a) Provide access to online software attendance analysis reports for the Authorized Users based on site comparisons, national studies and comparative trend analysis;
- b) Prepare Attendance Management and Analysis Reports; and
- c) Review the Attendance Management and Analysis Reports' findings and recommendations with District.

3.3 Letter Software Management of Initial Notification of Truancy Letters (NOT).

- a) Provide access to a web based software system for the Authorized Users that produces Initial Notification of Truancy (NOT) Letters to parents or guardians of each applicable pupil; and
- b) Prepare and distribute, by United States mail, all Initial Notification of Truancy (“Truancy Letters”) to each applicable pupil’s parents or guardians, consistent with District policy.

3.4 Letter Software Management of Discretionary Attendance Notifications.

- a) Provide access to a web-based software system for the Authorized Users that produces optional attendance letters to parents or guardians of each applicable pupil; and
- b) Prepare and distribute by United States mail, discretionary attendance letters to each applicable pupil’s parents or guardians as is consistent with District’s truancy and excessive excused absence policy.

3.5 Conferencing Software.

- a) Provide access to a web-based software system for the Authorized Users that allows monitoring and tracking of pupils that require attendance conferencing consistent with district policy;
- b) Discretionary software conferencing capability related to other excessive absence/tardy issues; and
- c) Prepare and distribute by United States mail, Conference Notification Reminder Letters to each applicable pupil’s parents or guardians as is consistent with District’s conferencing policy.

3.6 Application Training Course and Materials. All training materials are included.

- a) Each day of on-site training consists of four (4) sessions with up to 25 people per session. (The number of days of on-site training required is determined by District size.) The on-site training will be provided on a mutually agreed upon date immediately after SI&A receives signed Agreement and configuration set up has been agreed upon for implementation purposes. Additional on-site training is available for an additional fee of \$2,500 per day.
- b) Services include complimentary technical support via the assigned Attention 2 Attendance (“A2A”) Team in addition to the SI&A Help Desk; and
- c) Unlimited access to Ongoing Online Application Courses & Trainings for the Authorized Users. This service includes an Implementation Manager to demonstrate application use via web hosted training applications.

3.7 Data Collection & General Provisions.

- a) SI&A will install and configure the Software, including SI&A's encryption and delivery mechanism (the ROBOT). The ROBOT is a JAVA application that uses a secure, read-only (District) configured ODBC connection. SI&A will only use commercially accepted practices to access District's data environment to install and configure interfacing applications between the Software, including the ROBOT and District's Student Information System. A list of data elements that the ROBOT will pull as part of the Services is attached to this Agreement as Exhibit E.
- b) SI&A will prepare and distribute via Secure File Transfer Protocol (SFTP) an electronic version of all letters that have been sent on an annual basis.
- c) When SI&A transfers District data originating on District's system over the Internet, SI&A will use only an encrypted network traffic via industry standard Secure Socket Layer (SSL).
- d) District shall own all data and records provided to SI&A by District that are subject to California Education Code Sections 49073 et seq., ("District Data") and all intellectual property rights therein. District grants to SI&A a perpetual, exclusive, royalty-free license to aggregate District Data and to use, modify, distribute, and create derivative works based on District Data as so aggregated solely for the purposes of (i) providing the Software and Services to the District during the Agreement Period as set forth herein, and (ii) referencing and documenting SI&A's experience and capabilities, but only to the extent SI&A's use does not violate Section (e) below. District acknowledges that SI&A owns proprietary intellectual property which it uses to provide the Software and perform the Services to District hereunder. SI&A shall own and retain all intellectual property rights in any and all reports, statistics, and other works of authorship, products or processes produced in the performance of Services or provision of Software hereunder. Notwithstanding the foregoing, District grants SI&A a perpetual, exclusive, royalty-free license to use anonymized District Data for any purpose otherwise allowed by law. As set forth in the Standard Terms and Conditions, District and SI&A shall cooperate to preserve the confidentiality of District Data as mandated by applicable federal and state law.
- e) SI&A will neither disclose District Data nor access District Data except as needed to perform the functions of the software as it is related to attendance management programs. All data access will occur on a mutually agreed upon basis to accommodate the frequency of letter distribution.
- f) SI&A shall: (i) provide its basic support for the A2A product to District at no additional charge, and/or (ii) use commercially reasonable efforts to make software available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which SI&A shall give at least 4 hours notice online or via email and which SI&A shall schedule to the extent practicable during the weekend hours from 6:00 p.m. Friday to 3:00 a.m. Monday Pacific Time), or (b) any unavailability caused by circumstances beyond SI&A's reasonable

control, including without limitation, acts of God, acts of government, floods, fires, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving SI&A's employees), failures, downtime or delays by an Internet Service Provider or third-party social platform, or denial of service attacks.

3.8 Letter Types.

Letter Type:	District Letter Selections
Unlimited Truancy Letter 1 (NOT)	Included
Unlimited Truancy Letter 2	Included
Unlimited Truancy Letter 3	Included
Unlimited Excessive Excused Absences Letter 1	Included
Unlimited Excessive Excused Absences Letter 2	Included
Unlimited Conference Notification Reminder Letters	Included

4. District's Responsibilities; District Acknowledgment.

4.1 District will be responsible for the following:

- a) The substantive outcomes of the Software and Services;
- b) Preparing and furnishing to SI&A, promptly upon its request, such information that is reasonably necessary to perform the Services and/or install the Software;
- c) Completing the Implementation Process and District Contact Information form attached hereto as Exhibit B;
- d) Accurately preparing and maintaining true and correct student documentation and records;
- e) Establishing and maintaining data collection and tracking procedures and other internal controls sufficient to support this service and software;
- f) Providing support and computer equipment for the Authorized Users compatible with the technology requirements specified by SI&A, including, but not limited to, (i) providing any Authorized Users with a computer on which a web browser compatible with SI&A's software is installed and (ii) ensuring that the District's computer systems meet the technology requirements specified by SI&A for (1) the operation of the ROBOT or any other Software installed on District's systems pursuant to this Agreement and (2) access by SI&A to the data collected by the ROBOT;
- g) Ensuring that District personnel do not delete, modify, or otherwise impair the operation of the ROBOT or any other Software installed on District's systems pursuant to this Agreement;

- h) Ensuring that District and school personnel who use SI&A products and services participate in the training sessions provided to District by SI&A;
- i) Providing the assistance and contact information of school personnel. SI&A has explained SI&A's requirements in this regard to District and District agrees to meet these requirements;
- j) Notifying SI&A when an Authorized User no longer requires access to the A2A system so that SI&A may, in its sole and absolute discretion, deactivate the Authentication Credential for that Authorized User;
- k) Protecting SI&A Confidential Information (as that term is defined in Section 4.2, below) by taking steps to preserve the confidentiality of SI&A Confidential Information, which shall, at a minimum, include (1) all steps taken by District to protect District's own confidential information and (2) ensuring that no one other than an Authorized User accesses the Services, Software, Materials, or SI&A Confidential Information;
- l) Promptly advising SI&A in writing immediately once District becomes aware of any actual or threatened unauthorized use or disclosure of any of the SI&A Confidential Information (as that term is defined in Section 4.2, below);
- m) Ensuring that District and District personnel who use SI&A products or services comply with the terms and restrictions contained in this Agreement, including, but not limited to enforcing the terms of this Agreement as to its employees as to the confidentiality of the SI&A Confidential Information and taking such action, legal or otherwise, to the extent necessary to cause District's employees to comply with the terms and conditions of this Agreement and thereby prevent any disclosure or unauthorized use (as such unauthorized uses are set forth in Section 4.2, below) of the SI&A Confidential Information by any of District's employees; and
- n) Within fifteen (15) business days of termination or expiration of the Agreement for any reason (including, but not limited to, any fault of SI&A or District) with respect to any SI&A Confidential Information in the control or possession of District, and at SI&A's election, either (i) destroy SI&A Confidential Information and certify to SI&A in writing that such destruction has in fact been completed in its entirety (including, but not limited to, the permanent deletion of all electronic data) or (ii) return the SI&A Confidential Information to SI&A. SI&A shall have the sole and absolute discretion to decide between destruction of SI&A Confidential Information and return of SI&A Confidential Information and may make different elections for different components of SI&A Confidential Information.

4.2 Restrictions. During performance of the Agreement, SI&A may provide materials or disclose to District certain materials or information which SI&A considers proprietary or confidential ("SI&A Confidential Information"). SI&A Confidential Information includes but is not limited to SI&A's training handbooks; policy manuals; instructions; copyrighted checklists and forms; all written, oral, electronic, or visual information or data which are non-public, confidential, competitively sensitive, personal, or proprietary in nature; the materials and/or the information

provided by SI&A to District (whether before or after the execution of this Agreement); information contained in any and all pending patent applications by SI&A; trade secrets belonging to SI&A; any and all software owned and/or created by SI&A including but not limited to the Software; manuals; forms; data; data tables; draft letters; questionnaires; and similar information, material, or documents; and any and all copies of the foregoing. Therefore, the rights granted to District in this Agreement are subject to the following:

- a) District acknowledges the confidential and proprietary nature of the SI&A Confidential Information and agrees to hold and keep the SI&A Confidential Information confidential and otherwise agrees to each and every restriction and obligation set forth in this Agreement. District shall use the SI&A Confidential Information solely as part of the services provided under this Agreement and solely during the term of this Agreement (the "Authorized Uses"). District shall not use or permit any of its employees to use any of the SI&A Confidential Information for any reason or purposes other than the Authorized Uses. Uses that are not Authorized Uses include, but are not limited to, those uses explicitly set forth below;
- b) District shall not license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose or otherwise commercially exploit or make the A2A Service, Software, related materials pertinent to A2A Materials (the "A2A Materials"), and/or any SI&A Confidential Information available to any third party other than an Authorized User;
- c) District shall not modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the A2A Service, Software, A2A Materials, or SI&A Confidential Information or access the A2A Service, Software, A2A Materials, or SI&A Confidential Information in order to build a similar or competitive product, software, or service or to assist any third party in building a similar or competitive product, software, or service, including, but not limited to, accessing the A2A Service, Software, A2A Materials or SI&A Confidential Information for purposes of monitoring its availability, performance or functionality, or for any other benchmarking or competitive purposes;
- d) Except as expressly stated herein, no part of the A2A Service, Software, A2A Materials, or SI&A Confidential Information may be copied, reproduced, distributed, republished, downloaded, displayed, posted, transmitted, or otherwise disclosed in any form or by any means (including but not limited to electronic, mechanical, photocopying, recording, or other means) except with the express prior written consent of SI&A;
- e) District shall not disclose any review of the A2A Service or Software (including but not limited to the results of any performance tests) to any third party without SI&A's prior written approval;
- f) District agrees to make every reasonable effort to prevent unauthorized third parties from accessing the A2A Service, Software, A2A, or the SI&A Confidential Information (or any portion thereof);

- g) District acknowledges and agrees that SI&A or its third-party providers shall own all right, title and interest in and to all intellectual property rights (including all derivatives or improvements thereof) in the A2A Service, Software, the A2A Materials, and SI&A Confidential Information and any suggestions, enhancement requests, feedback, recommendations or other information provided by District or any other party relating to the A2A Service, Software or the A2A Materials;
- h) District agrees that District shall not for any reason direct, recommend, or encourage an employee to disclose an Authentication Credential to District, any other employee of District, or any third party;
- i) District agrees that District shall not use the SI&A Confidential Information, whether directly or indirectly, to assist, whether directly or indirectly, any business that competes with SI&A;
- j) District agrees that District shall not use the SI&A Confidential Information in any way, shape, or form after the expiration or termination of this Agreement;
- k) District agrees that District shall not permit any use of the SI&A Confidential Information by a third party other than District except with the express prior written consent of SI&A;
- l) District agrees that District shall not use or permit to be used the SI&A Confidential Information in any way, shape, or form that attributes the SI&A Confidential Information as having been created, developed, prepared, derived, designed, protected, or owned by any person other than SI&A;
- m) District agrees that District shall not use the SI&A Confidential Information in any way that is detrimental to the interests of SI&A;
- n) District shall carefully restrict access to the Services, Software, Materials, and SI&A Confidential Information to only those of District's employees who (i) require such access in order to perform their job duties, and (ii) are informed by District of the confidential nature of SI&A Confidential Information and the obligations pursuant to this Agreement, including, but not limited to, the provisions of Sections 4.1 and 4.2 of this Agreement; and
- o) District acknowledges and agrees that all of the restrictions of this section shall apply to any SI&A Confidential Information provided to the District as part of any negotiations for the renewal or extension of this Agreement.

4.3 Right of Termination by SI&A. If District violates any of District's covenants, restrictions, or responsibilities in this Section 4, SI&A shall have the unilateral right to terminate this Agreement in SI&A's sole and absolute discretion. Upon termination of this Agreement pursuant to this Section 4.3, (a) SI&A will invoice District for Fees owing within the Agreement Period and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice and (b) District will have ten (10) days to download and/or print all historical information and

work in progress. SI&A’s right of termination in this section 4 is in addition to, and independent from, any other right of termination contained within this Agreement.

5. Payment of Fees.

5.1 Fees. For Services provided pursuant to the terms of this Agreement, as outlined in Section 3, above, District agrees to pay SI&A:

- **\$15,000** per Agreement year (May 1 to April 30) (the “Discounted Annual Fee”), if Agreement is received on or before January 20, 2019, or
- **\$15,800** per Agreement year (May 1 to April 30) (the “Standard Annual Fee”), if Agreement is received after January 20, 2019.

5.2 Payment. The annual Fee described above is payable as follows:

	Agreement Received By Date	Year 1 Due May 1, 2019	Years 2 and beyond Due May 1st of years 2020 and beyond
Discounted Annual Fee*	On or Before January 20, 2019	\$15,000	\$15,000
Standard Annual Fee*	After January 20, 2019	\$15,800	\$15,800

*There is an additional \$2,500 SIS change fee if District changes SIS during the Agreement Term. The fee will be due upon SI&A commencing with the implementation of the new SIS.

District acknowledges and agrees that payment of any outstanding installments of the Fee are due and payable on the dates indicated notwithstanding any termination of this Agreement by District prior to the end of the Agreement Term.

6. District’s Representations and Warranties. In addition to other representations and warranties of District contained herein, District hereby expressly warrants and represents to SI&A that the following statements are true and accurate as of the Effective Date and throughout the Agreement Period:

- 6.1** The execution, delivery and performance of this Agreement by SI&A and the consummation of the transactions contemplated hereby do not conflict with or result in a violation of any law governing the District’s existence as a school district, its operations or ability to contract;
- 6.2** This Agreement constitutes a legal, valid and binding obligation of District, enforceable against District in accordance with its terms;
- 6.3** District has the absolute and unrestricted right, power, authority and capacity to execute this Agreement and perform District’s obligations hereunder;

6.4 Neither the execution nor the performance of this Agreement will directly or indirectly contravene or violate any law, or give any person the right to challenge any Services or Software hereunder or obtain any relief under the law; and

6.5 All of the information provided to SI&A is true and accurate in all respects.

- 7. Disclaimer of Warranties.** Except as provided otherwise herein, SI&A and its third-party providers hereby disclaim all express or implied representations, warranties, guaranties, and conditions with regard to the A2A service, Software, the A2A materials, and the Services including but not limited to any implied representations, warranties, guaranties, and conditions of merchantability, fitness for a particular purpose, title and non-infringement, and quality of service. SI&A and its third-party providers make no representations or warranties regarding the reliability, availability, timeliness, quality, suitability, truth, accuracy or completeness of the A2A service, Software, the A2A materials, or the Services or the results district may obtain by using the A2A service, Software, the A2A materials, or the Services. Without limiting the generality of the foregoing, SI&A and its third-party providers do not represent or warrant that (a) the operation or use of the A2A service, Software or A2A materials will be timely, secure, uninterrupted or error-free; (b) the quality of any products, services, information, or other material district purchases or obtains through the A2A service and software will meet district's requirements; and (c) the A2A service, Software, A2A materials, or the systems that make the Service available are free of viruses or other harmful components. District acknowledges that neither SI&A nor its third-party providers controls the transfer of data over communications facilities (including the Internet) and that the A2A service, Software and A2A materials may be subject to limitations, delays, and other problems inherent in the use of such communications facilities. SI&A is not responsible for any delays, delivery failures, or other damage resulting from such problems. Except where expressly provided otherwise by SI&A, the A2A service, Software, the Services, and the A2A materials are provided to District on an "as is" basis.
- 8. Survival.** The provisions of Sections 4, 5, 6, and 7, herein in addition to Standard Terms and Conditions #9, #10, #12, and #16, shall survive the termination of this Agreement.
- 9. Entire Agreement.** This Agreement, including, without limitation, the Standard Terms and Conditions attached hereto as Exhibit A is the final expression of, and contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto.
- 10. Exhibits.** All exhibits referred to in this Agreement are attached and incorporated herein by this reference.
- 11. Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, including copies sent to a party by facsimile transmission or in portable document format (pdf), as against the party signing such counterpart, but which together shall constitute one and the same instrument.
- 12. Infringements.** All decisions concerning enforcement of the patent licensed in this agreement against infringement by third parties shall be made solely by SI&A in its sole discretion.

IN WITNESS WHEREOF, this Agreement is dated as of the date set forth above.

SI&A:

**SCHOOL INNOVATIONS
& ACHIEVEMENT**

Signature: *Jeffrey C. Williams*
Date: 11/28/2018
Print Name: Jeffrey C. Williams
Title: Chief Executive Officer
Company: School Innovations & Achievement
Address: 5200 Golden Foothill Parkway
El Dorado Hills, CA 95762
Phone: (800) 487-9234
Fax: (888) 487-6441

DISTRICT:

BELLEVUE UNION SCHOOL DISTRICT

Signature: _____
Date: _____
Print Name: _____
Title: _____
Address: _____

Phone: _____
Fax: _____
Email: _____

EXHIBIT A - STANDARD TERMS AND CONDITIONS

1. **Scope of Services; Independent Contractor.** SI&A's software and services (the "Services") described in the Agreement to which this Exhibit A is attached detail the initial scope of services anticipated by SI&A as of the effective date of the Agreement ("Initial Scope of Services"). District acknowledges that the Fee (as defined below) is based on this Initial Scope of Services. If SI&A determines that the Initial Scope of Services may be or has been increased anytime during the Agreement Period, SI&A reserves the right to increase the Fee to compensate for the unanticipated or additional services as mutually agreed upon in writing by both Parties. This Agreement is not for lobbying services and SI&A is not being retained to provide lobbying services to District. The Parties agree that SI&A is an independent contractor and the Agreement shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, association or any other relationship.
2. **Payment.** For purposes of the Agreement, the price of products and services set forth in Section 5, Item 5.1 of the attached Agreement, and any other applicable fee pursuant to the Agreement, shall be collectively referred to herein as the "Fee" or "Fees." District acknowledges that the Fees are based on the Initial Scope of Services anticipated by SI&A as of the date of this Agreement. The Fees shall be billed to District and District shall pay the entire amount within thirty (30) days after District receives SI&A's invoice.
3. **Termination.** Upon termination of this Agreement in accordance with its terms, SI&A will invoice District for Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. Except as set forth in this Section 3, neither Party shall have any liability to the other for damages resulting solely from a Party's termination of this Agreement in accordance with this Section 3 and the terms set forth in the Agreement. Upon the notice of termination from either Party, the District will have thirty (30) days to download and/or print all District Information (which is defined in Section 16.b below), which is not intertwined with any SI&A Confidential Information (which is defined in Section 9.a below).
4. **Notice.** All Agreement notices must be in writing, directed to the Party's address set forth below such Party's signature in the Agreement and shall be deemed to be received in accordance with the following: (a) in the case of personal delivery, on the date of such delivery; (b) in the case of facsimile transmission, on the date upon which the sender receives confirmation by facsimile transmission that such notice was received by the addressee, provided that a copy of such transmission is additionally sent by mail as set forth in (d) below; (c) in the case of overnight courier, on the second business day following the day such notice was sent, with receipt confirmed by the courier; and (d) in the case of mailing by first class certified mail, postage prepaid, return receipt requested, on the fifth business day following such mailing. A Party may change the address stated in the Agreement by giving notice to the other Party.
5. **District's General Responsibilities; District Acknowledgment.** During the Agreement Period, in addition to the obligations set forth in the Agreement, District is responsible for the following: (a) ensuring that District and its employees properly identify and comply with laws and regulations applicable to District's activities; (b) completing any documents required by SI&A for any service obtained by District; (c) importing only data that reflects student performance to the grade level into the school site plan to ensure confidentiality and consistency with FERPA guidelines; and (d) monitoring assignments of login and passwords to assure FERPA compliance. District acknowledges that SI&A's full, accurate and timely performance under this Agreement is materially dependent upon District's reasonable cooperation and assistance. District further acknowledges that SI&A's Initial Scope of Services and Fee presume a reasonable amount of cooperation and assistance from District, such as District's timely provision of certain information, documentation and personnel. SI&A has explained its requirements in this regard to District and District agrees to meet these requirements.
6. **Further Assurances.** Upon request of the other Party, SI&A or District shall execute and deliver additional instruments and take additional actions as may be necessary or appropriate to perform the Agreement.
7. **Assignment Prohibited.** Neither Party may assign any rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment in violation of the provisions of this Section 7 shall be null and void.
8. **Family Educational Rights and Privacy Act ("FERPA"); California Education Code.** SI&A may have limited access to student data or information only for purposes of providing the services specified in the Agreement. SI&A performs the Services as an independent contractor of District. SI&A, its officers and employees, shall comply at all times with the Family Educational Rights and Privacy Act and, for any California District, California Education Code sections 49073 et seq. and/or sections 76240 et seq., as applicable. Further to the requirements of California Education Code section 49073.1, as applicable, SI&A and District agree that (a) any and all "Pupil records" (as that term is defined in Education Code section 49073.1 and hereinafter referred to as "Pupil Records") disclosed or transmitted to SI&A remain the property of District and under the control of District; (b) SI&A shall not use any Pupil Records disclosed or transmitted to SI&A by District or any information in those pupil records for any purpose other than those required or specifically permitted by the Agreement; (c) SI&A shall not disclose any Pupil Records disclosed or transmitted to SI&A by District to any third party; (d) SI&A shall dispose of the Pupil Records according to Section 16 below; and (e) SI&A shall not use any Pupil Records disclosed or transmitted to SI&A by District to engage in targeted advertising. The procedures (a) created by District to comply with the requirements of Education Code section 49073.1 and (b) used by SI&A to ensure the security and confidentiality of Pupil records are listed or referenced in Exhibit D to the Agreement. Notwithstanding the foregoing, District grants to SI&A a perpetual, exclusive, royalty-free license to use de-identified District Data and "Deidentified information" (as defined in Education Code section 49703.1) for any purpose allowed by law. As set forth in the Standard Terms and Conditions, District and SI&A shall cooperate to preserve the confidentiality of District Data as mandated by applicable federal and state law.
9. **Confidential and Proprietary Materials of SI&A.**
 - a. **Definition of SI&A Confidential Information.** During performance of the Agreement, SI&A may provide materials or disclose to District certain materials or information which SI&A considers proprietary or confidential ("SI&A Confidential Information"). SI&A Confidential Information includes but is not limited to SI&A's training handbooks; policy manuals; instructions; copyrighted checklists and forms; all written, oral, electronic, or visual information or data which are non-public, confidential, competitively sensitive, personal, or proprietary in nature concerning SI&A; the materials and/or the information provided by SI&A to District (whether before or after the execution of this Agreement); information contained in any and all pending patent applications by SI&A; trade secrets belonging to SI&A; any and all software owned and/or created by SI&A including but not limited to the software programs commonly known as ATTENTION2ATTENDANCE® ("A2A") and Partnering4SpecialEd ("P4SE"); manuals; forms; data; data tables; draft letters; questionnaires; and similar information, material, or documents; and any and all copies of the foregoing.
 - b. **Restrictions on Use of SI&A Confidential Information.** District acknowledges the confidential and proprietary nature of SI&A Confidential Information, agrees to hold and keep the SI&A Confidential Information confidential and otherwise agrees to each and every restriction and obligation set forth in this Agreement. District shall use the SI&A Confidential Information solely as part of the services provided under the Agreement and solely during the term of the Agreement (the "Authorized Uses").
 - c. **Restrictions on Disclosure of SI&A Confidential Information.** District shall not disclose any SI&A Confidential Information except as allowed through the express prior written consent of SI&A.
 - d. **No Unauthorized Uses of SI&A Confidential Information.** District shall not use or permit any of its employees to use any of SI&A Confidential Information for any reason or purpose other than the Authorized Uses. Uses that are not Authorized Uses include, but are not limited to, (i) making derivative works or reverse engineering any software, program, process, form, report, analysis, or methodology owned or created by SI&A; (ii) using SI&A Confidential Information, whether directly or indirectly, to assist, whether directly or indirectly, any business that competes with the SI&A; (iii) any use of SI&A Confidential Information that is detrimental to the interests of SI&A; (iv) any use which attributes SI&A Confidential Information as having been created, developed, prepared, derived, designed, protected or owned by any person other than SI&A; (v) any use of SI&A Confidential Information after the expiration of the agreement under which SI&A Confidential Information was provided to District; and (vi) any use of SI&A Confidential Information by a third party other than District.
 - e. **Restrictions on Access to SI&A Confidential Information.** District shall carefully restrict access to SI&A Confidential Information to only those of District's employees who (i) require such access in order to perform their job duties, and (ii) are informed by District of the confidential nature of SI&A Confidential Information and the obligations pursuant to this Agreement. This Agreement is binding on District's employees, and District agrees to be responsible for enforcing the terms of this Agreement as to its employees as to the confidentiality of SI&A Confidential Information and to take such action, legal or otherwise, to the extent necessary to cause its employees to comply with the terms and conditions of this Agreement and thereby prevent any disclosure or unauthorized use of SI&A Confidential Information by any of District's employees.

- f. **Ownership of SI&A Confidential Information.** District agrees that District acquires no ownership interest of any kind in any portion of SI&A Confidential Information by virtue of this Agreement. Any and all derivative works created by District from SI&A Confidential Information shall be the sole and exclusive property of SI&A.
- g. **Security of SI&A Confidential Information.** District agrees to safeguard SI&A Confidential Information and to prevent the unauthorized use or disclosure thereof. In using SI&A software, District and the employees of District may be issued passwords, usernames, or other authentication credentials (collectively, "Authentication Credentials") to allow employees of District to access SI&A software. In issuing Authentication Credentials, SI&A may, in its sole and absolute discretion, specify an individual employee of District for whose sole use the Authentication Credential is issued. If SI&A identifies a specific employee for whose benefit an Authentication Credential is issued, District acknowledges, agrees, and covenants that (i) such Authentication Credentials are intended for the use of the individual for whom SI&A issued the Authentication Credential; (ii) District shall not, for any reason, direct, recommend, or encourage an employee to disclose an Authentication Credential to District, any other employee of District, or any third party; and (iii) District shall take reasonable steps to ensure that no employee of District discloses an Authentication Credential to any other person, including, but not limited to, other employees of District.
- h. **Notification of Disclosure.** If, at any time during the term of the Agreement or after the term of the Agreement, District becomes aware of any unauthorized use or disclosure of any portion or part of SI&A Confidential Information in violation of this Agreement, District shall promptly advise SI&A in writing of such unauthorized use or disclosure of SI&A Confidential Information by any person (regardless of whether that person is District, an employee of District, a contractor of District, or a third party).
- i. **Documents Provided During Renewal Negotiations.** District acknowledges and agrees that all of the restrictions of this section shall apply to any SI&A Confidential Information provided to the District as part of any negotiations for the renewal or extension of the Agreement.
- j. **SI&A's Right of Termination.** If District violates any of District's covenants, restrictions, or responsibilities in this Section 9, SI&A shall have the unilateral right to terminate this Agreement in SI&A's sole and absolute discretion. Upon termination of this Agreement pursuant to this Section 9(j), (1) SI&A will invoice District for Fees owing within the Agreement Period and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice and (2) District will have ten (10) days to download and/or print all District Information (which is defined in Section 16.b below), which is not intertwined with any SI&A Confidential Information (which is defined in Section 9.a below). The right of termination contained in this Section 9(j) shall be in addition to, and independent from, any other right of termination provided for in this Agreement.
10. **Limitation of Liability; Indemnification.** In no event shall SI&A's liability to District, for any reason arising out of this Agreement, exceed the amount of the Fee actually received by SI&A under this Agreement. SI&A shall not be liable for any consequential damages. District shall defend, indemnify and hold harmless SI&A and all of its agents, directors, officers and employees from and against any and all claims, liabilities, losses, damages, judgments, costs and expenses (including attorneys' fees) and threats thereof, whether arising in tort, contract, statute or otherwise, arising out of or in connection with or relating to SI&A's performance of the Services, unless it is finally determined to have arisen solely from SI&A's gross negligence or willful misconduct. SI&A shall defend, indemnify and hold harmless District, and all of its agents, directors, officers and employees from and against any and all claims, liabilities, losses, damages, judgments, costs and expenses (including attorneys' fees) and threats thereof, whether arising in tort, contract, statute, or otherwise, arising out of or in connection with or relating to SI&A's performance of the Services if it is finally determined to have arisen solely from SI&A's gross negligence or willful misconduct.
11. **Governing Law; Enforcement Costs.** The Agreement shall be governed by and construed in accordance with the substantive laws of California. If any legal action (including arbitration) is commenced to enforce the Agreement's terms or a party's rights or obligations under this Agreement, then the prevailing Party shall be entitled to recover all fees and costs incurred by the action, including reasonable attorneys' fees and arbitrators' fees, in addition to any other relief to which the Party may be entitled.
12. **Judicial Reference.** In the event a dispute is not resolved through discussions and negotiations among the Parties, the dispute shall be decided by general reference procedures pursuant to Code of Civil Procedure section 638, et seq., as modified by the provisions of this Section 12, and any subsequent provisions mutually agreed upon in writing by the Parties. The reference shall be conducted in accordance with California law, including, but not limited to, the Code of Civil Procedure and the Evidence Code. The Parties shall be allowed to conduct discovery in the manner provided by Code of Civil Procedure section 2017, et. seq. BOTH PARTIES HEREBY WAIVE A JURY TRIAL OR PROCEEDING IN CONNECTION WITH ANY DISPUTE ARISING OUT OF THIS AGREEMENT. All general reference proceedings hereunder shall, unless all Parties hereto otherwise agree, be conducted in a mutually agreeable location in the County of Sacramento, State of California.
13. **Modification; Interpretation; Severability; Construction.** No modification or supplement to any provision of the Agreement shall be valid, unless executed in writing by both Parties. No provision of the Agreement shall be construed to require the commission of any act contrary to law. If any term, provision, covenant or condition of the Agreement is held to be invalid or otherwise unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated. SI&A shall have the full power and authority to interpret, construe and administer the Agreement and SI&A's determination shall be binding and conclusive on the Parties for all purposes. The headings preceding each Section and subsection of this Agreement are solely for convenience of reference only, are not part of the Agreement, and shall be disregarded in the interpretation of any portion of the Agreement. Whenever required by the context of the Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. The Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared the same. Unless otherwise indicated, all references to paragraphs, Sections, subparagraphs and subsections are to the Agreement.
14. **Waiver.** Either Party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, or provisions by the other Party at the time designated, shall not be a waiver of any such default or right to which the Party is entitled, nor shall it in any way affect the right of the Party to enforce such provisions thereafter.
15. **Injunctive Relief.** District acknowledges that any breach of this Agreement by District or any of its employees may cause irreparable damage and harm to SI&A, and that remedies at law would be inadequate to protect against such breach of this Agreement. District agrees in advance to the granting of injunctive relief in favor of SI&A for any such breach of the provisions of this Agreement and to the specific enforcement of the terms of this Agreement, without proof of actual damages and without the requirement of posting a bond or other security, in addition to any other remedy to which SI&A would be entitled, all of which remedies shall be cumulative hereunder.
16. **Treatment of Information after Termination of Agreement.**
- a. **District's Treatment of SI&A Confidential Information.** Within fifteen (15) business days of termination or expiration of the Agreement for any reason, including, but not limited to, any fault of SI&A or District, District shall, with respect to any SI&A Confidential Information in the control or possession of District, and at SI&A's election, either (i) destroy SI&A Confidential Information and certify to SI&A in writing that destruction or (ii) return SI&A Confidential Information to SI&A. SI&A shall have the sole and absolute discretion to decide between destruction of SI&A Confidential Information and return of SI&A Confidential Information and may make different elections for different components of SI&A Confidential Information.
- b. **SI&A's Treatment of District Information.** Upon termination of the Agreement, SI&A shall provide to District the certification required by Education Code section 49073.1(b)(7) with respect to any Pupil Records provided to SI&A by District pursuant to the Agreement. With respect to any and all data and records provided to SI&A by District or derived from data or records provided by District that are not Pupil Records or SI&A Confidential Information ("District Information"), SI&A shall preserve such District Information for a period of not less than one year. Upon the written request of District, SI&A shall return all originals and copies of District Information to District or destroy any originals and electronic copies of District Information. However, to the extent that District Information has become intertwined with SI&A Confidential Information, any and all reasonable expenses incurred by SI&A in ensuring that District's Information, as returned to District or destroyed by SI&A, does not contain any of SI&A Confidential Information shall be borne by District. Nothing in the Agreement or this Exhibit A obligates SI&A to return to District any SI&A Confidential Information.
17. **Conflict with Agreement.** To the extent that any term or provision of these Standard Terms and Conditions conflicts with any other term or provision of the Agreement, the term or provision which is in the Agreement shall control.
18. **Force Majeure.** A Party shall not be liable under the Agreement as a result of any delay, failure or interruption caused by the other Party or third parties, an act of God, acts or orders of governmental authorities, acts of civil or military authorities, catastrophes or other cause (other than financial) beyond the Party's reasonable control, and such nonperformance will not be a default hereunder or a ground for termination of the Agreement.

Exhibit B

Attention2Attendance® Implementation Process and District Contact Information

Following SI&A's receipt of the signed Agreement, a District Support Specialist shall contact District to discuss and finalize the Implementation Process and Production Schedule, which shall establish deadlines, delivery dates, materials to be supplied by District and other items necessary to complete the Attention2Attendance® implementation.

Important phases of the **Implementation Process** include the following:

Attention2Attendance® Initial Call: Review Implementation process with contract signer.

Attention2Attendance® Welcome Call: Implementation web meeting with the contract signer and designated district stakeholders to review A2A process, determine target dates for training, and review district decision points.

The ROBOT installation and initial IT Data Collection: The SI&A Data Support Specialist works with the District IT/SIS contact to begin the data collection process by identifying and collecting codes from the SIS and collecting preliminary sample sets of data for configuration and testing.

Finalize the Production Schedule: The SI&A Implementation Team will provide a Production Schedule for the entire school year to the District Attendance day-to-day contact.

Final District Validation: The SI&A Implementation Team confirms implementation and obtains user information. A Verification Report is emailed to the District for review and final sign off.

Ongoing Service

Once Implementation is complete a Service Team will be assigned to your district.

- You will have access to:
 - Live Help Desk
 - Unlimited online training and support
- Throughout your agreement term you will have access to ongoing analysis and consultative reporting prepared and presented by SI&A. Reporting options are listed below:
 - Chronic Absentee Reports with student detail
 - Mid-Year Summary Report
 - Comprehensive End-of-Year Results
- Ongoing communications that may be sent by SI&A to all users:
 - A2A Did You Knows application tips and tricks
 - A2A Communiqués status and result updates
 - Weekly or every other week e-mail reminders during review period

District Contact Information

Day-to-Day District Contact

Name: _____

Title: _____

Phone: _____

Email: _____

Day-to-Day District IT Contact

Name: _____

Title: _____

Phone: _____

Email: _____

If you have any questions, please call Katy Dragoo at (800) 487-9234 x5145.
We look forward to working with you!

Exhibit C
Sites

Bellevue Elementary
Kawana Elementary
Meadow View Elementary
Taylor Mountain Elementary
Stony Point Academy

EXHIBIT D

PROCEDURES FOR COMPLIANCE WITH CALIFORNIA EDUCATION CODE SECTIONS 49073 ET SEQ. AND RELATED STATUTES

Statutory Provision	Procedure and/or Contractual Provision
<p>California Education Code § 49073.1(b)(1): “A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: (1) A statement that pupil records continue to be the property of and under the control of the local educational agency.”</p>	<p>See Standard Terms and Conditions, Exhibit A to this Agreement, Section 8(a).</p>
<p>California Education Code § 49073.1(b)(2): “A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: . . . (2) Notwithstanding paragraph (1), a description of the means by which pupils may retain possession and control of their own pupil-generated content, if applicable, including options by which a pupil may transfer pupil-generated content to a personal account.”</p>	<p>The services and software provided under this Agreement do not include any pupil-generated content.</p>
<p>California Education Code § 49073.1(b)(3): “A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: . . . (3) A prohibition against the third party using any information in the pupil record for any purpose other than those required or specifically permitted by the contract.”</p>	<p>See Standard Terms and Conditions, Exhibit A to this Agreement, Section 8(b).</p>
<p>California Education Code § 49073.1(b)(4): “A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: . . . (4) A description of the procedures by which a parent, legal guardian, or eligible pupil may review personally identifiable information in the pupil's records and correct erroneous information.”</p>	<p>If a pupil or parent/guardian wants to review information and correct any erroneous information, the following process can occur:</p> <ol style="list-style-type: none"> 1. Parent, legal guardian, or eligible pupil may submit a request to District to run a Student Detail report using the District’s defined request procedures. 2. The Student Detail Report can be run in the A2A UI by a District representative for delivery to parent, legal guardian, or eligible pupil. 3. Any corrections the parent, legal guardian, or eligible pupil wishes to make may be conveyed in writing to the District representative who runs the Student Detail Report. 4. The District representative who runs the Student Detail Report will update information in their Student Information System, which will be transferred into A2A, or update information directly in A2A if applicable.
<p>California Education Code § 49073.1(b)(5): “A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: . . . (5) A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of pupil records. Compliance with this requirement shall not, in itself, absolve the third party of liability in the event of an unauthorized disclosure of pupil records.”</p>	<p>SI&A will:</p> <ol style="list-style-type: none"> a. Only allow database to database connectivity to ensure all student information is always maintained in an audited database format b. Conduct monthly reviews of user access to databases c. Conduct annual training on student data security for all SI&A employees. Training material is available to district upon request. d. Provide access for approved District users to all notification letters on secure SFTP site.

	<p>e. Designate the Director of Technology as the responsible individual for maintaining the security of student data.</p>
<p>California Education Code § 49073.1(b)(6): “A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: . . . (6) A description of the procedures for notifying the affected parent, legal guardian, or eligible pupil in the event of an unauthorized disclosure of the pupil's records.”</p>	<p>SI&A’s notification to the District Day-to-Day contact individual noted in Exhibit B by the District in writing to SI&A will include the following components:</p> <ol style="list-style-type: none"> 1. Date of unauthorized disclosure 2. Description of disclosure 3. Description of root cause of the disclosure and what changes are being made to prevent future such issues.
<p>California Education Code § 49073.1(b)(7): “A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: . . . (7)(A) A certification that a pupil's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced. (B) The requirements provided in subparagraph (A) shall not apply to pupil-generated content if the pupil chooses to establish or maintain an account with the third party for the purpose of storing that content pursuant to paragraph (2).”</p>	<p>An aggregated copy of the districts performance during the time of the contract will be maintained within a reporting database. This is for district comparison purposes and does not contain any student identifiable information.</p> <p>PROCEDURE:</p> <ol style="list-style-type: none"> 1. All current student data will be de-identified and a unique SIA student ID code will be assigned to each student. The code will not contain any identifiable information. This will be applied for current year and prior year(s) information. 2. All backups with district information will be recalled and destroyed. 3. This procedure will be completed within 120 days from contract completion. 4. No outside vendor or individuals will participate in the process. 5. A certified letter will be mailed to the District with a list of all activities completed. 6. Enforcement of SI&A’s certification that the above activities have been complete will be accomplished by audit reviews of the activities by the IT Manager.
<p>California Education Code § 49073.1(b)(8): “A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: . . . (8) A description of how the local educational agency and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g).”</p>	<p>This Agreement establishes SI&A as a school official whose access to student data under this Agreement is in pursuit of SI&A’s legitimate educational interests in performing the services set forth under this Agreement.</p> <p>This designation is in compliance with the Family Education Rights and Privacy Act (20 U.S.C. Sec. 1232g), specifically Section 1232g(b)(1)(A).</p>
<p>California Education Code § 49073.1(b)(9): “A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following: . . . (9) A prohibition against the third party using personally identifiable information in pupil records to engage in targeted advertising.”</p>	<p>See Standard Terms and Conditions, Exhibit A to this Agreement, Section 8(e).</p>

Exhibit E

The following data elements will be used to track and report on attendance. Each Student Information System database is different; some additional values may need to be used to create the necessary database joins to connect these values correctly.

1. Student Demographic Data (e.g. Student ID, Grade, Ethnicity, Mailing Addresses, Home Languages, Parent/Guardian data, etc.)
 2. Attendance Data
 3. Discipline Data
 4. Course Schedules
-

Accept Decline

OPTIONAL IN-DEPTH REPORTING

Additional reporting is available but requires SI&A to pull **additional fields**. Please check any of the additional data elements below you would like SI&A to pull for aggregate level reporting purposes only.

- English Language Learner
- Free & Reduced Lunch Status
- Foster Care

CALIFORNIA CONTRACTS ONLY:

If District chooses to have SI&A pull the Foster Care data element, to the extent required to secure the Foster Care data element, District designates SI&A as a “designee” authorized to review juvenile court files under California Welfare & Institutions Code Section 827.

Bellevue Union School District

HUMAN RESOURCES MANAGER **CLASSIFIED MANAGEMENT**

GENERAL DESCRIPTION:

Under the general supervision of the Chief Business Official, the Human Resources Manager administers the human resources activities for the Bellevue Union School District and supports the District's educational agenda through position control, recruitment, performance management, employment cycle changes, and talent management.

DUTIES AND RESPONSIBILITIES:

- Manages the District's recruitment process for all employees in cooperation with District Administrators and Managers to include: posting/advertising vacancies, scheduling and facilitating interviews, and conducting subsequent on-boarding activities.
- Ensures that new hires and volunteers are fingerprinted, determines clearance, ensures compliance with Department of Justice regulations, and updates personnel records as necessary.
- Schedules pre-employment physicals and arranges for pre-employment testing of candidates as necessary.
- Administers and updates new hire packets for all employee groups.
- Assures appropriate credentialing and legally required compliance for specified certificated personnel assignments.
- Recommends salary column and step placement for new hires by utilizing the candidate's transcripts and prior experience and drafts employment contracts for certificated staff.
- In collaboration with the Business Technician, provides new and existing employees with health and wellness benefits information and facilitates enrollment.
- Administers the annual Open Enrollment process.
- Creates and maintains employee records in HRIS (Escape), Aeries, and updates confidential personnel files.
- Ensures that employees have current TB records, Credentials and certificates as deemed necessary to perform their duties.
- Manages all data in AESOP (system), including drafting welcome letters to new employees and substitute teachers, and assigning passwords and pin numbers.

Bellevue Union School District

- Plans and facilitates new employee orientations.
- Supports District Leadership with the District's collective bargaining agreements, from negotiations through managing the contract, and processing grievances.
- Supports District employees, other agencies, and the public with interpretation of the District's policies, regulations, and procedures related to personnel.
- Advises the Chief Business Official and Superintendent regarding personnel matters for the purpose of assuring sound and accurate decision making.
- Advises Principals and Department Heads in determining staffing needs.
- Assists the Business Technician in matters related to Workers Compensation claims.
- Conduct investigations, compile information and prepare reports of findings as assigned by the Chief Business Official and Superintendent.
- Assist with the implementation of the District's employee evaluations and the monitoring of the evaluation record management system.
- Assist with the development and revision of Board Policies and Administrative Regulations as they relate to the Human Resources Department.
- Maintains job descriptions and salary schedules for administrative, confidential, certificated and classified staff.
- Maintains yearly staffing lists including those tracking seniority and staffing by site.
- Follows legal procedures for yearly staffing, including: non-reelection of staff, release of probationary employees, layoff/reduction of staff, retirements, terminations, and resignations.
- Follows legal procedures in tracking and providing guidance to staff regarding leave requests in compliance with collective bargaining agreements, FMLA, CFRA, and other applicable laws.
- Submits monthly Personnel Activity Reports for submission to the Governing Board.
- Submits required staffing and personnel reports including CBEDS, EEO-1, JOLTS, and other legally mandated reports.
- Performs related duties as assigned.

Bellevue Union School District

QUALIFICATIONS:

- Excellent interpersonal, verbal, and written communication skills.
- Familiarity with school district policies, school law, and state and federal employment laws is preferred.
- Ability to establish and maintain positive and productive working relationships with staff, administrators, and members of the community.
- Ability to proactively recognize areas of concern relating to personnel and recommend appropriate solutions.
- Ability to independently work on multiple projects and prioritize appropriately.
- Ability to exercise initiative and make independent decisions to meet deadlines.
- Knowledge and/or experience with collective bargaining and labor unions.
- Demonstrated knowledge of effective human resources principles, practices and trends.

EDUCATION AND EXPERIENCE:

- Experience and/or training in Human Resources Management.
- A Bachelor's degree or certificate in Human Resources Management is preferred.
- Experience working in an educational environment is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid Driver's License
- Criminal Justice Fingerprint Clearance

WORKING CONDITIONS:

- The majority of work takes place in an office environment with infrequent travel to school sites and the County Office of Education.

BUSD November 13, 2018 Board Meeting Minutes

1. Open Session 5:34 P.M.
 - 1.1. The regular Board meeting of the Bellevue Union School District Board of Trustees was called to order at by Trustee Stephanie Merrida-Grant, at the Bellevue Union School District Board Room.
 - 1.2. Public Comment On Closed Session: NA
2. Adjourn To Closed Session: 5:35 P.M.
 - 2.1. Closed Session Agenda
 - 2.1.1. Public Employment § 54957
3. Reconvene To Regular Session: 6:08 P.M.
 - 3.1. Flag Salute: Carol Castro led the flag salute.

Members Present: Stephanie Merrida-Grant, John Jarvis, Adele Walker, Victor Ayala and David Alexander

Members Absent: None

Late Arrivals: None

Early Departures: None

District Office Staff Present: David Alexander, Chris Kim, Moriah Hart, Larry Black, Gilda DeNiro

Others Present: See Sign in Sheet
 - 3.2. Report on Closed Session None
 - 3.3. Consider Agenda Adjustment: Move Public Comment (3.4) to after item 4.2 plus add in a brief break
4. Information:
 - 4.1. BUSD Violin Program Overview, Victor Vasquez - Instructor
 - 3.4 Public Comment: NA
Break - Refreshments
 - 4.2. 2018 CAASPP Report of SBAC Testing, David Alexander, EdD, Superintendent

BUSD November 13, 2018 Board Meeting Minutes

4.3. California Dashboard Local Indicator Presentation, David Alexander, EdD, Superintendent

4.4. Kawana Springs Annual Presentation by Principal Carol Castro

5. Action

5.1. On a motion by John Jarvis, second by Victor Ayala, the Board approved December 11, 2018 for the Annual Organizational Meeting

Action: Approved

Vote	4	Ayes
	0	Noes
	1	Absent: Lisa Reyes

5.2. On a motion by Victor Ayala, second by John Jarvis, the Board approved the 2018-19 Agreement with SCOE for Federal Funding Programs and Consolidated Application Administration

Action: Approved

Vote	4	Ayes
	0	Noes
	1	Absent: Lisa Reyes

5.3. On a motion by Adele Walker second by Victor Ayala,, the Board Resolution No 8 to Establish Capacity Limits for Class Sizes and Special Programs for the 2018-2019 School Year

Action: Approved

Vote	4	Ayes
	0	Noes
	1	Absent: Lisa Reyes

5.4. On a motion by John Jarvis, second by Adele Walker, the Board approved Amendment 2 to Child Development Services Grant with CDE

Action: Approved

Vote	4	Ayes
	0	Noes
	1	Absent: Lisa Reyes

BUSD November 13, 2018 Board Meeting Minutes

5.5. On a motion by Victor Ayala, second by Adele Walker, the Board approved the MOU with the Bellevue Education Association Regarding Salary Schedule Placement

Action: Approved

Vote	4	Ayes
	0	Noes
	1	Absent: Lisa Reyes

5.6. On a motion by John Jarvis, second by Victor Ayala, the Board approved the MOU Extension with CSEA Regarding Disaster Relief Leave for 2018-19

Action: Approved

Vote	4	Ayes
	0	Noes
	1	Absent: Lisa Reyes

5.7. Ratification of Bills and warrants

Payroll Totals:

10.31.18 Certificated Regular Payroll	\$ 711,828.22
10.31.18 Classified Regular Payroll	\$ 242,161.22
10.10.18 Certificated Supp Payroll	\$ 21,680.00
10.10.18 Classified Supp Payroll	\$ 12,622.43
PAYROLL TOTAL:	\$ 988,291.87

Accounts Payable Totals:

Fund 01	General Fund	\$	208,245.22
Fund 09	Stony Point Acad Charter	\$	2,742.19
Fund 12	Child Dev Fund	\$	196,021.01
Fund 13	Cafeteria Fund	\$	52,790.47
Fund 21	Building Fund	\$	6,542.76
Total Payables			\$ 466,340.65

On a motion by Adele Walker, second by Victor Ayala, the Board ratified the Bills and Warrants.

Action: Approved

BUSD November 13, 2018 Board Meeting Minutes

Vote	4	Ayes
	0	Noes
	1	Absent: Lisa Reyes

6. Consent Calendar

6.1. Consent Calendar

6.1.1. Contracts for Special Education Services for Nonpublic Schools and Nonpublic Agencies 2018-19

6.1.2. Board Meeting Minutes

6.1.2.1. Regular Board Meeting Minutes October 16, 2018

6.1.2.2. Regular Board Meeting Minutes September 11, 2018

6.1.3. Personnel Activity Log

On a motion by Victor Ayala, second by Adele Walker, the Board approved the Consent calendar

Action:Approved

Vote	4	Ayes
	0	Noes
	1	Absent: Lisa Reyes

7. Discussion/Action

7.1. Facility Use Permit & BP 1330

On a motion by John Jarvis and a second by Adele Walker the Board directed the Superintendent to develop a fee schedule for recommendation to the Board.

Action:Approved

Vote	4	Ayes
	0	Noes
	1	Absent: Lisa Reyes

8. Reports

8.1. California School Employees Association, Chapter 501
No Report

BUSD November 13, 2018 Board Meeting Minutes

8.2. Bellevue Education Association

Jeannette Roehner mentioned teachers and students wrapping up the first trimester and looking forward to parent/teacher conferences. Unfortunately many conferences had to be rescheduled due to poor air quality school closures.

8.3. Principal Reports

Nina Craig, Principal at Bellevue,

The principals would like to report that we are eagerly anticipating re-opening the schools. We know student safety is our utmost concern and we look forward to getting back into routine when the time is right. Please know we will do everything within our control to ensure students remain safe and healthy.

Teachers have spent numerous hours preparing for conferences and completing report cards. We look forward to holding these valuable meetings and will do what we can to make rescheduling occur quickly and smoothly.

We continue to move forward with SCOE and the Improvement Science process. All sites are continuing to collect data with regards to how English learners are experiencing our systems. We look forward to analyzing the data at our next session and determine next steps to address the needs of these students.

All sites are happy to announce that boys basketball teams are being formed and preparations for the upcoming season are underway.

Bellevue just wrapped up a successful book fair. It was our first time pulling off this event without a media center specialist! We will use the proceeds to purchase books for our classrooms.

I'd like to publicly thank former principal Nancy Rogers Zagara for our TK-1 grade literacy night. Parents and children practiced reading together in English and Spanish and Nancy led them through questioning techniques designed to increase comprehension.

Taylor Mountain 5th grade received a grant from the Park Service to cover all costs for their entrance fee to Alcatraz.

Meadow View is has rescheduled their Turkey Trot walk a thon for Nov 29 due to the smoke situation.

Stay tuned for the onslaught of Winter events at each school! We will send you the dates via the weekly boardline.

8.4. Board Reports/Board Items

8.4.1. Correspondence

BUSD November 13, 2018 Board Meeting Minutes

Adele Walker thanked Victor Ayala for his service. She said she would miss him and has enjoyed sitting next to him on the Board. She thanked him for representing his community and speaking from the heart.

John Jarvis said the greatest thing was seeing all the students at outdoor ed (he volunteered as a chaperone). It was fantastic. Victor - it has been a pleasure. Really been pushing for the kids and our community.

Stephanie Merrida-Grant reminded everyone that as we return to campus students will need to know that everything is ok. and to see friends. Some students may be re-experiencing trauma related to last year's fires here in Santa Rosa. It was a big event and for many they are experiencing flashbacks. Victor - it has been a wild ride. It was a tough first two years, there were tears and anger and a lot of positive change. The dual immersion program was born with an idea at a post conference dinner. The last year has been trying and difficult, but in a different way. Even when we didn't see eye to eye we could agree to disagree. The last couple of months have been the best. She wished him good luck on his future endeavours and noted it had been a pleasure working with him.

Victor Ayala thanks all classified, certificated and district office staff. He said they are all are the heart of it, not just the teachers, not just classified, not just the district office staff, it's the whole community working together. The impact on small children is amazing. To say thank you isn't enough. He is glad the dual immersion program has a waiting list. He also said we worry about adult stuff and forget to smile at each other. His eldest daughter knows how to say hello in five languages, to connect with people. He thanked everyone again.

8.5. Superintendent Report

8.5.1. LCAP - Dates to Come

David Alexander, Superintendent, said it was hard to follow Victor Ayala speaking from his heart. He said he loved the end of the Board Meeting when everyone is speaking from their heart and soul. Everyone is finding the ability to do more with less. Roger and the custodians are out there tonight wiping down desks and replacing filters. Dr. Alexander said that he was going to miss his conversations with Mr. Ayala and that he greatly appreciates Mr. Ayala.

9. Planning

December 11, 2018	Regular Board Meeting	5:30pm	BUSD District Office (Chorus to perform)
January 15, 2019	Regular Board Meeting	5:30pm	BUSD District Office
February 19, 2019	Regular Board Meeting	5:30pm	Taylor Mountain (recognitions)
March 12, 2019	Regular Board Meeting	5:30pm	Taylor Mountain (recognitions)

BUSD November 13, 2018 Board Meeting Minutes

April 16, 2019	Regular Board Meeting	5:30pm	Taylor Mountain (recognitions)
May 21, 2019	Regular Board Meeting	5:30pm	Taylor Mountain (recognitions)
June 18, 2019	Regular Board Meeting	5:30pm	BUSD District Office

~~10. Return to Closed session as needed~~

Open Session Adjournment Time: 8:10 P.M.

Respectfully Submitted,

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

Board Signature: _____ Date: _____

Bellevue Union School District
Board Meeting
Tuesday November 13, 2018
Sign-in Sheet

Name

School Site/Community Member

1 Nua Cray

Bellevue

2 Lynn Reinecke

Kawana

3 Jeanette Rohner

TM / BEA

4 Carol Cusler

Kawana

5

6

7

8

9

10

11

12

13

14

15

16

17

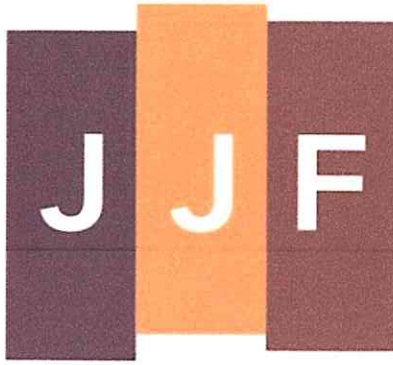
18

19

20

21

22



RECEIVED
NOV 13 2018
Bellevue Union School District

THE JOHN JORDAN FOUNDATION

November 11, 2018

Bellevue Union

Dr. David Alexander

3150 Education Drive

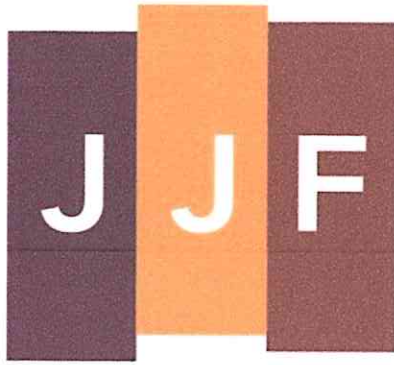
Santa Rosa CA 95407

Dear Superintendent Alexander,

It is my pleasure to confirm the John Jordan Foundation investment in your district through the Teacher's Wishes grant program supporting programs and projects for \$300.00. A check is enclosed. I look forward to your updates about the success of your program.

The following teachers received the grant:

DesChenes, Mary	Meadow View Elementary	\$299.00
Fitzgerald- Dimsho, Kelly	Taylor Mountain Elementary school	\$300.00
Menth, Martha / Jim Boyce	Kawana Springs Elementary	\$300.00



THE JOHN JORDAN FOUNDATION

Simpson, Natascha	Bellevue Elementary School	\$300
----------------------	----------------------------------	-------

The following terms and conditions apply to your organization's use of the Foundation's grant:

1. Purpose

Under United States law, Foundation grant funds, and income earned on those funds, may be spent only for charitable, religious, scientific, literary or educational purposes. This grant is made only for the purposes stated in this letter, and it is agreed that these grant funds will be used only for such purposes substantially in accordance with the budget submitted with your grant proposal. It is also understood that no substantial changes will be made from the approved budget without the Foundation's prior approval in writing.

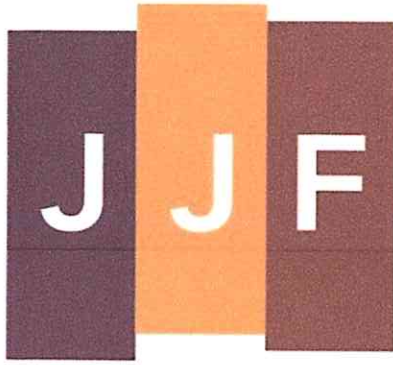
2. Reporting

A written report signed by an appropriate officer of your organization must be furnished to the Foundation to the within three (3) months after the close of each fiscal year in which

your organization receives or spends any portion of Foundation grant funds (including income, if any, from such funds) until the grant funds are spent in full or the grant is otherwise terminated.

3. Prohibited Activities

So that the Foundation may comply with the tax laws of the United States, it is understood that Foundation grant funds will not be used for any of the following purposes:



THE JOHN JORDAN FOUNDATION

- A. To carry on propaganda, or otherwise to attempt to influence any legislation (within the meaning of Section 4945(d)(1) of the United States Internal Revenue Code);
- B. To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4945(d)(2) of the United States Internal Revenue Code);
- A. To make grants to individuals for travel, study or other similar purposes by such individuals (such as scholarships, fellowships or grants for research), unless such grants satisfy the requirements of Section 4945(g) of the IRC.
- B. To make any grant to any other organization (other than to public charities or exempt operating foundations) which does not comply with the requirements of Section 4945(d)(4) of the United States Internal Revenue Code; or
- A. To undertake any activity for any purpose other than the charitable purposes specified in Section 170(c)(2)(B) of the United States Internal Revenue Code.

If you have further questions regarding activities that are not permitted, please contact the Foundation.

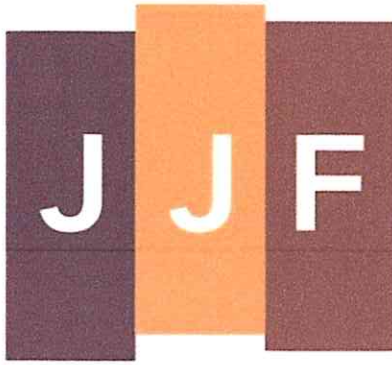
4. Return of Unused Funds

Any grant funds, and any income earned on those funds, that are not spent or committed for the purposes of the grant, must be returned to the Foundation.

On behalf of the John Jordan Foundation, may I extend every good wish for the success of your work.

The John Jordan Foundation is a 501 (c) (3) nonprofit organization. Our FEIN is 45-4735384.

Thank you,



THE JOHN JORDAN FOUNDATION


Lisa Wittke Schaffner
Executive Director

TO: Principal and Administrators at Meadow View Elementary School
FROM: DonorsChoose.org (212-239-3615)
RE: Mrs. Campbell-Sapp got funding for her classroom

Give Mrs. Campbell-Sapp a high five! Mrs. Campbell-Sapp recently earned funding at DonorsChoose.org for a classroom project called "Helping Young Thinkers Achieve". A list of your donors is at bottom of this fax!

The resources for this project will arrive soon, and we hope you'll ensure they promptly reach Mrs. Campbell-Sapp's classroom.

1. Dry Erase Board 12/pk 9.5 X 12 quantity 2, \$35.93 each
2. Scholastic News, Grade 4 (min. 10 subscript... quantity 30, \$5.75 each

Please tell your front office to expect delivery of any materials within the next few weeks, and ask them to inform Mrs. Campbell-Sapp when packages arrive.

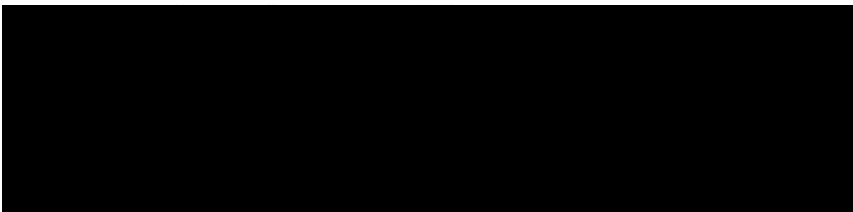
If Mrs. Campbell-Sapp is no longer teaching at your school, or if there is another reason this donation should not be made, please contact us immediately at principals@donorschoose.org. Save this notice if you need documentation of grants received.

DonorsChoose.org is a free nonprofit website where teachers at your school can receive funding for student resources. All we ask teachers to provide in return is a "thank-you package" for their donors. For information about control or use of resources funded through our site, visit www.donorschoose.org/resourcepolicy.

Thank you for fostering an environment where teachers go above and beyond for their students!

The DonorsChoose.org Team

P.S. Mrs. Campbell-Sapp inspired donations from:



See why these donors gave at
<https://www.donorschoose.org/project/helping-young-thinkers-achieve/3466386/>.

134 West 37th Street, 11th Floor | New York, NY 10018
www.donorschoose.org | principals@donorschoose.org | 212-239-3615

School Year	G R	District of Residence	District Requested	School Requested	Reason	Incoming or Outgoing?	Recommendation based upon BP5117	Date of Board Meeting	Expires	Status
2018-19	5	Bellevue	Roseland	Roseland	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Rincon Valle	Madrone	Employment	Outgoing	Approved	12/11/18	06/31/19	Allen Bi
2018-19	1	Bellevue	Roseland	Roseland Creek	Childcare by aunt verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	Bellevue	Rincon Valle	Austin Creek	Special Ed	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Wright	RL Stevens	Childcare by grandmother verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	Wright	RL Stevens	Childcare by grandmother verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	Bellevue	Twin Hills	Apple Blossom	Continuing 5th grader CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Wright	RL Stevens	Childcare by granpa verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Wright	RL Stevens	Childcare by granpa verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	SRCS	Bellevue	Meadow View	Continuing	Incoming	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Roseland Creek	Continuing	Outgoing	Denied	12/11/18	06/31/19	
2018-19	5	CRPUSD	Bellevue	Meadow View/Be	Continuing	Incoming	Approved	12/11/18	06/31/19	
2018-19	5	Bellevue	Roseland	Roseland	Continuing 5th grader CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	Wright	RL Stevens	Attached Family Documentation - Court	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	Roseland	Roseland	Childcare by aunt verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Walnut Cree	Parkmead	Employment	Outgoing	Approved	12/11/18	06/31/19	Allen Bi
2018-19	4	Bellevue	SRCS	Helen Lehman	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	6	Bellevue	Roseland	Roseland	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Roseland	Sibling w/IDT	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	SRCS	Luther Burbank	Employment	Outgoing	Approved	12/11/18	06/31/19	Allen Bi
2018-19	K	Bellevue	Roseland	Sheppard	Childcare by aunt verified - Temp Doubled up due to Tu	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	CRPUSD	Marguerite Hahn	Employment	Outgoing	Approved	12/11/18	06/31/19	Allen Bi
2018-19	2	Bellevue	Roseland	Roseland	Sibling 5th grade verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	Bellevue	Roseland	Roseland	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Roseland	Roseland	Sibling 6th grade verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	6	Bellevue	Roseland	Roseland	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	TK	SRCS	Bellevue	Bellevue	Childcare	Incoming	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Roseland	Roseland Creek	Continuing verified CALPADs	Outgoing	Approved	12/11/18	06/31/19	Roselar
2018-19	5	Bellevue	Rincon Valle	Austin Creek	Specialized Education Program	Outgoing	Approved	12/11/18	06/31/19	Rincon
2018-19	4	Bellevue	Roseland	Sheppard	Childcare by family - cousin	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Sheppard	Childcare by family - cousin	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Wright	JX Wilson	Childcare by family - Aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Roseland	Roseland	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Sheppard	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	

2018-19	3	Bellevue	Roseland	Sheppard	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Sebastopol	Parkside	Childcare by family - tia	Outgoing	Approved	12/11/18	06/31/19	
2018-19	TK	Bellevue	Roseland	Roseland Creek	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Wright	JX Wilson	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Wright	JX Wilson	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Roseland Creek	Sibling w/ Approved IDT	Outgoing	Approved	12/11/18	06/31/19	
2018-19	6	Bellevue	Roseland	Roseland Creek	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	6	Bellevue	Sebastopol	Brook Haven	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	CRPUSD	Marguerite Hahn	Childcare by family - Uncle	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Roseland	Sheppard	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Sheppard	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	SRCS	Bellevue	Kawana Springs	Continuing CALPADs verified	Incoming	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	Roseland	Sheppard	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	Roselar
2018-19	6	Piner Olivet	Bellevue	Bellevue	Foster	Incoming	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Roseland Creek	Childcare by family - tia	Outgoing	Approved	12/11/18	06/31/19	
2018-19	TK	Bellevue	Roseland	Sheppard	Employment	Outgoing	Approved	12/11/18	06/31/19	Allen Bi
2018-19	TK	Bellevue	Piner Olivet	Olivet	Rebuilding fire property	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Roseland	Childcare by family - tia	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	SRCS	Bellevue	Kawana	Continuing CALPADs verified	Incoming	Approved	12/11/18	06/31/19	
2018-19	1	SRCS	Bellevue	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Roseland	Sheppard	Sheppard is Closer to home	Outgoing	Denied	12/11/18	06/31/19	
2018-19	K	Bellevue	CRPUSD	Marguerite Hahn	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Wright	RL Stevens	Childcare by family - tia	Outgoing	Approved	12/11/18	06/31/19	
2018-19	6	Bellevue	Rincon Valle	Whited	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Rincon Valle	Whited	Sibling w/ IDT	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Sheppard	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Roseland	Sheppard	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	CRPUSD	University Elemer	Employment	Outgoing	Approved	12/11/18	06/31/19	Allen Bi
2018-19	K	SRCS	Bellevue	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Bennett Valle	Yulupa	Moving into the district	Outgoing	Approved	12/11/18	06/31/19	Denied
2018-19	K	Bellevue	Mark West	Mark West	Other	Outgoing	Approved	12/11/18	06/31/19	Denied
2018-19	2	Bellevue	Bennett Valle	Yulupa	Moving into the district	Outgoing	Approved	12/11/18	06/31/19	Denied
2018-19	2	Bellevue	Mark West	Mark West	Other	Outgoing	Approved	12/11/18	06/31/19	Denied
2018-19	5	Bennett Valle	Bellevue	Kawana	Continuing CALPADs verified	Incoming	Approved	12/11/18	06/31/19	
2018-19	1	Bennett Valle	Bellevue	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	5	Piner Olivet	Bellevue	Bellevue	Returning	Incoming	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	CRPUSD	Marguerite Hahn	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	

2018-19	K	Bellevue	CRPUSD	Marguerite Hahn	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Wright	RL Stevens	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Sheppard	Childcare by family	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Roseland	Sibling w/Approved IDT	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Roseland	Roseland	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Westside Un	West Side	Childcare/Employment/Continuing	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	Westside Un	West Side	Childcare/Employment/Continuing	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	Roseland	Sheppard	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	Bellevue	Roseland	Roseland Creek	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	6	Bellevue	CRPUSD	Technology Midd	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Sonoma Vall	Flowery	Continuing/Dual Immersion/Moving into the District/Sibli	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Sonoma Vall	Flowery	Continuing/Dual Immersion/Moving into the District/Sibli	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Sonoma Vall	Flowery	Continuing/Dual Immersion/Moving into the District/Sibli	Outgoing	Approved	12/11/18	06/31/19	
2018-19	TK	Bellevue	Wright	RL Stevens	Other	Outgoing	Approved	12/11/18	06/31/19	Wright
2018-19	5	Bellevue	Roseland	Sheppard	Continuing/Other: Social Emotional continuity	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	Roseland	Sheppard	Childcare by family - tia	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	SRCS	Luther Burbank	Employment	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	SRCS	Bellevue	Kawana	Continuing	Incoming	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Sheppard	Other: I want my child to attend, it's an excellent school	Outgoing	Denied	12/11/18	06/31/19	
2018-19	K	Bellevue	Windsor	Mattie Washburn	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Roseland	Employment/Childcare Grandpa works at Pepe's and pic	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Wright	RL Stevens	Childcare by family - abuelo	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Roseland	Bellevue	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	3	SRCS	Bellevue	Kawana	Continuing Student	Incoming	Approved	12/11/18	06/31/19	
2018-19	5	SRCS	Bellevue	Kawana	Continuing CALPADs verified	Incoming	Approved	12/11/18	06/31/19	
2018-19	K	SRCS	Bellevue	Bellevue	Sibling @ NBCC	Incoming	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Roseland Creek	Childcare by family - tia	Outgoing	Approved	12/11/18	06/31/19	Denied,
2018-19	4	Bellevue	Wright	JX Wilson	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	Bellevue	Roseland	Roseland	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	Bellevue	CRPUSD	John Reed	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	Bellevue	CRPUSD	John Reed	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Bennett Vall	Yulupa	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	SRCS	Bellevue	Kawana	Dual Immersion	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	SRCS	Bellevue	Kawana	Dual Immersion	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Roseland	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	Bellevue	Wright	RL Stevens	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Sebastopol	Park Side	Childcare by family - Uncle	Outgoing	Approved	12/11/18	06/31/19	

2018-19	1	Bellevue	Bennett Valle	Yulupa	Childcare by family - aunt / Continuing	Outgoing	Approved	12/11/18	06/31/19	Bennett
2018-19	1	Bellevue	Mark West	Yulupa	Childcare by family - grandparents	Outgoing	Approved	12/11/18	06/31/19	Mark W
2018-19	K	SRCS	Bellevue	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Sheppard	Childcare by family - tia	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Sheppard	Childcare by family - tia	Outgoing	Approved	12/11/18	06/31/19	
2018-19	TK	Bellevue	Twin Hills	Apple Blossom	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Roseland Creek	Childcare by family - tia	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	SRCS	John Reed	Childcare/Employment	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Roseland	Sheppard	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Sheppard	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Sheppard	Childcare by family - aunt	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Roseland	Childcare by family - tia	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	SRCS	Bellevue	Meadow View	Continuing	Incoming	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Roseland Creek	Sibling w/ approved IDT	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Roseland	Roseland Creek	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	SRCS	Bellevue	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	k	Bellevue	SRCS	Helen Lehman	Employment	Outgoing	Approved	12/11/18	06/31/19	Allen Bi
2018-19	2	SRCS	Bellevue	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	3	SRCS	Bellevue	Kawana	Continuing	Incoming	Approved	12/11/18	06/31/19	
2018-19	2	SRCS	Bellevue	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	6	Bellevue	CRPUSD	Lawrence Jones	Sibling @ same school	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bennett Valle	Bellevue	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	3	SRCS	Bellevue	Kawana	Continuing	Incoming	Approved	12/11/18	06/31/19	
2018-19	6	Bellevue	Roseland	Sheppard	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Roseland	Sheppard	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Liberty	Liberty	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Roseland	Roseland Creek	other	Outgoing	Denied	12/11/18	06/31/19	
2018-19	3	Bellevue	Roseland	Roseland	Childcare by "Tia"	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	SRCS	Bellevue	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	5	Bellevue	Roseland	Roseland	Continuing - CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	4	Bellevue	Twin Hills	Apple Blossom	Childcare by family aunt - verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	SRCS	Bellevue	Kawana	Cambio de estado	Incoming	Denied	12/11/18	06/31/19	Impact
2018-19	K	Bellevue	Roseland	Sheppard	Childcare by family aunt - verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Sheppard	Sibling at RAMS (charter school)	Outgoing	Denied	12/11/18	06/31/19	
2018-19	3	Bellevue	Roseland	Roseland Creek	Childcare by "Tia"	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Rincon Valle	Madrone	Continuing	Outgoing	Approved	12/11/18	06/31/19	Rincon
2018-19	4	Bellevue	SRCS	Biella	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	

2018-19	2	Bellevue	Roseland	Roseland Creek	Childcare by aunt verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	Roseland	Roseland	Childcare by "Tia"	Outgoing	Approved	12/11/18	06/31/19	Denied
2018-19	1	Bellevue	Roseland	Roseland Creek	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	Denied
2018-19	6	Bellevue	Wright	JX Wilson	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19		Bellevue	Roseland	Sheppard	Childcare by "Tia"	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	CRPUSD	Bellevue	Bellevue	Childcare	Incoming	Approved	12/11/18	06/31/19	
2018-19	4	CRPUSD	Bellevue	Bellevue	Childcare	Incoming	Approved	12/11/18	06/31/19	
2018-19	3	Bellevue	Sebastopol	Parkside	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	5	SRCS	Bellevue	Kawana	Continuing CALPADs verified	Incoming	Approved	12/11/18	06/31/19	
2018-19	6	Bellevue	Roseland	Sheppard	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	K	Bellevue	Roseland	Sheppard	Childcare by "Tia"	Outgoing	Approved	12/11/18	06/31/19	Denied
2018-19	4	Bellevue	Roseland	Roseland Creek	Continuing CALPADs verified	Outgoing	Approved	12/11/18	06/31/19	Roselar
2018-19	2	Bellevue	Waugh	Corona Creek	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Roseland	Childcare by "Tia"	Outgoing	Approved	12/11/18	06/31/19	Denied
2018-19	1	Bellevue	Roseland	Sheppard	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Sheppard	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	2	SRCS	Bellevu	Kawana	Dual Immersion	Incoming	Approved	12/11/18	06/31/19	
2018-19	2	Bellevue	Roseland	Sheppard	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	Denied
2018-19	6	Bellevue	Roseland	Sheppard	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	TK	Bellevue	Twin Hills	Apple Blossom	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	
2018-19	1	Bellevue	Twin Hills	Apple Blossom	Childcare by family verified	Outgoing	Approved	12/11/18	06/31/19	

Bellevue Union School District

Agenda Item for Board Meeting of December 11, 2018

Agenda Category: Consent Calendar

Agenda Item Title: Personnel Activity Log

Prepared By: Chris J. Kim, CBO

Hires:

Lori A. Roman was hired on 11/13/2018 as a Dishwasher at Bellevue Elementary School. Classified Appointment at 2 hours per day.

Eugenia M. Aguirre was hired on 11/15/2018 as a Literary Paraprofessional at Kawana Springs Elementary School. Classified Appointment at 4 hours per day.

Terminations:

n/a

Recommended Action:

Consent / Approve

Supporting Documents:

n/a



BELLEVUE UNION SCHOOL DISTRICT

Current Enrollment

School	8/27/2018	9/14/2018	10/15/2018	11/7/2018	12/5/2018	1/9/2018	2/6/2018	3/6/2018	4/3/2018	5/8/2018	6/5/2018
Bellevue	404	404	407	404	407						
Kawana	353	359	353	349	352						
Meadow View	421	420	413	409	405						
Taylor Mountain	440	442	438	440	441						
Total Enrollment	1618	1625	1611	1602	1605	0	0	0	0	0	0

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

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

Attendance (P2, Average Attendance over 8 Months)

School	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Bellevue			402.5	405.98	390.56	365.91					
Kawana			388.28	381.04	365.11	337.2					
Meadow View			397.04	408.64	425.19	437.12					
Taylor Mountain			501.97	502.84	483.03	456.27					
District Attendance	0	0	1689.79	1698.5	1663.89	1596.5	0	0	0	0	0
<i>% Attendance</i>			95.52%	94.26%	94.92%	94.41%					
Charter			75.59	104.94	130.53	140.99					
With Charter	0	0	1765.38	1803.44	1794.42	1737.49	0	0	0	0	0
<i>% Attendance</i>			95.94%	95.12%	94.54%	94.69%					

Updated: 12/5/2018