



**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 July
17, CLOSED SESSION 5:30PM , OPEN SESSION 6:00PM
AT THE BELLEVUE UNION SCHOOL DISTRICT, OFFICE 3150
EDUCATION DR SANTA ROSA, CALIFORNIA.**

DATED: July 13, 2018

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

POSTED: July 13, 2018

BELLEVUE UNION SCHOOL DISTRICT
Regular Board Meeting
Bellevue Union School District Office
3150 Education Dr, Santa Rosa, CA 95407
Tuesday, July 17, 2018

AGENDA

1. Open Session 5:30 pm

1.1. Call To Order

1.2. Public Comment on Closed Session Agenda

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

2. Adjourn To Closed Session

2.1. Closed Session Agenda

2.1.1. Public Employment § 54957

3. Reconvene to Open Session 6:00pm

3.1 Flag Salute

3.2 Report on Closed Session

3.3 Consider Agenda Adjustment

3.4 Public Comment

At this time, members of the public may express opinions or make statements regarding issues pertinent to the District. Action may not be taken on statements or testimony made regarding any item not on the agenda, per Government Code 54954.2. There will be a limit of three minutes placed on each individual making a statement and a total 30 minute time allocation. Persons wishing to 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 Government Code Section 54954.2(a) limits the ability of Board Members to respond to public comments we want you to know that we are listening to you carefully.

4. Action Items

- 4.1. Approval of Resolution No. 1: Designation of District Representative for the State Facilities Program (CA Dept of General Services)
- 4.2. Approval of the Consolidated Application for Funding Categorical Aid Programs, Spring Certification
- 4.3. Approval of Resolution No. 2: Education Protection Account
- 4.4. Approval of FY17/18 AB1200 Disclosure and Tentative Agreement between BUSD and BEA
- 4.5. Approval of Child Nutrition Services, Provision 2 Implementation for BUSD
- 4.6. Approval of Contract with Santa Rosa City Schools, Child Nutrition Services
- 4.7. Approval of Williams Quarterly Uniform Complaint Report Summary (April 1-June 30, 2018)
- 4.8. Ratification of Bills and Warrants

5. Consent Calendar

- 5.1. Board Meeting Minutes
 - 5.1.1. Regular Board Meeting Minutes June 29, 2018
 - 5.1.2. Special Board Meeting Minutes June 28, 2018

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

7. Planning

August 21, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
September 18, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
October 16, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
November 13, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
December 11, 2018	Regular Board Meeting	5:30 pm	BUSD District Office

8. Return to Closed session as needed

Notice

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

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

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

Bellevue Union School District

Agenda Item for Board Meeting of July 17, 2018

Agenda Category: Review and Action

Agenda Item Title: Resolution No 1 - Designation of District Representative for the State Facilities Program (CA Dept of General Services)

Prepared By: David Alexander, EdD, Superintendent

Background:

The CA Dept of General Services (CA State Dept for school construction) requires a Board Resolution to update the District Representative.

David Alexander, Superintendent, and Chris Kim, Chief Business Officer, are hereby designated as District Representative and Alternate Representative, respectively and are hereby authorized and directed to file, on behalf of the District, such applications with the State Allocation Board under Chapter 12.5 of the Education Code.

Recommended Action:

It is recommended that the Board of Trustees approve Resolution No 1 as submitted

Supporting Documents:

Resolution No 1 - Designation of District Representative and Alternative Representative for the State Facilities Program (CA Dept of General Services)

**BEFORE THE GOVERNING BOARD OF THE Bellevue
Union SCHOOL DISTRICT SONOMA COUNTY,
CALIFORNIA
RESOLUTION #01**

RESOLUTION REGARDING THE DESIGNATION OF DISTRICT REPRESENTATIVE

WHEREAS, the School District is applying to the State Allocation Board for approval of state facilities program projects pursuant to Chapter 12.5, Part 10, Division 1, commencing with Section 17010.10, et. seq., of the Education Code, for needed new construction and modernization of school facilities;

NOW, THEREFORE, BE IT RESOLVED, by the Bellevue Union School District Board of Trustees that David Alexander, Superintendent, Superintendent and Chris Kim, Chief Business Officer, are hereby designated as District Representative and Alternate Representative, respectively and are hereby authorized and directed to file, on behalf of the District, such applications with the State Allocation Board under Chapter 12.5 of the Education Code.

I hereby certify that the foregoing is a true and correct copy of the resolution duly adopted by the Board of Trustees of the Bellevue Union School District at a meeting thereof held on the 17th day of July 2018, at a public meeting by the following vote, and that the same now appears on record in my office.

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Board Member _____ and adopted on roll call by the following vote:

Trustee _____ Trustee _____

Trustee _____ Trustee _____

Trustee _____

AYES: _____ NOES: _____ ABSENT/NOTE VOTING: _____

Clerk of the Board

Date

Bellevue Union School District

Agenda Item for Board Meeting of July 17, 2018

Agenda Category: Review and Action

Agenda Item Title: Certification of the Spring 2018 Consolidated Application for Funding of Categorical Aid Programs

Prepared By: Chris J. Kim, CBO

Background:

The Consolidated Application is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to school districts throughout California. Annually, each local educational agency (LEA) submits the spring release of the application to document participation in these programs and to provide assurances that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

Out of each state and federal program entitlement, districts allocate funds for indirect costs of administration, for programs operated by the district office, and for programs operated at schools.

The following programs were included in the 2018 Spring Certification of Consolidated Application for Funding Categorical Aid Programs: Title 1, Title II, Title III LEP, and Title III Immigrant.

Recommended Action:

Acknowledge and Accept.

Supporting Documents:

1. Certification and Expenditure Reports

Consolidated Application for Funding Categorical Aid Programs, 2018 Spring Submission

Certification: I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and, I agree to have the use of these funds received and/or audited according to the standards and criteria set forth in the California Department of Education's Federal Program Monitoring (FPM) Manual. Legal assurances for all the programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those, which a waiver has been obtained or requested. A copy of all waivers or requests is on the file. I certify that actual ink signatures for this page are on file.



Signature of authorized representative

Chris J. Kim, Ed.D, MBA

Printed name of authorized representative

Chief Business Official

Title

July 9, 2018

Date

2017-18 Title III English Learner YTD Expenditure Report, 12 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2017 through June 30, 2018.

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and Authorized English Learners Sub-grantee Activities**Required**

Section 3115 (c)(1) To increase the English proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.

Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

Authorized

(1) Upgrading program objectives and effective instruction strategies.

(2) Improving the instruction program for English learners by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.

(3) Providing tutorials and academic or vocational education for English learners and intensified instruction.

(4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.

(5) Improving the English language proficiency and academic achievement of English learners.

(6) Providing community participation programs, family literacy services and parent outreach and training activities to English learners and their families.

(7) Improving the instruction of English learners, which may include English learners with disabilities. Offering early college high school or dual or concurrent enrollment programs or courses designed to help English learners achieve success in postsecondary education.

2017-18 Title III English learner entitlement	\$108,836
Transferred-in amount	\$0
2017-18 Total allocation	\$108,836
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$13,844
Direct administration costs	\$0
(Amount cannot exceed 2% of the entitlement)	
Indirect costs	\$0
Total year-to-date expenditures	\$13,844
2017-18 Unspent funds	\$94,992

*****Warning*****

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2017-18 Title III Immigrant YTD Expenditure Report, 12 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2017 through June 30, 2018.

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Approved Immigrant Sub-grantee Activities

(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-

(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include-

(A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;

(B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;

(C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth

(D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;

(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and

(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

2017-18 Title III immigrant entitlement	\$6,011
Transferred-in amount	\$0
2017-18 Total allocation	\$6,011
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$738
Direct administration costs (Amount should not exceed 2% of the entitlement)	\$0
Indirect costs	\$0
Total year-to-date expenditures	\$738
2017-18 Unspent funds	\$5,273

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2017-18 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 U.S.C. 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the ESEA. This collection includes monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Coordinated School Health and Safety Office, lwheeler@cde.ca.gov, 916-319-0383

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	Yes
Attendance officers and registrars	Yes
Teachers and instructional assistants	Yes
School counselors	Yes

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	06/07/2013
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

Title I, Part A Homeless Expenditures

2017-18 Title I, Part A entitlement	\$569,660
2017-18 Title I, Part A direct or indirect services to homeless children reservation	\$500
Amount of 2017-18 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children	\$0
Homeless services provided (Maximum 500 characters)	
No expenditures or encumbrances comment Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	No homeless students at this time.

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2017-18 Homeless Education Policy, Requirements, and Implementation

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CDE Program Contact:

Leanne Wheeler, Coordinated School Health and Safety Office, lwheeler@cde.ca.gov, 916-319-0383

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths

2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless
 - b) Includes a dispute resolution process
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison

3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	Gilda
Homeless liaison last name	DeNiro
Homeless liaison title	Director of Student Services
Homeless liaison e-mail address (format: abc@xyz.zyx)	gdeniro@busd.org
Homeless liaison telephone number (format: 999-999-9999)	707-542-5197
Homeless liaison telephone extension	
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	1.00

Homeless Liaison Training Information

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2018-19 Nonprofit Private School Consultation

The LEA shall provide, on an equitable basis, special education services or other benefits to eligible children attending a nonprofit private school.

CDE Program Contact:

Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948
Rina DeRose, Title I Policy and Program Guidance Office, RDeroose@cde.ca.gov, 916-323-0472

The LEA must offer to provide equitable services that address the needs of eligible students attending nonprofit private school and staff under the programs listed below. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information field in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

Note:

The LEA of residence is responsible for providing Title I, Part A services to all eligible students who reside in the LEA’s Title I attendance area but attend a nonprofit private school. This includes students who attend nonprofit private schools outside the LEA’s boundaries

Private School's Believed Results of Consultation Allowable Codes

- Y1: meaningful consultation occurred
- Y2: timely and meaningful consultation did not occur
- Y3: the program design is not equitable with respect to eligible private school children
- Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Consultation Code	School Added
Stony Point Christian Academy	6150445	34	N				N

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2018-19 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca18asstoc.asp>.

CDE Program Contact:

Joy Paull, jpaull@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	David Alexander
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative Signature Date	06/01/2018

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2018-19 Protected Prayer Certification

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	David Alexander
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	05/17/2018
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

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2018-19 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCFF@cde.ca.gov, 916-323-5233

Pursuant to Section 1112 (Title 20, United States Code, Section 6312) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESSA), a local educational agency (LEA) may receive a subgrant from the State only if the LEA has on file with the State a plan approved by the State educational agency.

Within California, LEAs that apply for ESSA funds are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve as the ESSA LEA Plan.

In order to apply for funds, the LEA must certify that the completed Addendum will be approved by the local governing board or governing body of the LEA and submitted to the California Department of Education (CDE), and that the LEA will work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

County Offices of Education and School Districts Enter the original approval date of the county office of education or school district 2017-18 – 2019-20 LCAP	10/04/2017
Note: For districts, the date should be the day your county office of education (COE) approved your 2017-18 - 2019-20 LCAP. For COEs, it should be the date the California Department of Education (CDE) approved your 2017-18 - 2019-20 LCAP.	
Charter Schools Enter the adoption date of the charter school LCAP	
Authorized Representative's Full Name	David Alexander
Authorized Representative's Title	Superintendent

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2018-19 Application for Funding**CDE Program Contact:**Education Data Office, ConApp@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	07/17/2018
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Gilda Deniro
DELAC review date	
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	http://www.busd.org
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	minutes on file

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title IV, Part A (Student Support)	Yes

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2018-19 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

ESSA Sec. 1112(b) SACS 4127	
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2018-19 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2018-19 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Estimated English learner per student allocation	\$99.05
Estimated English learner student count	1,080
Estimated English learner entitlement amount	\$106,974

Note: \$10,000 minimum program eligibility criteria

If the LEA's estimated entitlement amount is less than \$10,000 it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the CDE Title III EL Consortium Details Web page at <http://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

Professional development activities	\$0
Program and other authorized activities	\$99,229
English Proficiency and Academic Achievement	\$0
Parent, family, and community engagement	\$0
Direct administration costs (Amount cannot exceed 2% of the estimated entitlement)	\$0
Indirect costs (LEAs can apply approved indirect cost rate to the portion of subgrant that is not reserved for direct administration costs)	\$7,745
Total budget	\$106,974

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2018-19 Title III Immigrant Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2018-19 Immigrant Student Program Subgrant funds only per the Title III Immigrant Student Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Estimated immigrant per student allocation	\$92.35
Estimated immigrant student count	66
Estimated immigrant entitlement amount	\$6,095
Note: Eligibility criteria An LEA which has 21 or more eligible immigrant students, or has experienced a significant increase of two percent or more in eligible immigrant students enrollment in the current year compared with the average of the two preceding fiscal years, is eligible to apply.	

Budget

Authorized activities	\$5,654
Direct administration costs (Amount should not exceed 2% of the estimated entitlement)	\$0
Indirect costs (LEAs can apply approved indirect cost rate to the portion of subgrant that is not reserved for direct administration costs)	\$441
Total budget	\$6,095

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2018-19 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2018-19 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No deficiencies at this time.

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2016-17 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2016 through June 30, 2018.

CDE Program Contact:

Melissa Flatt, Teacher and Leader Policy Office, mflatt@cde.ca.gov, 916-324-5689

2016-17 Title II, Part A entitlement	\$79,281
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Professional Development Expenditures

Professional development for teachers	\$79,281
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

Exams and Test Preparation Expenditures

Exam fees, reimbursement	
Test preparation training and or materials	
Other exam and test preparation expenditures	

Recruitment, Training, and Retaining Expenditures

Recruitment activities	
Hiring incentive and or relocation allotment	
National Board Certification and or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

Miscellaneous Expenditures

Class size reduction	
Administrative and indirect costs	
Total funds transferred to Title I, Part A	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$79,281
2016-17 Unspent Funds	\$0

*****Warning*****

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2016-17 Title III English Learner YTD Expenditure Report, 24 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2016 through June 30, 2018.

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Required and Authorized English Learners Sub-grantee Activities**Required**

Section 3115 (c)(1) To increase the English proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.

Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

Authorized

- (1) Upgrading program objectives and effective instruction strategies.
- (2) Improving the instruction program for English learners by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures.
- (3) Providing tutorials and academic or vocational education for English learners and intensified instruction.
- (4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services.
- (5) Improving the English language proficiency and academic achievement of English learners.
- (6) Providing community participation programs, family literacy services and parent outreach and training activities to English learners and their families.

2016-17 Title III English learner entitlement	\$113,477
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$1,600
2000-2999 Classified personnel salaries	\$80,316
3000-3999 Employee benefits	\$21,986
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$9,575
Administrative and indirect costs	\$0
Total year-to-date expenditures	\$113,477
2016-17 Unspent funds	\$0

*****Warning*****

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2016-17 Title III Immigrant YTD Expenditure Report, 24 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2016 through June 30, 2018.

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Approved Immigrant Sub-grantee Activities

(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-

(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include-

(A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;

(B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;

(C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth

(D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;

(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and

(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

2016-17 Title III immigrant entitlement	\$4,409
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$0
5000-5999 Services and other operating expenditures	\$4,409
Administrative and indirect costs	\$0
Total year-to-date expenditures	\$4,409
2016-17 Unspent funds	\$0

*****Warning*****

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Bellevue Union School District

Agenda Item for Board Meeting of July 17, 2018

Agenda Category: Review and Action

Agenda Item Title: Education Protection Account (EPA) Funding

Prepared By: Chris J. Kim, CBO

Background:

Pursuant to Article XIII, Section 36 of the California Constitution, school districts, county offices of education, and community college districts are required to determine how the funding received from the Education Projection Account (EPA) are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting.

Cost:

In FY17/18, \$1,877,658 was received in total EPA Funding that was allocated to Instructional Teacher Salaries.

Recommended Action:

Acknowledge and Accept.

Supporting Documents:

1. Fund 01 and Fund 09 Revised Budgets (Page 2 of 2)

Fund 01 - General Fund			
Object	Description	Adopted Budget	Revised Budget
Revenue Detail			
LCFF Revenue Sources			
8012	Education Protection Account	2,076,593.00	1,849,460.00
Total LCFF Revenue Sources		2,076,593.00	1,849,460.00
Total Year To Date Revenues		2,076,593.00	1,849,460.00
Object	Description	Adopted Budget	Revised Budget
Expenditure Detail			
Certificated Salaries			
1100	Teachers' Salaries - Regular	2,076,593.00	1,849,460.00
Total Certificated Salaries		2,076,593.00	1,849,460.00
Total Year To Date Expenditures		2,076,593.00	1,849,460.00

Fund 09 - Stony Point Academy Charter			
Object	Description	Adopted Budget	Revised Budget
Revenue Detail			
LCFF Revenue Sources			
8012	Education Protection Account	29,330.00	28,198.00
Total LCFF Revenue Sources		29,330.00	28,198.00
Total Year To Date Revenues		29,330.00	28,198.00
Object	Description	Adopted Budget	Revised Budget
Expenditure Detail			
Certificated Salaries			
1100	Teachers' Salaries - Regular	29,330.00	28,198.00
Total Certificated Salaries		29,330.00	28,198.00
Total Year To Date Expenditures		29,330.00	28,198.00

Bellevue Union School District

Agenda Item for Board Meeting of July 17, 2018

Agenda Category: Review and Action

Agenda Item Title: FY17/18 AB1200 Disclosure and Tentative Agreement between BUSD and BEA

Prepared By: Chris J. Kim, CBO

Background:

This Tentative Agreement between BUSD and BEA covers the period between July 1, 2017 and June 30, 2018. This agreement provides a 0.538% on-going compensation increase to all rates and schedules effective July 1, 2018 which is created through a 1 day reduction in the work year (from 186 days to 185 work days) for certificated employees and no increase to the salary schedule. The agreement continues with 3 professional development days, but replaces the doctoral degree column with a stipend.

Additional Updates:

Language has been added to Article 4 on Organizational Security.
Language has been added to Article 7 re: Prep time makeup.
Language has been added to Article 8 on Class Size.
Language has been changed on Shared Teaching Program.
Language has been changed in Article 12 on Evaluation Procedures.
Language has been changed in Article 19 on Teacher Support and Guidance Program.

Cost:

The actual cost to the District due to the changes in the Tentative Agreement is a projected reduction of \$54.00.

Recommended Action:

Acknowledge and Accept

Supporting Documents:

1. AB1200 Disclosure and Supporting Documents

July 10, 2018

David Alexander, Ed.D., Superintendent
Bellevue Union School District
3150 Education Drive
Santa Rosa, CA 95407

Stephanie Merrida-Grant, Board President
Bellevue Union School District
P.O. Box 15024
Santa Rosa, CA 95402

Subject: Public Disclosure of Collective Bargaining Agreement between **Bellevue Union School District** and **Bellevue Education Association (BEA)**, a certificated unit, with a Governing Board action date of July 17, 2018.

Dear Dr. Alexander and Ms. Merrida-Grant:

In accordance with the provisions of AB 1200, Government Code Section 3547.5, and the California Code of Regulations Title V, Section 15449, the Sonoma County Office of Education (County) is required to review and make comment, as deemed appropriate, on the public disclosures of collective bargaining agreements with districts having Qualified or Negative Certifications prior to their approval by the district's governing board. Bellevue Union School District (District) provided to the County a public disclosure of collective bargaining agreement on July 6, 2018 and asked that the County review be expedited in order for it to be included on the July 17, 2018 Board agenda. The County has reviewed the public disclosure of collective bargaining agreement for the Bellevue Union School District employee group listed above and makes the following comments:

The Tentative Agreement covers the period beginning July 1, 2017 and ending June 30, 2018. This Agreement provides a .538% on-going compensation increase to all rates and schedules effective July 1, 2018; the increase is created by a 1 day reduction in work year for certificated employees with no change to the salary schedule reflecting the reduced work year. The Agreement also continues three professional development days (185 teacher work days) in 2018-19. In addition, the Agreement includes changes to the salary schedule, eliminating a column for employees with a doctoral degree. A new stipend for unit members with doctoral degrees has been agreed upon.

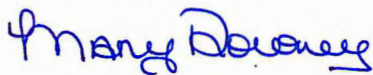
The District has submitted a Qualified Certification 2017-18 First Interim Report, which was Board approved on December 14, 2017. At that time the District multi-year projection did not meet the State 3% minimum reserve for economic uncertainty for 2018-19 or 2019-20. A detailed expenditure reduction plan was presented to the Board on March 1, 2018.

The District self-certified with a Qualified status for the 2017-18 Second Interim. This report included Board approved expenditure reductions of \$1.4 million in 2018-19. The County commended the District for the significant progress made toward long term fiscal solvency with the approval of the Board's Fiscal Recovery Plan. Several areas of County concern were noted at that time; keeping sufficient cash reserves, monitoring declining enrollment, and the implementation of the Fiscal Recovery Plan capturing the necessary expenditure reductions for 2018-19 in order to avoid remaining in qualified or moving to a negative status.

The District provided the required Third Interim report by the June 1, 2018 deadline showing budgetary changes for 2017-18 that continue to show progress towards long term fiscal solvency. The 2018-19 Adopted Budget has been approved by the Bellevue Board, was received by the July 1 deadline to the County and is currently in the review process.

The County realizes that Bellevue has a very challenging task to implement the necessary budgetary reductions for 2018-19 and commends the District and the bargaining unit for reaching a settlement for 2017-18 which requires no additional expenditure reductions for 2018-19. Any future settlements with other bargaining units or unrepresented units will add to the amount of expenditure reductions required to ensure solvency. The County continues to offer its technical support to assist the District in resolving their financial crisis. We look forward to continuing our working relationship with you and your staff.

Sincerely,



Mary Downey
Deputy Superintendent, Business Services



Shelley Stiles
Director, External Fiscal Services

cc: Dr. Steven D. Herrington, County Superintendent of Schools
Chris Kim, CBO
Tiffany Kampmann, President, Bellevue Education Association

May 4, 2018

**TENTATIVE AGREEMENT
BETWEEN BELLEVUE UNION SCHOOL DISTRICT AND
BELLEVUE EDUCATION ASSOCIATION**

The negotiating teams for Bellevue Union School District ("District") and Bellevue Education Association ("BEA") have reached a tentative agreement for changes to the collective bargaining agreement ("CBA") on the following articles at the close of the 2017-2018 negotiations.

Article 4 Organizational Security will be changed as specified in Attachment A hereto, which is fully incorporated herein.

Article 7 Workdays, Hours, and Duties will be changed as specified in Attachment B hereto, which is fully incorporated herein.

Article 8 Class Size will be changed as specified in Attachment C hereto, which is fully incorporated herein.

Article 9 Shared Teaching Program will be changed as specified in Attachment D hereto, which is fully incorporated herein.

Article 12 Evaluation Procedures will be changed as specified in Attachment E hereto, which is fully incorporated herein.

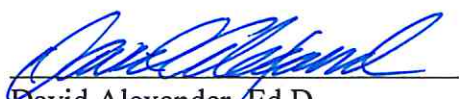
Article 19 Teacher Support and Guidance Program will be changed as specified in Attachment F hereto, which is fully incorporated herein.

Appendix A Salary Schedule will be changed as specified in Attachment G hereto, which is fully incorporated herein.

Appendix C Calendar will be changed as specified in Attachment H hereto, which is fully incorporated herein.

The negotiations teams for BEA and BUSD agree to support and promote this tentative agreement to their respective constituencies and encourage the BUSD Board and the BEA membership to vote in favor of ratification.

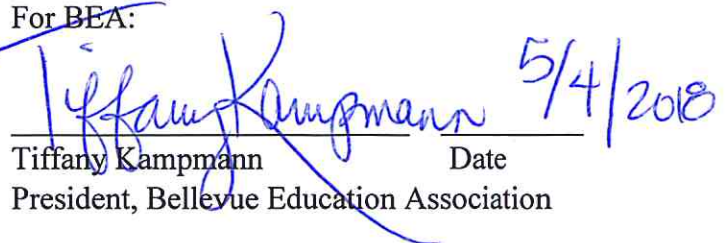
For BUSD:



David Alexander, Ed.D.
District Superintendent

5/4/18
Date

For BEA:



Tiffany Kampmann
President, Bellevue Education Association

5/4/2018
Date

Tentative Agreement – 2017/18 Negotiations

ARTICLE 4

ORGANIZATIONAL SECURITY

- A. Employees shall not be required as a condition of employment to pay dues or fees to any organization that they have not freely and voluntarily joined.
- B. Employees who are dues-paying unit members at the outset of this Agreement shall be required to maintain membership until the expiration of this Agreement. Nothing contained in this Agreement, however, shall deprive a unit member of the right to terminate his/her obligation to the Association within a period of thirty (30) days following the expiration of this Agreement.
- C. With respect to all sums deducted from salary for dues by the District pursuant to authorization of the unit member, the Board agrees to promptly remit such monies to the California Teachers Association.
- D. Violation of any section of this Article shall not constitute grounds for dismissal of an employee.
- E. Association Access to Bargaining Unit Member Information:
 - 1. District Notice to BEA of New Hires
 - a. Provide BEA with Notice of New Hires: The District shall provide the BEA President and BEA CTA Staff Representative notice of any newly hired employee at the end of each calendar month, via email. The notice shall include full legal name, date of hire, classification, and site.
 - b. Definition of a Newly Hired Employee: "Newly hired employee" or "new hire" means any employee, whether permanent, probationary, temporary, seasonal, full-time, part-time, hired by the District. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by BEA. For those latter employees, for purposes of this agreement only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the BEA unit.
 - 2. Employee Information
 - a. Provide BEA with New Hire Contact Information: On the last workday of each month, the District shall provide to BEA, via a mutually agreeable secure FTP site or service, the name and contact information of the new hires. This information shall be provided to BEA regardless of whether the newly hired employee was previously employed by the District.
 - i.. The information shall be provided electronically via a mutually agreeable secure FTP format and shall include the following items, with each field in its own column: First Name; Middle initial; Last name; Suffix (e.g. Jr., III); Job Title; Department; Primary worksite name; Work telephone number; Work Extension; Home Street address (incl. apartment #); City; State; ZIP Code (5 or 9 digits); Home telephone number (10 digits); Personal cellular telephone number (10 digits); Personal email address of the employee; District Employee ID; Hire date.
 - ii. In the event no one is hired on any particular month, the District shall send an e-mail to BEA confirming they did not hire any new staff that month.

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- b. Provide BEA With Periodic Update of Unit Member Contact Information: The District shall provide BEA, via a mutually agreeable secure FTP site or service, complete bargaining unit member information and work locations on the last working day of September, January, and May each year. The specific employee information to be provided and the method of reporting shall be that same as the information described above in Article 4.E.2.a. of this agreement.

3. New Employee Orientation

- a. Definition of New Employee Orientation: "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b. Provide BEA with Access to New Employee Orientations: The District shall provide BEA mandatory access to its new employee orientations. BEA shall receive notice and an agenda with times ten (10) or more days in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. The parties shall establish an annual schedule for foreseeable new employee orientations (ex. beginning of the school year new employee orientations). This annual schedule shall be finalized ten (10) or more days before any new employee orientation. Orientation sessions on this annual schedule shall be considered to have met the ten (10) day advance notice. Orientation sessions may include individual (one-on-one) new hire meetings with a Human Resources representative, a site administrator and/or group orientation sessions.
 - i. Group Orientations: In the event the District conducts a group orientation, BEA shall have up to one (1) hour of exclusive presentation time at the orientation session. The District shall provide paid release time of two (2) hours each for up to two (2) BEA representatives for each group orientation, including travel time. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The BEA/CTA Staff Representative may also attend the orientation session.
 - ii. Individual Orientations: In the event the District conducts one-on-one orientations with new employees, which may include a required meeting with a District representative to complete pre-employment paperwork, BEA shall have up to thirty (30) minutes of exclusive presentation time at the orientation session. The District shall provide paid release time of one (1) hour to an BEA representative, including travel time, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The BEA/CTA Staff Representative may also attend the orientation session.
 - iii. The orientation session shall be held on District property during the workday of the employee(s), who shall be on paid time.
 - iv. BEA may use part of their time at any orientation session to present, or allow CTA endorsed vendors to present information, products, and/or services.
 - v. BEA will have full access to any audio / visual equipment in the orientation room.

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- c. New Hire Information Packet: The District shall include the BEA membership application, a link for an electronic application, and a link to the BEA certificated contract in the new employee orientation packet.
- d. On-line Orientation: In the event that the District implements an on-line orientation/onboarding process, BEA/CTA agrees to provide an on-line or video presentation that the employee shall view as part of the orientation/onboarding process.

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Tentative Agreement – 2017/18 Negotiations

ARTICLE 7

WORKDAYS, HOURS, AND DUTIES

A. WORKDAYS AND HOURS

1. Workdays

- a. The school year is comprised of one hundred and ~~eight-six (186)~~ eighty-five (185) workdays of which one hundred and eighty (180) are instructional workdays and ~~four (4)~~ three (3) professional development days, and two (2) teacher workdays.
- b. Teacher workdays will be used at the teachers' discretion for onsite planning and preparation. One teacher workday will precede the first day of instruction and the second will be the first weekday following the last day of instruction for the purpose of classroom clean-up and closing.
- c. One of the ~~four~~ three professional development days will be calendared prior to the first teacher work day instructional day for District on-site meetings and the other ~~three~~ two will be calendared within the school year as a part of the negotiated calendar.

2. Hours

a. Professional Duty Day

1. The professional duty day shall consist of time spent performing all assigned duties as described in this agreement, and in the job description of the particular unit member. District will make every attempt to schedule SSTs, IEPs, parent meetings, and principal requested meetings as soon after or before the regular instructional day as possible.
2. Unit members are expected to plan, prepare, and report for all assigned duties, within the provisions of this agreement.

b. Adjunct Duties

1. Participation

- a. As part of their professional duties, all unit members will serve on either a Column A adjunct duty ~~or~~ a Column B adjunct duty **and** a Column C activity. (Appendix A-2)
- b. Committees will meet from 2:45 to 3:45 pm once per month, on their appointed day, or at another agreed upon time, not to exceed one hour. (Column A committees are exempted from the one hour per month obligation).
- c. Committee facilitators will provide sign-in sheets. These sheets will be given to the Superintendent who will hold all parties accountable.
- d. For continuity, committees will keep a record of all discussion and decisions. Decisions will be published electronically.
- e. Administrative directives will be kept to agenda items, and other administrative participation is advisory, in that the full committee will vote on all decisions.

2. Responsibilities

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- a. Each committee will have an administrator/teacher facilitation team, with the teacher changing each trimester. This team will create an agenda for the next meeting at the end of each meeting.
- b. Each committee will have an identified secretary, who will take and publish meeting notes, as well as turn them in to the Superintendent.

3. Communication

- a. Each committee will follow the "accordion model" described below:
 - i. Committee Agenda is set by Facilitation Team
 - ii. Agenda is shared with teachers at staff meetings
 - iii. Teachers share ideas, concerns, opinions, information with Committee Representatives
 - iv. Committee Representatives bring teachers' comments back to Committee
 - v. Committee debates and develops advisory position
 - vi. Committee Representatives bring votes back to Committee, Committee either finalizes decision (no major objections from school or grade) or (if there are such objections) revises decision to accommodate all reasonable objections
 - vii. Decisions get reported to Superintendent who will advise BEA to post decisions to all teachers, create a paper announcement for all teachers, and keep a list either on paper or electronically that is accessible to all.
- b. Each committee will post their meeting notes on the district NAS within one week of the meeting to which they pertain. The secretary will send copies to all Committee members and the Superintendent.
- c. Committee Representatives will read the meeting notes at their next staff meeting.
- d. Committees will begin each meeting by reviewing and approving the meetings notes from the previous meeting.
- e. All problems with Committees shall be handled with the following procedure:
 - i. The concerned party will advise the school Committee Representatives
 - ii. If unsatisfied, the concerned party will advise the Committee Facilitators
 - iii. If unsatisfied, the concerned may attend a Committee to address the Committee

4. Forms and Documents

- a. Schools, Grade Levels, and Committees will use a standardized sign-up sheet and procedure for assigning membership to committees
- b. All Committees will use a common template for Committee attendance, agenda, and meeting notes.

c. Early Release Days

- 1. Wednesdays will be on a minimum early-release day schedule. The collaboration time on site-based Wednesdays shall begin ten (10) minutes after students have been released for the day. Wednesdays will be scheduled as follows:
 - a. First, third, fourth, and fifth (if any) Wednesdays will have two (2) hours divided into 40 minute segments. 40 minutes for staff meeting, 40

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minutes for PLC and 40 minutes for grade level collaboration as directed by teachers.

b. On Second Wednesdays unit members shall convene from 1:15-2:45 at a designated school site for District directed Professional Development.

c. Once per Trimester the second Wednesday from 1:15-2:45 will be used for district-wide grade level collaboration as directed by teachers.

d. On district-wide grade level collaboration dates, teachers shall meet by grade level. Special Education, Reading teachers and other specialists shall meet as groups. The agenda and topics for these dates shall be determined by individual grade level/specialist groups. Each group shall designate a note taker who will be responsible for submitting copies of the meeting agenda, meeting notes, and sign-in sheet to the district office.

e. The determination of which dates are for district-wide grade level collaboration and which are for district-wide professional development shall be determined by the Steering Committee.

2. The first forty (40) minutes of collaboration time shall be reserved for committee reporting and for site directed collaboration. The time reserved for committee reporting is limited to 20 minutes per week. This time is for committee representatives whose committee met the previous week to update staff as to work of their committee as well as to receive input from staff to take back to their committee. The use of site directed time shall be at the discretion of principals. This time is intended for teachers to work collaboratively on site-based projects, initiatives, or trainings. A monthly staff meeting shall be incorporated into this time. This time is not for individual planning.
3. The second forty (40) minutes of collaboration time shall be reserved for site-based Professional Learning Committee (PLC) meetings. This time is intended for teachers to work collaboratively to study the results of student performance data and use this data to collaboratively plan instruction based on the identified needs of students.
4. The third forty (40) minutes of collaboration time shall be reserved for teacher directed collaboration. The use of teacher directed time is at the discretion of teachers. This time is reserved to collaborate within grade levels, across grade level teams, or any other formation of groups of teachers on site or across the district as deemed by teachers. This time is not for individual planning.
5. As an option to the second and third forty (40) minutes of collaboration described above, a grade level team may choose to have a double PLC block one week followed by a double grade level collaboration block the following week with prior notification to their site administrators. Grade level teams may choose to meet in their PLC or collaborate with like grade level teams within the district.

d. Other Early Release Days

One early release day will be scheduled on Back-to-School Night, Open House and the last day of school. These days are for the purpose of classroom preparation.

3. Planning Time

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- a. During instructional time, one (1) hour and thirty (30) minutes of discretionary preparation time per week will be provided for all unit members.
- b. During instructional time, thirty (30) minutes of discretionary preparation time per week will be provided for all unit members without a student roaster.
- c. An instructional week is defined as containing a minimum of three (3) instructional days. Any teacher that misses their assigned preparation time shall have the preparation time made up within two school weeks.
 - i. The first and last week of the school year will be excluded from the requirement for preparation time to be made up.

- 4. Extra Duties and Stipends
Extra duties paid a stipend are listed in Appendix A-1. Only activities with prior authorization will be compensated.

B. DUTIES OF UNIT MEMBERS

1. Conferences

- a. As part of their professional duties, unit members may be required to be available as needed beyond the regular day to meet with students and parents.
- b. For formal parent/teacher conferences four (4) minimum days will be scheduled district wide. Unit members with self-contained classrooms will conduct a conference for each student. Non-classroom unit members will provide written reports if unable to attend conferences.
- c. Each conference day will include at least a forty (40) minute duty free lunch period and at least twenty (20) minutes of duty free recess time.
- d. Evening conferences will be scheduled on one of the four (4) conference days. Each school site will choose an evening and all unit members must schedule evening conferences on the night chosen by their site. On the day of the evening conferences, unit members may leave school after student dismissal until ten (10) minutes prior to their first evening conference.
- e. Unit members will accrue one-half (1/2) day of compensatory time for mandatory attendance during the scheduled evening Parent teacher Conference times

2. Parent Nights

Unit members will be expected to participate in a sixty (60) minute evening Back-to-School Night in the fall and a sixty (60) minute evening Open House in the spring.

3. Report Cards

The classroom teacher will prepare a District approved report card each trimester for each student assigned to his/her class for the majority of the report period. They will be distributed no later than ten (10) days after the end of the report period. When parent/teacher conferences are held at the end of the first report period, the report card will be given to the parent at the conference.

4. Supervisory Duty

- a. All unit members will be assigned supervisory duty on an equitable rotating basis not to exceed ten (10) minutes daily, and after school detention duty not to exceed thirty (30) minutes daily.

- b. No more than seven (7) unit members at each school will be assigned one (1) supervisory duty each day. No unit member will be assigned before school duty.
- c. If a unit member is assigned an extra duty, they will be compensated fifteen (15) minutes for every ten (10) served. If a unit member volunteers and is approved for a duty they will be compensated on a minute for minute basis.
- d. Rainy days are declared by the school site administrator or his/he designee.

On rainy days unit members will provide and be compensated for supervision of their students during their recess and their scheduled lunch period if the time exceeds five (5) minutes and is assigned by their site administrator. Compensatory time will be provided on a minute-for-minute basis.

C. MISCELLANEOUS

1. Professional Conferences, Seminars, and Workshop Opportunities

- a. The site administrators will offer teachers conferences, seminars, and workshop opportunities equitably among all staff members.
- b. All requests to attend conferences, seminars, and workshops shall be submitted to the site administrator and superintendent for pre-approval.
- c. To the extent possible, with funding available, and within the course content guidelines of the seminar/workshop programs, participation of unit members will be rotated in an equitable manner.
- d. Unit members submitting grant applications that require release time from instructional duties shall get approval prior to submitting the application.

2. Units

The District will offer one class per year with a one-unit credit value at no cost to unit members. Unit members will have an option of attending. Credit on the salary schedule for units earned will be in accordance with Article 14E.

3. Use of classrooms

- a. Classrooms assigned for extra-curricular before activities will be monitored for appropriate use, and groups will be denied facility use for inappropriate behavior.
- b. Unit members, whose classroom materials are stolen, damaged, or destroyed by extra-curricular groups using their rooms, will be allowed to replace those materials at District expense.



Tentative Agreement – 2017/18 Negotiations

ARTICLE 8

CLASS SIZE

A. Regular Classes

1. *Class Sizes will be as follows:*
 - a. Grades TK-3 not to exceed 24
 - b. Fourth-Sixth not to exceed 30

**Primary class size numbers may increase or decrease pursuant to Local Control Funding Formula (LCFF) regulations. If the District needs to change class size ratios, it will consult with BEA.*

If LCFF regulations change, all affected items in this article will be reopened for the following year.

B. Combination Classes

1. Combination grade level classes shall be kept at a minimum. Teachers of combination grade classes shall be chosen on a voluntary basis. If there are insufficient volunteers, a rotation schedule shall be implemented. This schedule shall be initialized by seniority. Teachers who are involuntarily transferred shall not be assigned to a combination class.
2. Every effort shall be made to keep enrollment in combination classes at or below enrollment in other similar grades. Enrollment for fourth-sixth grade combination classes will be limited to twenty-seven (27) students.
3. Combination class teachers will be given first priority for scheduling of computer, library, and PE time as well as scheduling of support staff. If more than one combination class is present at a given school, the principal and affected teachers shall meet to resolve order of selection. Combination class teachers shall be provided, if available, an additional hour of library time per week.
4. Unit members will receive two hundred dollars (\$200.00) for materials each year for teaching a combination class. Audit receipts will be provided to the District to substantiate purchases.
5. Special education students will not, if possible, be placed in combination classes.

C. Special Day Classes (i.e., Extended Resource Specialist Program)

1. The special day class size will be fifteen (15) students. Teachers of special day classes will be compensated at the rate of six dollars (\$6.00) per day for each student over fifteen (15) in attendance. SDC students will be on the class roster of the SDC class.

D. RSP Classes

1. The RSP caseload will be twenty-eight (28) students. Teachers of RSP classes will be compensated at the rate of six dollars (\$6.00) per day for each student over twenty-eight (28). When the RSP caseload exceeds twenty-eight (28) students the District will meet with RSP teacher and the BEA President to discuss whether a waiver will be filed.

E. Resolution of Class Size Imbalances in Regular Self-Contained Classes

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1. The District shall attempt to maintain equitability of working conditions among teachers. An imbalance shall be defined as a four (4) student differential between any two self-contained classrooms at the same grade level ~~through-out the District~~ at Taylor Mountain and Kawana Springs Elementary and separately at Meadow View and Bellevue Elementary.

The management of the District shall have the final authority to take action to resolve problems relating to class size. Possible action may include:

- a. Consultation with the teachers of the affected classes to explore alternative approaches to resolve the problem.
 - b. Transfer of students to other classrooms within a given school.
 - c. Transfer or removal of students attending the District under inter-district agreements.
 - d. Transfer of students attending on an intra-district agreement to their home school.
 - e. Employment of an additional teacher.
2. Within a given school, there shall not be more than a 3 (three) student differential between any two self-contained classrooms at the same grade level.
 3. Teachers at a given grade level or span may choose to waive in writing any requirement the District and/or site attempt to balance class-sizes. One possible reason for such an action would be to eliminate the need to create a combination class.
 4. Each site administrator will, on a trial basis, attempt to handle overflow students by creating a multi-grade class with a substitute, as soon as possible, after the enrollment indicates the need to form such a class.
 5. *Overage Payment*
 - a. When a regular self-contained class size exceeds twenty-four (24) for grades TK-3 or thirty (30) for grades 4-6 unit members will be paid \$5.00 per student per day for each student over the class size limit.
 - b. When an SDC student attends a regular self-contained general education class for more than 60 minutes exclusive of lunch per day and the regular self-contained class size limit is exceeded due to their attendance, the \$5.00 per day overage shall apply.

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Tentative Agreement – 2017/18 Negotiations

ARTICLE 9

SHARED TEACHING PROGRAM

A. Definition

For each shared job, job sharing shall generally refer to ~~an~~ existing certificated employees ~~and another certificated teacher~~ sharing a full-time position(s) for a specified period of time and taking an unpaid leave for that portion of their regular position that each is not working while job sharing. Participants in the Reduced Work Load (Education Code Sections 44922 and 22713) shall be subject to the provisions herein and the statutory requirements of the Reduced Workload program. Any conflicts between the language herein and the statutory provisions, the statutory provisions shall prevail.

B. Eligibility

1. ~~Teachers who are permanent with a minimum of two complete school years of district service.~~ One teacher must be a permanent employee with a minimum of two complete school years of district service.
2. ~~Teachers who have a current satisfactory evaluation.~~ Existing certificated employees must have a current satisfactory evaluation.
3. The number of shared positions shall be limited to one (1) per grade level or program at any school site. The number of shared positions shall be further limited to a maximum of two (2) shared primary positions (grades K-3), two (2) shared intermediate positions (grades 4-6), or one (1) shared specialist position with a maximum total of four shared positions per school (excluding "Willie Brown"). Should more job share proposals be presented in a given year for one site than available positions, then seniority shall be the deciding factor for approval of these positions.
4. The maximum number of years a unit member may participate in the Shared Teaching Program shall be five (5) cumulative academic years. Unit members may request an extension of this limit by submitting a written request. In order to be considered for approval, reasons for extending the limit must be for emergency situations such as the birth/adoption of a child, major health issue for a family member or parent, or any such related life changing situation.

C. Procedures

1. The site administrator shall meet with the employees to review their proposal by January 15 and changes may be made to the plan prior to being submitted to the Superintendent.
2. The job sharing partners desiring to job share during the succeeding school year must file a written request with the Superintendent by February 1 of the school year prior to the school year the job sharing proposal will become effective.
3. Employees requesting to participate in the Shared Teaching Program shall submit a district application. The application shall include, at a minimum, the following components:
 - a. Names of the employees who are proposing to job share
 - b. The reasons for the job share proposal
 - c. Plans on how the following responsibilities will be shared:
 - i. Instruction and lesson planning

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- ii. Maintenance of student records
- iii. Developing report cards
- iv. Conducting parent conferences
- v. Attendance at site and district collaboration meetings
- vi. Attendance at faculty meetings
- vii. Attendance at district-wide professional development events
- viii. Attendance on designated teacher work days
- ix. Discipline/classroom management plan
- d. How communication between the partners will be handled
- e. The benefits to the students
- f. The benefits to the district
- g. The benefits to the job share partners

Parents will be notified by the job sharing team of their option to request the presence of both unit members at a parent conference. Both job share partners shall attend Back to School Night and Open House.

4. Temporary employees may ~~shall not~~ be hired to fulfill a request to job share if a unit member has been unsuccessful in finding a job share partner from among current district unit members. Final approval of a job share requests shall be contingent on the district's ability to hire a teaching partner. ~~unless the request is made due to emergency extenuating circumstance. Such circumstances include the birth/adoption of a child, major health issue for a family member or parent, or any such related life changing situation that occurs after the deadline for requesting a job share has passed. In these instances, the unit member must notify the Superintendent in writing of the circumstances and make a request to participate in the Shared Teaching Program.~~
5. Approval of job share requests shall be determined by an assessment of the proposal which meets the needs of the students and the school involved as well as those of the employees. Approval of a job share request shall also be determined by the District's ability to obtain a suitable replacement for the opening created by the job share should it be necessary to fill said vacancy.
6. The Superintendent shall notify the employee(s) of his/her recommendation regarding the proposal by March 1. If the request is denied by the Superintendent, he/she shall provide the reasons, in writing, to the applicant(s) at the time of notification.
7. The applicant(s) will have until March 15 to resolve the Superintendent's concerns. If the concerns are resolved the proposal will be taken to the Board at its next regularly scheduled Board meeting.
8. A job share arrangement may be renewed by submitting a new application as outlined above.
9. Each job sharing unit member is responsible for notifying the District when a substitute is needed. The teaching team partner is entitled to first call for substitute service. If a job share partner is expected to be absent for not more than ten work days the job share partner may replace the unit member who is absent, and shall be entitled to take an equal number of days off in the same school year. The unit member who is absent shall, later in the same school year, reciprocate by taking the place of his/her partner for an equal number of days. All arrangements for the absence exchange shall be reported to the Supervisor.
10. At the conclusion of the job share, the teachers will return to the school they were assigned prior to the job share unless otherwise reassigned, transferred, or laid off in accordance with the contract.

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D. Job Sharing Configurations

1. The majority partner shall work on the shortened collaboration days.

E. Salary and Benefits

1. Job shares will be given a pro-rated portion of their salary, health and welfare benefit allowance, including the appropriate monthly disability premium, retirement, and sick leave benefits commensurate with their full-time salary. Employees may also participate in health benefits beyond their pro-rated share at their own expense.
2. When a job share teacher accumulates at least 75% of a contractual year he/she will be granted a step increase, if applicable, on the salary schedule.
3. The program is effective for job shares entered into or after July 1, 1996.

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Tentative Agreement – 2017/18 Negotiations

ARTICLE 12

EVALUATION PROCEDURES

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

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

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

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

A. Evaluation Sequence:

1. A goal-setting conference between the evaluator and the unit member shall be held no later than October 31. At the conference, specific instructional and behavioral objectives will be mutually determined by the unit member and his/her site administrator. These objectives will be selected from the Framework for Teaching and Learning developed by the parties and attached as Appendix L.
2. There will be at least one formal observation which The formal observation(s) shall be arranged by the evaluator and the unit member at least two (2) working days in advance of the observation on a mutually agreed upon date.
3. For probationary unit members, a formal observation shall take place no later than December 15th. For permanent unit members, a formal observation shall take place no later than February 15th. A post-observation conference shall be held within five (5) working days following the formal observations
 - a. If the unit member receives a Needs Improvement in one of their four overall ratings (Plan, Teach, Learn, Professional Practice) there will be a second Formal Observation, which will take place by February 15 for Probationary unit members and April 15 for Permanent unit members.
 - b. Prior to this observation, the evaluator shall delineate a positive course of action to help the unit member to improve. The evaluator's action may include specific recommendations for improvement, direct assistance in implementing such recommendations, and reasonable release time as needed to visit other classrooms, attendance at workshop(s), and working with the support provider to improve in the areas of need.
4. Additional informal observations may be held at the discretion of the evaluator with appropriate conferences as needed any time during the year. The evaluator will provide feedback throughout the year to support the unit member's professional growth.

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5. The final summative evaluation by the site administrator must be in the written form (Appendix L) and must be based on the review of all pertinent records and the formal classroom observation(s) and at least two informal observations. Each final summative evaluation will be supported by adequate and valid data.
 6. A final evaluation conference shall be held least thirty (30) calendar days prior to the last day of school in which the evaluator and the unit member shall review what is incorporated in the final summative evaluation. The unit member must sign the final summative evaluation.
 7. The unit member may attach written comments to the final summative evaluation.
 8. If the unit member does not agree with the final summative evaluation, he or she may request another evaluation by a team composed of the Superintendent, a teacher selected by the unit member and a mutually agreed upon third party.
 9. All evaluation reports shall be maintained in the unit member's personnel file.
 10. Any permanent unit member who receives a needs improvement as their overall rating in any one of the four areas on their Final Summative Evaluation is required to participate in the Teacher Support and Guidance Program in the following school year.
 11. Specialists such as nurses, counselors, speech therapist, psychologists, etc. will meet with their supervision administrator before October 31 to set objectives and an evaluation schedule for the year.
- B. The evaluation forms shall be agreed upon by the District and BEA and shall be based on the requirements of law, including the California Standards for the Teaching Profession. These forms shall be used in all evaluations of unit members.
- C. No evaluation shall unduly interfere with the normal teaching/learning process.

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Tentative Agreement – 2017/18 Negotiations

ARTICLE 19

TEACHER SUPPORT AND GUIDANCE PROGRAM

The Bellevue Educators Association and the Bellevue Union School District recognize the link between teacher effectiveness and student learning and desires to provide structured, individualized support and guidance to teachers as necessary to enhance their performance and support teacher retention.

A. Participation

1. Any permanent teacher who receives a "needs improvement" in any one of the four overall ratings (Plan, Teach, Learn, and Professional Practice) area on his/her formal annual evaluation summary is required to participate in the Teacher Support and Guidance Program.
2. Teachers may request to participate in the Teacher Support and Guidance Program.

B. Program Responsibilities

1. The Superintendent or designee shall coordinate individualized teacher support and guidance activities pursuant to Board Policy 4131.1, district staff development programs, staff evaluation process and this contractual language.
2. The Superintendent or designee shall ensure the timely assignment of a qualified support provider to participating teacher. The Superintendent or designee shall also ensure that each support provider receives appropriate training to serve in a support capacity and is provided adequate time and resources to assist other teachers.
3. The Superintendent or designee shall regularly evaluate the district's teacher support and guidance programs and shall report to the Board regarding program effectiveness in meeting district goals for teacher quality and retention. Evaluation reports may include, but are not limited to, data on program enrollment and completion, subsequent retention rates of participating teachers, and interviews or surveys of program participants.

C. Process

1. The overall rating in each of the four sections of the Final Summative Evaluation (Plan, Teach, Learn, and Professional Practice) shall be determined by an average of the scores of each of the sub-categories.
2. When a teacher ~~is referred by the principal~~ enters the Support and Guidance Program due to "needs improvement" in any one of their four overall ratings (Plan, Teach, Learn, Professional Practice) area on their evaluation, or when a teacher requests to participate in the Teacher Support and Guidance Program, written performance goals shall be established that are clearly stated and aligned with student learning and teacher evaluation criteria.
3. The support provider shall conduct multiple observations of the teacher during periods of classroom instruction and provide consultation and guidance. In addition, the teacher shall participate in sufficient professional development

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activities to assist him/her to improve teaching skills and knowledge. The support provider shall maintain a written record of the teacher's activities and performance and shall regularly communicate with the principal and the Support and Guidance Review Panel regarding the teacher's progress.

4. The support provider shall submit summary report to the Superintendent or designee and the Support and Guidance Review Panel.
5. The participating teacher shall have the right to reply to all written reports, as well as the summation of their participation, said reply shall be appended to the summary report. The participating teacher may also request one meeting with the Support and Guidance Review Panel after he/she is in receipt of his/her final report. This request must be made within ten (10) of receipt of the final report.

D. Support Providers

Any employee designated by the Superintendent or designee as a support provider shall, at a minimum, meet the following qualifications:

1. Possess a clear credential.
2. Have at least five (5) years of full-time teaching experience.
3. Have demonstrated effective communication skills, subject matter knowledge, and mastery of a range of teaching strategies necessary to meet the needs of students.

The District shall defend and hold harmless members of the Support and Guidance Review Panel and support providers from any lawsuit or claim arising out of the performance of their duties to the same and in the same as other district employees.

E. Support and Guidance Review Panel

1. The Superintendent or designee shall establish the joint teacher-administrator Support and Guidance Review Panel. The panel will be composed of teachers and administrators. The panel shall review reports prepared by the support provider and the summary report and make recommendations to the Superintendent or designee as to whether the participating teacher should be exited from the program due to satisfactory improvement, remain in the program because he/she would possibly benefit from additional support from the program, or be recommended for dismissal.
2. The Superintendent or designee shall design a written application for permanent teachers who want to participate on the Support and Guidance Review Panel.
3. Composition of Panel
 - Five (5) members, of whom three (3) will be qualified BUSD teachers cleared through the application process, and two (2) district administrators.

Support and Guidance Review Panel Member \$500



**Bellevue Union School District
DRAFT Certificated Salary Schedule**

185 work days

CLASS	1 BA	2 BA + 45	3 BA + 60	4 BA + 75	5 MA*
STEP					
1	\$46,671	\$48,873	\$51,072	\$53,370	\$54,400
2	\$48,264	\$50,554	\$52,753	\$54,971	\$56,001
3	\$50,037	\$52,243	\$54,437	\$56,621	\$57,651
4	\$51,718	\$54,200	\$56,121	\$58,320	\$59,350
5	\$53,407	\$55,656	\$57,803	\$60,069	\$61,099
6	\$55,088	\$57,284	\$59,480	\$61,871	\$62,901
7	\$56,763	\$58,964	\$61,160	\$63,264	\$64,294
8	\$58,446	\$60,641	\$62,848	\$65,051	\$66,081
9	\$60,124	\$62,327	\$64,530	\$66,724	\$67,754
10	\$61,809	\$64,004	\$66,207	\$68,408	\$69,438
11		\$65,687	\$67,883	\$70,091	\$71,121
12		\$67,367	\$69,574	\$71,774	\$72,804
13			\$71,249	\$73,447	\$74,477
14			\$72,931	\$75,132	\$76,162
15			\$74,611	\$76,809	\$77,839
16			\$76,293	\$78,493	\$79,523
17			\$77,981	\$80,172	\$81,202
18			\$79,656	\$81,854	\$82,884
19			\$83,017	\$85,219	\$86,249
20			\$84,611	\$86,901	\$87,931
21			\$87,954	\$89,631	\$90,661

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

A \$400 annual stipend shall be granted to teachers with a BCLAD authorization.

A \$1,000 annual stipend shall be granted to teachers who hold a National Board Certification.

A \$1,500 annual stipend shall be granted to teachers who hold a Doctorate Degree

**Educational stipend for MA integrated into base salary in 2014/15.*

Board Adopted:

Effective: July 1, 2018

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Bellevue Union School District 2018-2019
UPDATED 180 Instructional Day / 185 Contract Day Calendar

Board Approved:

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

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

1/21 - ML King, Jr. Day

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

8/16 - First Day of Instruction

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

2/11 - Lincoln's Birthday Celebrated; 2/18 - Presidents' Day

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

9/3 - Labor Day

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

03/18 - 03/22 - Spring Break

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

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

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

11/12 - Veteran's Day Observed; 11/19-11/23 - Thanksgiving Break

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

5/27 - Memorial Day, 05/31 - Last Day of Instruction

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

12/21 - 1/4 - Winter Break

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

Legal Holiday - No School
 Local Holiday - No School

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

First/Last Day

Back to School Night = 8/29
 Fall Conference Dates = 11/09-11/16

Open House = 5/22
 sbac Testing Window = TBD

1st Trimester Ends - 11/2
 2nd Trimester Ends - 3/1
 3rd Trimester Ends - 5/31

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5/4/2018

Sonoma County Office of Education

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

Name of School District:	Bellevue Union School District
Name of Bargaining Unit:	Bellevue Education Association
Certificated, Classified, Other:	Certificated

The proposed agreement covers the period beginning: July 1, 2017 and ending: June 30, 2018
(date) (date)

The Governing Board will act upon this agreement on: _____
(date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation		Annual Cost Prior to Proposed Agreement FY 2018-19	Fiscal Impact of Proposed Agreement		
			Year 1 Increase/(Decrease)	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
			FY 2018-19	FY 2019-20	FY 2020-21
1	Salary Schedule (This is to include Step and Column, which is also reported separately in Item 6.)	\$ 7,587,014	\$ (45)	\$ (45)	\$ (45)
			0.00%	0.00%	0.00%
2	Other Compensation - Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -	\$ -	\$ -	\$ -
	Description of other compensation				
3	Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 1,498,435	\$ (9)	\$ (9)	\$ (9)
			-0.001%	0.00%	0.00%
4	Health/Welfare Plans	\$ 641,608	\$ -	\$ -	\$ -
			0.00%	0.00%	0.00%
5	Total Compensation - Add Items 1 through 4 to equal 5	\$ 9,727,057	\$ (54)	\$ (54)	\$ (54)
			-0.001%	0.00%	0.00%
6	Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.	\$ 112,965	\$ (54)	\$ (54)	\$ -
7	Total Number of Represented Employees (Use FTEs if appropriate)	88.00			
8	Total Compensation <u>Average</u> Cost per Employee	\$ 110,535	\$ (1)	\$ (1)	\$ (1)
			-0.001%	0.00%	0.00%

Bellevue Union School District

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

The work year for a BEA member was reduced from 186 days to 185 days. (change to Article 7 and Appendix C)
There is no change to the salary schedule making this result in a .538% increase to the salary schedule.

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

Column 6 for a Doctorate was removed from the schedule. Stipend of \$1,500 paid for Doctorate. (Appendix A)

11. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

n/a

12. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes ☒ No ☐

If yes, please describe the cap amount.

This has not changed.

- B. Proposed negotiated changes in noncompensation items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Please see the attached Tentative Agreement for full disclosure of language.

Language has been added to Article 4 on Organizational Security.

Language has been added to Article 7 re: Prep time makeup.

Language has been added to Article 8 on Class Size. Language has been changed on Shared Teaching Program.

Language has been changed in Article 12 on Evaluation Procedures. Language has been changed in Article 19 on Teacher Support and Guidance Program.

- C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

E. Will this agreement create or increase deficit financing in the current or subsequent year(s)?

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

G. Source of Funding for Proposed Agreement:

1. Current Year

Salaries will continue to be funded through the LCFF and programatic funding sources.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Bellevue Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:

Unrestricted General Fund
Bellevue Education Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 6/29/2018)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 18,158,159	\$ -	\$ -	\$ 18,158,159
Remaining Revenues (8100-8799)	\$ 606,600	\$ -	\$ -	\$ 606,600
TOTAL REVENUES	\$ 18,764,759	\$ -	\$ -	\$ 18,764,759
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 5,803,348	\$ (45)	\$ -	\$ 5,803,303
Classified Salaries (2000-2999)	\$ 1,833,357	\$ -	\$ -	\$ 1,833,357
Employee Benefits (3000-3999)	\$ 2,317,798	\$ (9)	\$ -	\$ 2,317,789
Books and Supplies (4000-4999)	\$ 485,254	\$ -	\$ -	\$ 485,254
Services, Other Operating Expenses (5000-5999)	\$ 3,095,633	\$ -	\$ -	\$ 3,095,633
Capital Outlay (6000-6599)	\$ 32,000	\$ -	\$ -	\$ 32,000
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ (85,434)	\$ -	\$ -	\$ (85,434)
Other Adjustments				
TOTAL EXPENDITURES	\$ 13,481,956	\$ (54)	\$ -	\$ 13,481,902
OPERATING SURPLUS/(DEFICIT)	\$ 5,282,803	\$ 54	\$ -	\$ 5,282,857
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
Contributions (8980-8999)	\$ (4,209,790)	\$ -	\$ -	\$ (4,209,790)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 1,073,013	\$ *	\$ -	\$ 1,073,067
BEGINNING BALANCE	\$ 803,763			\$ 803,763
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 1,876,776	\$ 54	\$ -	\$ 1,876,830
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ 2,500	\$ -	\$ -	\$ 2,500
Reserved for Economic Uncertainties (9770)	\$ 646,692	\$ -	\$ -	\$ 646,692
Designated Amounts (9775-9780)	\$ 1,227,583	\$ 54	\$ -	\$ 1,227,637
Unappropriated Amount (9790)	\$ 1	\$ -	\$ -	\$ 1

* Please see question on page 7.

Bellevue Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Restricted General Fund
 Bargaining Unit: Bellevue Education Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 6/29/2018)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 540,249	\$ -	\$ -	\$ 540,249
Remaining Revenues (8100-8799)	\$ 3,325,132	\$ -	\$ -	\$ 3,325,132
TOTAL REVENUES	\$ 3,865,381	\$ -	\$ -	\$ 3,865,381
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 1,900,263	\$ -	\$ -	\$ 1,900,263
Classified Salaries (2000-2999)	\$ 843,583	\$ -	\$ -	\$ 843,583
Employee Benefits (3000-3999)	\$ 1,293,005	\$ -	\$ -	\$ 1,293,005
Books and Supplies (4000-4999)	\$ 214,569	\$ -	\$ -	\$ 214,569
Services, Other Operating Expenses (5000-5999)	\$ 3,777,940	\$ -	\$ -	\$ 3,777,940
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ 45,061	\$ -	\$ -	\$ 45,061
Other Adjustments				
TOTAL EXPENDITURES	\$ 8,074,421	\$ -	\$ -	\$ 8,074,421
OPERATING SURPLUS (DEFICIT)	\$ (4,209,040)	\$ -	\$ -	\$ (4,209,040)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
Contributions (8980-8999)	\$ 4,209,790	\$ -	\$ -	\$ 4,209,790
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 750	\$ *	\$ -	\$ 750
BEGINNING BALANCE	\$ 82,296			\$ 82,296
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 83,046	\$ -	\$ -	\$ 83,046
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ 83,046	\$ -	\$ -	\$ 83,046
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amount (9790)	\$ -	\$ -	\$ -	\$ -

* Please see question on page 7.

Bellevue Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Bargaining Unit:		Combined General Fund Bellevue Education Association		
	Column 1 Latest Board- Approved Budget Before Settlement (As of 6/29/2018)	Column 2 Adjustments as a Result of Settlement	Column 3 Other Revisions	Column 4 Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 18,698,408	\$ -	\$ -	\$ 18,698,408
Remaining Revenues (8100-8799)	\$ 3,931,732	\$ -	\$ -	\$ 3,931,732
TOTAL REVENUES	\$ 22,630,140	\$ -	\$ -	\$ 22,630,140
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 7,703,611	\$ (45)	\$ -	\$ 7,703,566
Classified Salaries (2000-2999)	\$ 2,676,940	\$ -	\$ -	\$ 2,676,940
Employee Benefits (3000-3999)	\$ 3,610,803	\$ (9)	\$ -	\$ 3,610,794
Books and Supplies (4000-4999)	\$ 699,823	\$ -	\$ -	\$ 699,823
Services, Other Operating Expenses (5000-5999)	\$ 6,873,573	\$ -	\$ -	\$ 6,873,573
Capital Outlay (6000-6599)	\$ 32,000	\$ -	\$ -	\$ 32,000
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ (40,373)	\$ -	\$ -	\$ (40,373)
Other Adjustments				
TOTAL EXPENDITURES	\$ 21,556,377	\$ (54)	\$ -	\$ 21,556,323
OPERATING SURPLUS (DEFICIT)	\$ 1,073,763	\$ 54	\$ -	\$ 1,073,817
Transfer In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
Contributions (8980-8999)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 1,073,763	\$ * 54	\$ -	\$ 1,073,817
BEGINNING BALANCE	\$ 886,059			\$ 886,059
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 1,959,822	\$ 54	\$ -	\$ 1,959,876
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ 85,546	\$ -	\$ -	\$ 85,546
Reserved for Economic Uncertainties (9770)	\$ 646,692	\$ -	\$ -	\$ 646,692
Designated Amounts (9775-9780)	\$ 1,227,583	\$ 54	\$ -	\$ 1,227,637
Unappropriated Amount - Unrestricted (9790)	\$ 1	\$ -	\$ -	\$ 1
Unappropriated Amount - Restricted (9790)	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties Percentage	3.00%			3.00%

* Please see question on page 7.

Bellevue Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Adult Education Fund**

Enter Bargaining Unit:

Bellevue Education Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of _____)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ -	\$ -	\$ -	\$ -
Employee Benefits (3000-3999)	\$ -	\$ -	\$ -	\$ -
Books and Supplies (4000-4999)	\$ -	\$ -	\$ -	\$ -
Services, Other Operating Expenses (5000-5999)	\$ -	\$ -	\$ -	\$ -
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ -	*	\$ -	\$ -
BEGINNING BALANCE	\$ -			\$ -
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ -	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9730)	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Board Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amounts (9790)	\$ -	\$ -	\$ -	\$ -

* Please see question on page 7.

Bellevue Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Cafeteria Fund**

Bargaining Unit:

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 6/29/2018)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ -	\$ -	\$ -	\$ -
Employee Benefits (3000-3999)	\$ -	\$ -	\$ -	\$ -
Books and Supplies (4000-4999)	\$ -	\$ -	\$ -	\$ -
Services, Other Operating Expenses (5000-5999)	\$ -	\$ -	\$ -	\$ -
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ -	*	\$ -	\$ -
BEGINNING BALANCE	\$ -			\$ -
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ -	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9713)	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Board Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amounts (9790)	\$ -	\$ -	\$ -	\$ -

* Please see question on page 7.

Bellevue Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Child Development Fund**

Bargaining Unit:

Bellevue Education Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 6/29/2018)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ -	\$ -	\$ -	\$ -
Employee Benefits (3000-3999)	\$ -	\$ -	\$ -	\$ -
Books and Supplies (4000-4999)	\$ -	\$ -	\$ -	\$ -
Services, Other Operating Expenses (5000-5999)	\$ -	\$ -	\$ -	\$ -
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ -	*	\$ -	\$ -
BEGINNING BALANCE	\$ -			\$ -
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ -	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9713)	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Board Designated Amounts (9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amounts (9790)	\$ -	\$ -	\$ -	\$ -

* Please see question on page 7.

Bellevue Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund:
 Bargaining Unit: **Bellevue Education Association**

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 6/29/2018)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ -	\$ -	\$ -	\$ -
Remaining Revenues (8100-8799)	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ -
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ -	\$ -	\$ -	\$ -
Classified Salaries (2000-2999)	\$ -	\$ -	\$ -	\$ -
Employee Benefits (3000-3999)	\$ -	\$ -	\$ -	\$ -
Books and Supplies (4000-4999)	\$ -	\$ -	\$ -	\$ -
Services, Other Operating Expenses (5000-5999)	\$ -	\$ -	\$ -	\$ -
Capital Outlay (6000-6999)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
OPERATING SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ -	*	\$ -	\$ -
BEGINNING BALANCE	\$ -			\$ -
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ -	\$ -	\$ -	\$ -
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Board Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amounts (9790)	\$ -	\$ -	\$ -	\$ -

* Please see question on page 7.

Bellevue Union School District

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS**Combined General Fund**

Bargaining Unit:

Bellevue Education Association

	Current Year	Year 2	Year 3
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
Revenue Limit Sources (8010-8099)	\$ 18,698,408	\$ 18,677,210	\$ 19,028,088
Remaining Revenues (8100-8799)	\$ 3,931,732	\$ 3,931,732	\$ 3,931,732
TOTAL REVENUES	\$ 22,630,140	\$ 22,608,942	\$ 22,959,820
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 7,703,566	\$ 7,813,562	\$ 7,867,915
Classified Salaries (2000-2999)	\$ 2,676,940	\$ 2,713,446	\$ 2,750,656
Employee Benefits (3000-3999)	\$ 3,610,794	\$ 3,755,225	\$ 3,899,049
Books and Supplies (4000-4999)	\$ 699,823	\$ 699,823	\$ 699,823
Services, Other Operating Expenses (5000-5999)	\$ 6,873,573	\$ 7,015,892	\$ 7,210,503
Capital Outlay (6000-6999)	\$ 32,000	\$ 32,000	\$ 32,000
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ (40,373)	\$ (40,373)	\$ (40,373)
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 21,556,323	\$ 21,989,575	\$ 22,419,573
OPERATING SURPLUS (DEFICIT)	\$ 1,073,817	\$ 619,367	\$ 540,247
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 1,073,817	\$ 619,367	\$ 540,247
BEGINNING BALANCE	\$ 886,059	\$ 1,959,876	\$ 2,579,243
CURRENT-YEAR ENDING BALANCE	\$ 1,959,876	\$ 2,579,243	\$ 3,119,490
COMPONENTS OF ENDING BALANCE:			
Reserved Amounts (9711-9740)	\$ 85,546	\$ 85,546	\$ 85,546
Reserved for Economic Uncertainties - Unrestricted (9770)	\$ 646,692	\$ 659,687	\$ 672,587
Reserved for Economic Uncertainties - Restricted (9770)	\$ -	\$ -	\$ -
Board Designated Amounts - Unrestricted (9775-9780)	\$ 1,227,637	\$ 1,834,009	\$ 2,361,356
Board Designated Amounts - Restricted (9775-9780)	\$ -	\$ -	\$ -
Unappropriated Amounts - Unrestricted (9790)	\$ 1	\$ -	\$ -
Unappropriated Amounts - Restricted (9790)	\$ -	\$ 1	\$ 1

WARNING: 9790 entries must be positive

J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		Current Year	Year 2	Year 3
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 21,556,323	\$ 21,989,575	\$ 22,419,573
b.	State Standard Minimum Reserve Percentage for this District Enter percentage:	3.00%	3.00%	3.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 646,690	\$ 659,687	\$ 672,587

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9770)	\$ 646,692	\$ 659,687	\$ 672,587
b.	General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$ 1	\$ -	\$ -
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9770)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 646,693	\$ 659,687	\$ 672,587
f.	Reserve for Economic Uncertainties Percentage	3.00%	3.00%	3.00%

3. Do unrestricted reserves meet the state minimum reserve amount?

Current Year

Yes

☒

No

☐

Year 2

Yes

☒

No

☐

Year 3

Yes

☒

No

☐

4. If no, how do you plan to restore your reserves?

5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 5 on Page 1 (i.e., increase was partially budgeted), explain the variance below:

6. Please include any additional comments and explanations of Page 4 as necessary:

Bellevue Union School District

K. SALARY NOTIFICATION REQUIREMENT:

The following section is applicable and should be completed when any salary and benefit negotiations are settled after the district's final budget has been adopted.

COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT BASE REVENUE LIMIT

	2nd Prior Year	1st Prior Year	Current Year	Year 2	Year 3
a. Prior-Year Base Revenue Limit (BRL) per ADA:	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: COLA (enter amount per ADA)	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: 2004-05 Equalization Aid (enter amount per ADA)		\$ -			
b. Current-Year BRL per ADA:	\$ -	\$ -	\$ -	\$ -	\$ -
c. Change in BRL per ADA: (b) minus (a)	\$ -	\$ -	\$ -	\$ -	\$ -
d. Percentage Change in BRL per ADA: (c) divided by (a)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
The Current-Year BRL per ADA					
e. Less: Deficit percentage					
f. Deficit percentage converted to dollar amount: (b) times (e)	\$ -	\$ -	\$ -	\$ -	\$ -
g. Current-Year BRL per ADA with Deficit: (b) minus (f)	\$ -	\$ -	\$ -	\$ -	\$ -
h. Change in BRL per ADA with Deficit: (g) minus (a)	\$ -	\$ -	\$ -	\$ -	\$ -
i. Percentage Change in BRL per ADA with Deficit: (h) divided by (a)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
j. Change from Prior Year Deficit BRL per ADA: (g) current year minus (g) prior year	\$ -	\$ -	\$ -	\$ -	\$ -
k. Percentage Change from Prior Year Deficit BRL per ADA: (h) divided by (g) prior year	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
l. Total Compensation Percentage Increase (enter from Page 1, Section A, Line 5)	0.00%	0.00%	0.00%	0.00%	0.00%
m. Proposed agreement is within/exceeds change in undeficit BRL: (d) minus (l)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
n. Proposed agreement is within/exceeds change in deficit BRL: (k) minus (l)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Bellevue Union School District

L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This disclosure document is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. This certification page should be signed by the Superintendent and Chief Business Official at the time of public disclosure. The absence of one or both of the signatures should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Bellevue Union School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from 7/1/2017 to 6/30/2018.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year**Budget Adjustment Categories:**

Revenues/Other Financing Sources

Expenditures/Other Financing Uses

Ending Balance(s) Increase (Decrease)

**Budget Adjustment
Increase/(Decrease)**

\$	-
\$	(54)
\$	54

Subsequent Years**Budget Adjustment Categories:**

Revenues/Other Financing Sources

Expenditures/Other Financing Uses

Ending Balance(s) Increase (Decrease)

**Budget Adjustment
Increase/(Decrease)**

	\$0.00
	\$0.00
	\$0.00

Budget Revisions

If the district does not adopt all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

____ I hereby certify ____ I am unable to certify

District Superintendent
(Signature)

Date

____ I hereby certify ____ I am unable to certify

Chief Business Official
(Signature)

Date

Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Assumptions

The assumptions upon which this certification is made are as follows:

Concerns regarding affordability of agreement in subsequent years (if any):

M. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

District Superintendent (or Designee)
(Signature)

Date

Chris Kim, CBO
Contact Person

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on _____, took action to approve the proposed Agreement with the Bellevue Education Association (BEA) Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

Date

Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Bellevue Union School District

Agenda Item for Board Meeting of July 17, 2018

Agenda Category: Review and Action

Agenda Item Title: Child Nutrition Services, Provision 2 Implementation for BUSD

Prepared By: Chris J. Kim, CBO

Background:

Provision 2 is an option for schools participating in the National School Lunch and School Breakfast Programs to reduce paperwork, simplify the logistics of operating school meals programs, and offer meals at no charge to all students. Schools using Provision 2 do not have to collect, process, or verify school meal applications or keep track of meals served by fee category (free, reduced-price, and paid) for at least three out of every four years. Provision 2 schools have the option to serve both breakfast and lunch, to all students at no charge — and use economies of scale from increased participation and significant administrative savings to offset the cost of offering free meals to all students.

Cost:

\$0.00

Recommended Action:

Acknowledge and Accept.

Supporting Documents:

1. Provision 2 Approval Application
2. Letter to Households
3. Media Release



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

RE: Child Nutrition Services Update for the Bellevue Union School District

Dear Parent or Guardian:

We are pleased to inform you that the Bellevue Union School District will be implementing an alternative program available to schools participating in the National School Lunch and School Breakfast Programs called Provision 2 for School Year.

Schools that participate in Provision 2 are able to provide healthy breakfast and lunch each day at no charge for all students enrolled in that school during the 2018-19 School Year.

If we can be of any further assistance, please contact us at 707-542-5197.

Sincerely,

Kayla Todd
Food Service Manager

Board of Trustees:

Stephanie Merrida-Grant, Lisa Reyes, John Jarvis, Adele Walker, Victor Ayala

Superintendent:

Dr. David Alexander



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

FOR IMMEDIATE RELEASE

The Bellevue Union School District today announced an amendment to its policy for serving meals to students under the National School Lunch / School Breakfast Programs for the 2018-19 school year. All students will be served lunch and breakfast at no charge at the following sites:

Bellevue Elementary

Meadow View Elementary

Kawana Springs Elementary

Taylor Mountain Elementary

For additional information please contact: Kayla Todd, Food Service Program Manager, at 542-5197 ext. 4 or via e-mail at ktodd@busd.org.

Board of Trustees:

Stephanie Merrida-Grant, Lisa Reyes, John Jarvis, Adele Walker, Victor Ayala

Superintendent:

Dr. David Alexander

RECEIVED
JUN 20 2017
BY: _____

POLICY STATEMENT ADDENDUM - Provisions 1, 2, & 3

Check one or both boxes as applicable.

☒ **Implementation Request**

☐ **Delayed Implementation Request**

Return with original signatures by mail to
CDE/NSD
SNPU County Program Specialist
1430 N Street, Suite 4503
Sacramento, CA 95814-5901

SNIPS ID or Agreement Number: 02849-SN-49-PSD	Vendor Number: 706100
School/Agency Name: Bellevue Union School District	
Street Address: 3150 Education Dr.	
City: Santa Rosa Sonoma County	Zip Code: 95407

Operating under the claiming alternative(s) identified below, this document amends certain provisions and procedures described in the **Policy Statement for Free and Reduced Price Meals** administered by this school/agency (District) to reflect current practices for schools requesting to participate in Provision 1, Provision 2, and/or Provision 3.

Prior to June 30, before the beginning of the base year, the District will provide the California Department of Education, Nutrition Services Division (NSD) the Policy Statement Addendum and Site Implementation Request for Provision 1, 2, or 3 and complete the Provision 1, 2, and/or 3 section in the sites application(s) of the District's Child Nutrition Information Payment System (CNIPS) application packet.

During the **base year**, the school/agency named above will:

Provide meals to all enrolled students under (check all that apply):

- ☒ **Provision 2** – non-pricing (serve meals at no cost to the students).
☐ **Provision 3** – non-pricing (serve meals at no cost to the students).
☐ **Provision 1 or Provision 3** - At the fee(s) listed on the CNIPS Site Application.

- Send a household letter and meal eligibility application to parents of all enrolled children (Title 7, *Code of Federal Regulations* (7CFR) sections 245.5 and 245.6).
- Issue a public media release, notifying families of the availability of the National School Lunch and/or School Breakfast Program(s) (7CFR 245.5).
- Complete the verification process of free and reduced-price meal eligibility applications.
- Take daily point of service counts at each site to determine the number of free, reduced-price, and paid (full price) meals served to children.
- Submit a monthly "Claim for Reimbursement" with the daily meal count data compiled from all sites.
- Maintain all base year monthly documentation of participation data (including rosters, benefit issuance documents, tickets, etc.), processed free and reduced-price applications, direct certification data, homeless and/or migrant data, verification records, and socio-economic data used to request extensions throughout the Provision cycle(s) and for three years beyond submission of the final Claim for Reimbursement for the fiscal year to which the records for the cycle(s) pertain, and make this information available for review during an Administrative Review (AR) or upon NSD request. If there are audit findings during an AR or technical assistance visit after the cycle has ended, the records must be retained as long as required for resolution.
- Pay for the difference between the cost of all meals served and the federal reimbursement with funds from sources other than federal funds.
- Allow any site to return to standard notification, application, and claiming procedures at any time.

Bellevue Union
02849-SN-49-PSD
Sonoma Co.

Claiming Alternatives - Implementation Request POLICY STATEMENT ADDENDUM - continued

In subsequent years (after the base year), the District will:

Provide meals to all enrolled students (check all that apply):

- ☐ **Provision 1** - At the fee(s) listed on the CNIPS Site application.
☒ **Provision 2 or Provision 3** - Be non-pricing (serve meals at no cost to the students).

Check one:

- ☐ **Provision 1** - Publicly notify and determine eligibility for children determined to be reduced-price and full price during the base year.
☒ **Provision 2 or Provision 3** - Not collect eligibility for any child, new or returning.
- Provision 2 or 3 - Develop and issue an annual public media release to notify households of the availability of the National School Lunch and/or School Breakfast Programs, at no charge.
 - Provision 2 - Take daily point of service meal counts at each site to determine the number of meals served as the basis for monthly reimbursement claims.
 - Provision 3 - Take daily point of service meal counts at each site to determine if participation percentages have increased or decreased from the base year.

Check all that apply. Submit a monthly "Claim for Reimbursement" based on:

- ☐ **Provision 1** - The actual total meal count by category.
☒ **Provision 2** - The actual total meal count, multiplied by either:
☒ **Site Specific Claiming** - The meal count percentages by eligibility category for the corresponding month during the base year for each site, or by annualized claiming percentage.
☐ **District Wide Claiming** - The meal count percentages by eligibility category for the corresponding month during the base year for the district as a whole.
☐ **Group Claiming** - The meal count percentages by eligibility category for the corresponding month during the base year for a group of schools within the district.
☐ **Delayed Implementation**. For the first claim month, students may be charged for their meals according to their eligibility category. After the first claim month, meals will be provided at no charge to all students.
☐ **Provision 3** - The number of meals claimed during the corresponding month of the base year, adjusted on October 31 each year for changes in enrollment from the base year.

By June 30 of the final year of the Provision 2 or Provision 3 cycle, the District will :

- Notify the NSD that they are returning to standard claiming practices; or
- Request approval to implement a new Provision cycle; or
- Request approval to extend the existing Provision 2 or 3 base year data for an additional four years.

Note: Extension requests must be submitted to the CDE no later than June 30 of the final year of the cycle.

The district is submitting the following socio-economic data, which will be used to request an extension at the end of the cycle (Check at least one):

- ☒ Local City/County Zoning/Economic Planning Office
☒ Unemployment Rates/Percentages
☐ CalFresh (formally known as the Food Stamp Program)
☒ Direct Certification
☐ Food Distribution Program on Indian Reservations (FDPIR)
☐ Statistical sampling of the school's population using the eligibility application or equivalent income measurement
☐ California Work Opportunity and Responsibility to Kids (CalWorks)
☐ Other (please identify the alternative socio-economic data that you will use to request an extension)

Claiming Alternatives Implementation Request POLICY STATEMENT ADDENDUM - continued

This District requests approval to implement the Alternative Claiming Provision(s) for eligibility certification and meal claiming at the following site(s) use additional sheets as needed.

CNIPS Site no.	Provision	Site Name	Meal Programs affected L = Lunch B = BKFST	Date School Begins	BASE YEAR For example, 07/01/2016	Number of Years in the Cycle	EXPIRATION DATE For example, 6/30/2020	CDE/NSD Use Only
12676	☐ P1 ☒ P2 ☐ P3	Taylor Mountain Elementary	B & L	8/15/2018	07/01/2018	4	06/30/2022	☒ Approved ☐ Denied
2497	☐ P1 ☒ P2 ☐ P3	Bellevue Elementary	B & L	8/15/2018	07/01/2018	4	06/30/2022	☒ Approved ☐ Denied
2498	☐ P1 ☒ P2 ☐ P3	Kawana Springs Elementary	B & L	8/15/2018	07/01/2018	4	06/30/2022	☒ Approved ☐ Denied
9463	☐ P1 ☒ P2 ☐ P3	Meadow View Elementary	B & L	8/15/2018	07/01/2018	4	06/30/2022	☒ Approved ☐ Denied
	☐ P1 ☐ P2 ☐ P3							☐ Approved ☐ Denied
	☐ P1 ☐ P2 ☐ P3							☐ Approved ☐ Denied
	☐ P1 ☐ P2 ☐ P3							☐ Approved ☐ Denied
	☐ P1 ☐ P2 ☐ P3							☐ Approved ☐ Denied
	☐ P1 ☐ P2 ☐ P3							☐ Approved ☐ Denied
	☐ P1 ☐ P2 ☐ P3							☐ Approved ☐ Denied
	☐ P1 ☐ P2 ☐ P3							☐ Approved ☐ Denied

Approved
7/11/2018

Return with original signatures by mail to
CDE/NSD
SNPU County Program Specialist
1430 N Street, Suite 4503
Sacramento, CA 95814-5901

Implementation Requests sent by fax or email will not be accepted.

In accordance with 7CFR 245.9(c), this certifies that the proposed site(s), listed above, meet the eligibility requirements as described in 7CFR 245.9(a) and/or (b).

Signature of Authorized School/Agency Representative 		Date 6-18-18
Printed Name and Title of Authorized School/Agency Representative Kayla Todd / Food Program Manager		Telephone No. (707) 542-5197
Contact Person (if other than School/Agency Representative) 	Telephone No. (707) 542-5197	Fax No. E-mail address CK1M@BUSO.ORG
DO NOT WRITE BELOW THIS LINE—FOR CDE USE		
NSD/SNPU Representative Signature 	☒ Approved ☐ Denied	Base Year: 2018-19 Exp Year: 2021-22
☐ Entered in CNIPS ☒ Copy to Agency/School ☐ Original to File		Date: 7/11/2018

7/9/2018

School Nutrition Programs: Provision 2 Training

Accessible Version



Online Training

**California Department of Education
Nutrition Services Division
Certificate of Completion**



**This certifies that Kayla Todd
has completed the online training
School Nutrition Programs Provision 2 Training
on July 9, 2018**

Total Instructional Time: 1.25 hours

Key area: 3000 Administration

Training topic: 3100 F/RP Meal Benefits

**Learning Objective: 3110 Certify, process, and verify free and reduced price meal eligibility
benefits in compliance with federal regulations**

A handwritten signature in cursive script, reading "Lisa Melhouse".

**Lisa Melhouse
Nutrition Education Administrator
Education and Nutrition Policy Unit**

Bellevue Union School District

Agenda Item for Board Meeting of July 17, 2018

Agenda Category: Review and Action

Agenda Item Title: Contract with Santa Rosa City Schools, Child Nutrition Services

Prepared By: Chris J. Kim, CBO

Background:

The Bellevue Union School District contracts with the Santa Rosa City School District to provide prepared students meal for our students at Kawana Spring Elementary school. There are no proposed changes or fee increases associated with continuation of these services for FY18/19.

Cost:

Estimated at \$200,631

Recommended Action:

Acknowledge and Accept.

Supporting Documents:

1. Contract



Kenneth A. Bunns
*Director,
Child Nutrition Services*

July 1, 2018

**Child Nutrition
Services**

Denise Scott
*Production Operations
Supervisor*

Devin Twieg
Field Operations Supervisor

Eileen Logan
Culinary Coordinator

Valerie Mentjox
*Assistant Food Service
Transportation Manager*

Leslie Koehler
Purchasing Assistant

Maria Ochoa Duenas
Account Clerk

Kylie Minto
Senior Secretary

**211 Ridgeway Ave
Santa Rosa, CA 95401
707.528.5359
Fax: 707.528.5104**

Chris Kim, Chief Business Officer
Bellevue Union School District
3150 Education Drive
Santa Rosa CA 95407

Dear Mr. Chris Kim,

Thank you for choosing Santa Rosa City Schools Child Nutrition Services as your meal provider and being a valued customer. SRCS Child Nutrition is committed to providing nutritious meals designed to be both healthy and well received by students. Our meals meet all state and federal requirements, such as less than 30% of calories from fat, less than 10% from saturated fat and within sodium and calorie guidelines.

Our school meals have gone through many changes over the years to increase their nutritional value. We use many local produce growers such as Gabriel Farms and Walker Ranch. Coastline Produce Company, Tofu Yu from Berkeley and Clover Stornetta are some of the local premium food products used in our kitchen.

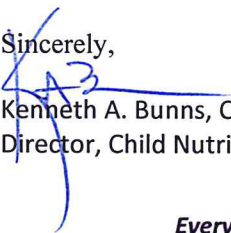
There is no Trans-fat in any of our food. On request, we offer sack lunches and a nutrient analysis of our menus. There are several entrée choices including a vegetarian choice every day. No peanuts are offered in any of our meals.

Enclosed you will find the 2018-2019 Contract for Vended Meal Services from Santa Rosa City Schools, Child Nutrition Services. Please complete the following and return as soon as possible.

1. Sign and return original to us, along with a copy of your 2018-2019 calendar.
2. Make a copy for yourself.

The contract is not valid until these items are received. May I take this opportunity to thank you for your business, and we look forward to serving you this upcoming school year.

Sincerely,


Kenneth A. Bunns, CEC, CFM, CHA
Director, Child Nutrition Services

Every Student. Every Possibility. No Matter What

CONTRACT

AGREEMENT FOR VENDED MEAL SERVICES

This AGREEMENT, for the period July 1, 2018 through June 30, 2019, is hereby entered into between City of Santa Rosa High School District of the State of California, hereinafter referred to as "CITY SCHOOLS" and: Bellevue Union School District hereinafter referred to as: District.

WHEREAS, CITY SCHOOLS has the capability for providing vended meal services and Reimbursable Lunches to various sites and programs on a cost-reimbursement basis:

NOW THEREFORE: the parties hereto agree as follows:

CITY SCHOOLS SHALL:

(1) Prepare and deliver Reimbursable Lunches, excluding milk, using the Santa Rosa City Schools Choice Menu to:

See Attachment A

By 11:00 a.m.

EACH SCHOOL DAY, including minimum days, in accordance with the number of meals requested for that day. Eating utensils, straws, and napkins will also be provided.

(2) Be responsible for meeting the nutritional standards for Reimbursable Lunches as set forth by the United States Department of Agriculture for the National School Lunch Program, and also for the quality of the lunches at the time of delivery.

(3) Pick up transport baskets from the previous day's delivery at the time of the current day's delivery.

(4) Present itemized invoice the tenth working day of each month for the previous month's deliveries.

Reimbursable breakfasts for elementary and secondary schools will be billed at one dollar and fifty cents (\$1.50) each, NOT including milk.

Reimbursable lunches will be billed at the rate of two dollars and seventy five cents (\$2.75) each for elementary, NOT including milk, and three dollars (\$3.00) each for secondary, NOT including milk.

(5) Assume all liability for proper use and protection of surplus commodities assigned to District. Commodities will only be used for the preparation of lunch meals and may not be sent to sites for snacks.

(6) Provide District with a monthly menu one week prior to the beginning of the month covered by said menu.

(7) Maintain all necessary records on the nutritional components of the lunches and the number of lunches delivered to and make said records available for inspection by the State and Federal authorities upon request.

(8) Shelf stable meals will be provided in the event your District is open on a scheduled CITY SCHOOLS holiday.

(9) CITY SCHOOLS shall charge for a minimum of fifteen (15) lunches at any given site. Fewer lunches may be received, but CITY SCHOOLS will not charge less for a regularly scheduled stop.

(10) Sack lunches can be provided for field trips with ten(10) working days' notice to the site providing lunches.

District SHALL:

(1) A. Orders must be placed by 9:30 AM two days in advance to ensure we will have the number of lunch choices available and for the efficient operation of our services. Shelf stable meals are available to purchase as a back-up supply, should you ever need additional meals.

B. Ensure that adequate storage shall be provided for the lunches from time of delivery until served to the student in accordance with Health and Safety Codes.

C. Ensure that lunches are heated to 165 degrees in accordance with Health and Safety Code #27601.

D. Ensure that an employee is available at sites each school day to verify quality and quantity of said lunches. Errors in count called in shall be the responsibility of District.

E. Ensure that lunches are delivered and served at sites approved on the District National School Lunch Agreement.

Failure to comply shall constitute sufficient reason for CITY SCHOOLS to immediately cease providing lunches under this AGREEMENT.

(2) Provide CITY SCHOOLS with school calendars. Each site shall give notice to CITY SCHOOLS Central Kitchen Manager of calendar changes. Also, notice must be given for minimum day meal requirements and any holidays not clearly indicated on the calendar. **THIS NOTICE MUST BE GIVEN TWO (2) WORKING DAYS PRIOR TO SAID SCHEDULE CHANGE.**

(3) Provide personnel to serve lunches, clean the serving and eating areas, assemble and deliver transport baskets by Santa Rosa City Schools delivery the next day.

(4) Establish collection procedures which are in accordance with State and Federal regulations relating to the overt identification of needy students, and keep accurate records of the number of free, reduced price, paid, and adult lunches served daily.

(5) Prepare all claims for reimbursement under its own agreement number, receive and approve all free and reduced price meal applications, and maintain all necessary records to substantiate the above items.

(6) Assign to CITY SCHOOLS one hundred percent (100%) of the commodities to which District is entitled and the responsibility for proper use of such commodities. If there is a short-fall of commodities, cash-in-lieu of commodities shall be given to CITY SCHOOLS. Commodities may not be sent to school sites except as they appear on the listed menu.

(7) Pay CITY SCHOOLS within 60 days of invoice or a fee of 1% will be charged on the balance due.

(8) Order, provide, and pay for all milk served with the reimbursable lunches.

TERM

This AGREEMENT becomes effective this day July 1, 2018, and will continue until June 30, 2019. This AGREEMENT may be renegotiated and renewed as revised and agreed upon by both parties. This AGREEMENT is valid through June 30, 2019.

TERMINATION/INDEMNIFICATION

Termination

CITY SCHOOLS may terminate this AGREEMENT, with or without cause, upon 30 days' written notice to DISTRICT.

Indemnification

To the fullest extent permitted by law, each party shall defend, indemnify, and hold the other party, its Governing Board, officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the willful or intentional misconduct or negligent acts or omissions of the indemnified party, its officers, employees, volunteers, or agents.

Each party to this agreement understands and is aware that the School and College Legal Services, Sonoma County Office of Education, provides legal advice and services to each of the parties on this and other matters. Each party has no objections to the representation of the other parties by the same legal counsel.

APPROVED BY

By _____	_____
Signature	Title
_____	_____
School District/Agency	Date

APPROVED BY

CITY OF SANTA ROSA HIGH SCHOOL DISTRICT

By <u></u>	<u>7/10/18</u>
Assistant Superintendent-Business Services	Date

Board Approved:

_____	_____
Legal Counsel	Date

Bellevue Union School District

Kawin Springs Elementary
2121 Moraga Drive
Santa Rosa, Ca 95404

Bellevue Union School District

Agenda Item for Board Meeting

Agenda Category: Review and Action

Agenda Item Title: Williams Quarterly Uniform Complaint Report Summary (April 1-June 30)

Prepared By: Moriah Hart

Background:

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

Recommended Action:

It is recommended that the Board of Trustees approve the Williams Quarterly Uniform Complaint Report Summary (April 1-June 30)

Supporting Documents:

Williams Quarterly Uniform Complaint Report Summary (April 1-June 30)

BELLEVUE Union School District

Williams Settlement Quarterly Uniform Complaint Report Summary

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

Reporting Period:

- ☐ January 1 – March 31, 2018 ☒ April 1 – June 30, 2018
☐ July 1 – September 30, 2017 ☐ October 1 – December 31, 2017

No complaints were received during the above time period. ☒

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

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

Board meeting date: 07/17/18
Date sent to County Superintendent of Schools: 07/18/18
Sonoma County Office of Education
5340 Skylane Blvd.
Santa Rosa, CA 95403

Bellevue Union School District

Agenda Item for Board Meeting

Agenda Category: Review and Action

Agenda Item Title: Ratification of Bills and Warrants

Background:

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

Recommended Action:

It is recommended the Board ratify these warrants.

Supporting Documents:

Payroll Totals

Board Report of Checks

Bellevue Union School District

**June 2018
Payroll Summary**

June 29, 2018

Certificated Regular: \$91,629.58

Classified Regular: \$155,752.84

Sub-Total Regular Payroll: \$247,382.42

July 10, 2018

Certificated Supplemental: \$69,988.13

Classified Supplemental: \$26,768.11

Sub-Total Supplemental Payroll: \$96,756.24

Total Payroll: \$344,138.66

Checks Dated 06/26/2018 through 07/12/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1651697	07/06/2018	Nina S. Craig	01-4390	Garden Supplies	188.35	
				Water Bottles for school	64.87	253.22
1651698	07/06/2018	Maria T. Gomez	01-5201	Mail PU @ School Sites	49.22	
				Pick up Checks @ SCOE	94.18	143.40
1651699	07/06/2018	David Alexander	01-4397	Board Lunch		13.81
1651700	07/06/2018	Advanced Security Systems-SR	01-5800	TM Open PO-Monitoring Fire/Security 2017/18		110.00
1651701	07/06/2018	Anova Education & Behavior	01-5100	NPS For A.W 2017/18	5,264.35	
				NPS for B.T 2017/18	5,078.70	10,343.05
1651702	07/06/2018	At Home Nursing Services	01-5800	ESY: A. F		1,499.06
1651703	07/06/2018	Camacho, Juan M	01-5803	ESY: 2017/18 Spanish & English Interpreting		400.00
1651704	07/06/2018	Culligan of Sonoma County	01-5800	Drinking Water 5 Gallon- OPEN PO 2017/18 DO		45.45
1651705	07/06/2018	Cypress School NPS	01-5100	NPS for K.M 2017/18		14,167.61
1651706	07/06/2018	Emerald LLC	01-5800	Behavioral Assessment for : D . W		240.00
1651707	07/06/2018	Enrique Luna	01-5200	DO- Custodial Travel From between sites		7.52
1651708	07/06/2018	Fishman Supply Co	01-4400	TM: Cleaning		892.15
1651709	07/06/2018	Gardeners Aid, Inc.	01-5800	OPEN PO- Equip Repair		1,618.35
1651710	07/06/2018	Sacramento County Office Of Education	09-5800	SPA- College and Career Readiness		730.00
1651711	07/06/2018	Office Depot Inc	01-4350	Open PO- District Office Supplies 2017/18		788.05
1651712	07/06/2018	OfficeTeam	01-5800	DO: Interim Human Resources		2,680.36
1651713	07/06/2018	Santa Rosa City Schools	25-5800	Open PO/ Gary Freshly		114.00
1651714	07/06/2018	Santa Rosa, City Of	01-5560	Open PO for Water bill BV	834.55	
				Open PO for Water bill MV	941.65	
			01-5858	Open PO for Water bill MV	120.00	
			09-5560	Open PO for Water bill MV	266.90	2,163.10
1651715	07/06/2018	Jody Tuck	01-5800	Contract Services for CALPADS-2017/18		1,425.00
1651716	07/06/2018	Zones	01-4345	DO: TECH Supplies		210.22
1651717	07/06/2018	Bartley Pump Inc	01-5800	Open PO -Bartley Pump 2017/18		675.00
1651718	07/06/2018	Recology Sonoma Marin	01-5560	BV- Garage & Recycling Pick up 2017/18	1,916.97	
				KW/ELC- Garage & Recycling Pick up	1,764.32	
				MV/SPA: Garage & Recycling Pick up	1,212.97	
			09-5560	MV/SPA: Garage & Recycling Pick up	551.35	5,445.61
1651719	07/06/2018	Sierra School Specialized Education of Ca	01-5800	NPS: O.G		1,050.00
1651720	07/06/2018	West County Transportation	01-5833	BV : Field Trip	756.33	
				BV- Field Trip	189.76	
				BV/ MV/ TM : Field Trip	86.56	

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

ESCAPE ONLINE

Page 1 of 2

Checks Dated 06/26/2018 through 07/12/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1651720	07/06/2018	West County Transportation	01-5833	BV: Field Trip	176.04	
				BV: Field Trip	3,093.79	
				KW: Field Trip	519.92	
				MV: Field Trip	2,526.45	
				TM: Field Trip	100.00	
				TM: Field Trip	1,400.41	
			09-5833	SPA- Field Trip	620.49	
				SPA: Field Trip	582.65	10,052.40
1652876	07/11/2018	Shepperd Engineering	01-5800	TM: Temperature Controls		34,020.00
1652877	07/11/2018	Sonoma State University	01-5800	DO: Fall 2018 Registration @ SSU fee		4,618.00
1652878	07/11/2018	Westminster Woods Camp and Conference Center	01-5833	BV: Outdoor Ed 2018/19	2,400.00	
				KW: Outdoor ED 2018/19	2,000.00	
				MV: Outdoor Camp 2018/19	3,000.00	7,400.00
Total Number of Checks					27	<u><u>101,105.36</u></u>

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	25	98,239.97
09	Stony Point Academy Charter	4	2,751.39
25	Capital Facilities Fund	1	114.00
Total Number of Checks		27	101,105.36
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			<u><u>101,105.36</u></u>

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 2

Bellevue Union School District

Consent Calendar for Board Meeting of July 17, 2018

Agenda Category: Consent

Agenda Items:

5. Consent Calendar

5.1. Board Meeting Minutes

5.1.1. Regular Board Meeting Minutes June 29, 2018

5.1.2. Special Board Meeting Minutes June 28, 2018

Recommended Action:

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

Supporting Documents:

Backup documentation for each item on the Consent Calendar.

BUSD June 28, 2018 Board Meeting Minutes

1. Open Session 5:04 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: None

2. Adjourn To Closed Session: 5:05 P.M.

2.1. Closed Session Agenda

2.1.1. Public Employee Annual Evaluation § 54957
Employee: Superintendent, David Alexander, Ed.D

3. Reconvene To Regular Session: 6:25 P.M.

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

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

Members Absent: None

Late Arrivals: None

Early Departures: None

District Office Staff Present: David Alexander, Chris Kim

Others Present: See Attached Sign-In Sheet.

Report on Closed Session None

3.2. Consider Agenda Adjustment: None

4. Hearing

4.1. 2017-2020 Local Control Accountability Plans (LCAPs) for Bellevue Union School District

4.2. 2018-19 Budget and Statement of Reserves for Bellevue Union School District

5. Planning

June 29, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
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BUSD June 28, 2018 Board Meeting Minutes

July 17, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
August 21, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
September 18, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
October 16, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
November 13, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
December 11, 2018	Regular Board Meeting	5:30 pm	BUSD District Office

Open Session Adjournment Time: 6:34 P.M.

Respectfully Submitted,

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

Board Signature: _____ Date: _____

BUSD June 29, 2018 Board Meeting Minutes

1. Open Session 5:35 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: None

2. Adjourn To Closed Session: 5:36 P.M.

2.1. Closed Session Agenda

2.1.1. Public Employee Annual Evaluation § 54957

2.1.1.1. Employee: Superintendent, David Alexander, Ed.D

3. Reconvene To Regular Session: 6:48 P.M.

3.1. Flag Salute: Steve Thiele led the flag salute.

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

Members Absent: None

Late Arrivals: None

Early Departures: None

District Office Staff Present: David Alexander, Chris Kim

Others Present: Steve Thiele, John Jarvis

3.2. Report on Closed Session None

3.3. Consider Agenda Adjustment: None

3.4. Public Comment: None

4. Discussion/Action Item

4.1. Board Members will interview applicant for provisional appointment to Governing Board (to fill the vacancy created by Joy Bruce's resignation):

4.1.1. Applicant: John Jarvis

4.2. The Board will discuss and review the qualifications of the applicants interviewed for the Provisional Board Appointment (Gov. Code 54954.5)

BUSD June 29, 2018 Board Meeting Minutes

- 4.2.1. On a motion by Lisa Reyes, second by Victor Ayala, the Board approved John Jarvis as Provisional Appointee for the seat vacated by Joy Bruce.

Action: Approved

Vote	4	Ayes
	0	Noes
	0	Absent

4.3. Appointment of a Provisional Board Trustee

4.3.1. Oath of Office

5. Action

- 5.1. On a motion by Adele Walker, second by Victor Ayala, the Board approved Approval of 2018-2020 Local Control Accountability Plans (LCAPs) for Bellevue Union School District

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 5.2. On a motion by Victor Ayala, second by Adele Walker, the Board approved 2018-2019 Budget and Statement of Reserves for Bellevue Union School District

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 5.3. On a motion by Adele Walker, second by Lisa Reyes the Board approved Resolution No. 25: Full and Fair Funding

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

BUSD June 29, 2018 Board Meeting Minutes

- 5.4. On a motion by Lisa Reyes, second by Victor Ayalar, the Board approved Resolution No. 26: Specification of Election

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 5.5. On a motion by Victor Ayala, second by Adele Walker, the Board approved Resolution No. 27: Authorizing Execution Of Local Agreement For Child Development Services With CDE

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 5.6. On a motion by Adele Walker, second by John Jarvis, the Board approved the Declaration of Need for the 2018-2019 School Year

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 5.7. On a motion by Victor Ayala, second by John Jarvis, the Board approved the Assignment - Christine Brito, Speech Pathologist Grades K-6, Employment Based on the Credential Waiver in 2017-18 under provisions of Ed Code 44831

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 5.8. On a motion by Lisa Reyes, second by Victor Ayala, the Board approved the 2017-18 School Plan for Student Achievement (SPSA) for Bellevue, Kawana Springs, Taylor Mountain, Meadow View

BUSD June 29, 2018 Board Meeting Minutes

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 5.9. On a motion by Lisa Reyes, second by Adele Walker, the Board approved the SARCs for: Bellevue, Kawana Springs, Meadow View, Taylor Mountain

Action: Approved

Vote	5	Ayes
	0	Noes
	0	Absent

- 5.10. Ratification of Bills and warrants

Payroll Totals:

05.31.18 Certificated Regular Payroll	\$ 776,892.46
05.31.18 Classified Regular Payroll	\$ 270,594.55
06.29.18 Cert. Regular Payroll	\$ 91,629.58
06.29.18 Class. Regular Payroll	\$ 155,752.84
06.08.18 Cert. Supplemental Payroll	\$ 104,596.25
06.08.18 Class. Supplemental Payroll	\$ 21,723.02
PAYROLL TOTAL:	\$1,421,126.22

Accounts Payable Totals:

Fund 01	General Fund	\$ 1,068,018.45
Fund 09	Stony Point Acad Charter	\$ 45,793.39
Fund 12	Child Dev Fund	\$ 175,200.43
Fund 13	Cafeteria Fund	\$ 86,037.31
	Total Payables	\$ 1,375,049.58

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

BUSD June 29, 2018 Board Meeting Minutes

Action:Approved

Vote	5	Ayes
	0	Noes
	0	Absent

6. Consent Calendar

6.1. Board Meeting Minutes

6.1.1. Special Board Meeting Minutes May 31, 2018

6.1.2. Regular Board Meeting Minutes May 22, 2018

6.2. Maintenance & Operations Contracts

6.3. Interdistrict Requests 2017-18

6.4. Interdistrict Requests 2018-19

6.5. Personnel Activity Log

On a motion by Lisa Reyes, second by Victor Ayala, the Board approved the Consent calendar

Action:Approved

Vote	5	Ayes
	0	Noes
	0	Absent

7. Discussion/Action:

7.1. Utilization of District Facilities

On a motion by Lisa Reyes, second by Victor Ayala, the Board directed the Superintendent to develop a study of current and projected uses of all district facilities

Action:Approved

Vote	5	Ayes
	0	Noes
	0	Absent

8. Reports

8.1. California School Employees Association, Chapter 501

No Report

BUSD June 29, 2018 Board Meeting Minutes

8.2. Bellevue Education Association
No Report

8.3. Principal Reports
No Report

8.4. Board Reports/Board Items
No Report

8.5. Superintendent Report
Have a Great Summer!

9. Planning

July 17, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
August 21, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
September 18, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
October 16, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
November 13, 2018	Regular Board Meeting	5:30 pm	BUSD District Office
December 11, 2018	Regular Board Meeting	5:30 pm	BUSD District Office

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

Open Session Adjournment Time: 8:45 P.M.

Respectfully Submitted,

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

BUSD June 29, 2018 Board Meeting Minutes

Board Signature: _____ Date: _____

Bellevue Union School District
Board Meeting
Thursday June 28, 2018
Sign-in Sheet

	Name	School Site/Community Member
1	Leanetti Rohrer	BEA
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Bellevue Union School District
Board Meeting
Friday June 29, 2018
Sign-in Sheet

	Name	School Site/Community Member
1	<i>S. Kule</i>	<i>Bellevue</i>
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