

Oak Grove School District

GOVERNANCE HANDBOOK



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Frances Herbert - Board Vice President, Area 4

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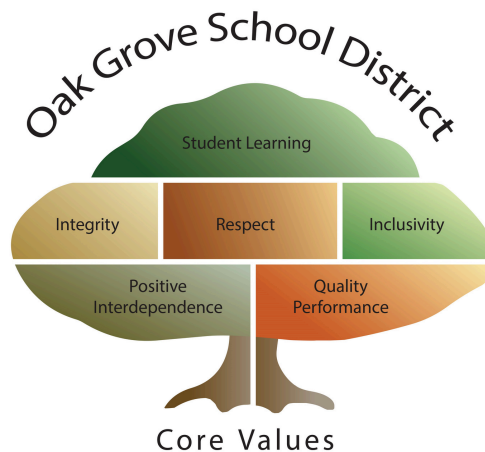
Superintendent: Dr. Ivan Chaidez

Oak Grove School District
6578 Santa Teresa Blvd., San Jose, CA 95119
Ph. 408-227-8300



OAK GROVE SCHOOL DISTRICT AT A GLANCE

MISSION: “To ensure every child’s potential is achieved.”



2024-2025 school year



18 Schools



897 Staff



8,626 Students

Enrollment & Demographics

Enrollment by Site (including PK):

Anderson Elementary - 427	Herman Intermediate & Adventure - 702
Baldwin Elementary - 425	Indigo Program - 265
Bernal Intermediate - 652	Ledesma Elementary - 422
Christopher School - 391	Oak Ridge Elementary - 421
Davis Intermediate - 519	Parkview Elementary - 555
Del Roble Elementary - 420	Sakamoto Elementary - 509
Edenvale Elementary - 357	Santa Teresa Elementary - 506
Frost Elementary - 312	STEAM @ Stipe Elementary - 296
Hayes Elementary - 469	Taylor Elementary - 480

Demographics:


52.0% Hispanic/Latino
12.5% White
25.1% Asian
6.7% Two or More Races
2.5% Black or African American
0.3% American Indian/Alaskan Native

OAK GROVE BOARD OF TRUSTEES

2024-2025 SCHOOL YEAR



 6578 Santa Teresa Blvd.
San Jose, CA 95119

 408-227-8300

 www.ogsd.net



Oak Grove School District

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BOARD ROLES & RESPONSIBILITIES



An essential element of effective governance is understanding roles and responsibilities and working with integrity to respect and uphold the roles.

EFFECTIVE GOVERNANCE TEAMS:

- Communicate a common vision.
- Keep the district focused on learning and achievement for all students.
- Value, support, and advocate for public education.
- Govern within board-adopted policies and procedures and state law.
- Ensure opportunities for a diverse range of views in the community to inform board deliberations.
- Periodically evaluate the governance team's effectiveness.



Bylaw 9000: Role of the Board

The Governing Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include:

- Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement
- Establishing an effective and efficient organizational structure for the district by:
 - Employing the Superintendent and setting policy for hiring of other personnel
 - Overseeing the development and adoption of policies
 - Establishing academic expectations and adopting the curriculum and instructional materials
 - Establishing budget priorities and adopting the budget
 - Providing safe, adequate facilities that support the district's instructional program
 - Setting parameters for negotiations with employee organizations and ratifying collective bargaining agreements
- Providing support to the Superintendent and staff as they carry out the Board's direction by:
 - Establishing and adhering to standards of responsible governance
 - Making decisions and providing resources that support district priorities and goals
 - Upholding Board policies
 - Being knowledgeable about district programs and efforts in order to serve as effective spokespersons
- Ensuring accountability to the public for the performance of the district's schools by:
 - Evaluating the Superintendent and setting policy for the evaluation of other personnel
 - Monitoring and evaluating the effectiveness of policies
 - Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements
 - Monitoring student achievement and program effectiveness and requiring program changes as necessary
 - Monitoring and adjusting district finances
 - Monitoring the collective bargaining process
- Providing community leadership and advocacy on behalf of students, the district's educational program, and public education in order to build support within the local community and at the state and national levels

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

BYLAW 9005: GOVERNANCE STANDARD

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the District. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals



governance STANDARDS (CONT.)

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

1. Keep the district focused on learning and achievement for all students
2. Communicate a common vision
3. Operate openly, with trust and integrity
4. Govern in a dignified and professional manner, treating everyone with civility and respect
5. Govern within Board-adopted policies and procedures
6. Take collective responsibility for the Board's performance
7. Periodically evaluate its own effectiveness
8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations



BOARD ORGANIZATIONAL STRUCTURE



Responsibilities of the Board and Superintendent are different but complementary.

- The Board focuses on **Governance** concerns
- The Superintendent focuses on **Operational** concerns

BOARD FOCUS:
Governance

SUPERINTENDENT FOCUS:
Operations

The Board determines policies that define the operations of the District:

- Establishing budget priorities
- Directing collective bargaining

The Board hires the Superintendent to **implement** its policies



BYLAW 9010: PUBLIC STATEMENTS



The Governing Board recognizes the responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

All public statements authorized to be made on behalf of the Board shall be made by the Superintendent in collaboration with the Board president or by other designated representative.

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

- In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

Bylaw 9011:

Disclosure of Confidential/Privileged Information

The The Governing Board recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law.

Disclosure of Closed Session Information

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure. (Government Code 54963)

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

1. The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is: (Government Code 54963) Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session
2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action
3. Disclosing information that is not confidential

Other Disclosures

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be disclosed, or information that may have a material financial effect on the Board member. (Government Code 1098)

Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities. (Government Code 1098)



BOARD BYLAW: 9012

BOARD MEMBER

ELECTRONIC COMMUNICATION

The Governing Board recognizes that electronic communication is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting nor to circumvent the public's right to access records regarding district business.

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places. A Board member is prohibited from responding directly to any communication from other Board members regarding matters that are within the subject matter jurisdiction of the Board or using digital icons (e.g., "likes" or emojis) to express reactions to communications made by other Board members. (Government Code 54952.2). In addition, Board members may use electronic communications to discuss matters that do not pertain to district business, regardless of the number of Board members participating in the discussion.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the media shall be forwarded to the Superintendent or Public Information Officer.

To the extent possible, electronic communications regarding any district-related business shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic storage device for easy retrieval.

BYLAW 9100: ORGANIZATION

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within a 15-day period following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code 35143)

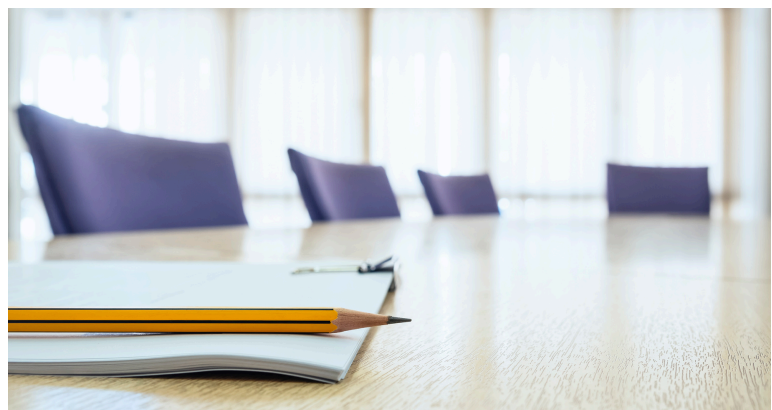
The day and time of the annual meeting shall be selected by the Board at its regular meeting held immediately prior to the first day of the 15-day period. On behalf of the Board, the Superintendent shall notify the County Superintendent of Schools of the day and time selected. Within 15 days prior to the date of the annual meeting, the clerk of the Board, with the assistance of the Superintendent, shall notify in writing all Board members and members-elect of the date and time selected for the meeting. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a clerk and/or vice president from its members
2. Appoint the Superintendent as secretary to the Board
3. Authorize signatures
4. Approve a schedule of regular meetings for the year and a Board governance calendar stating the time when the Board will address important governance matters
5. Designate Board representatives to serve on committees or commissions of the district, other public agencies, or organizations with which the district partners or collaborates
6. Review and/or consider resources that define and clarify the Board's governance and leadership roles and responsibilities including, but not limited to, governance standards, meeting protocols, Board rules and bylaws, and other Board development materials

Election of Officers

The Board shall each year elect its entire slate of officers. The election of Board officers shall be conducted during an open session of the annual organizational meeting.



BYLAW 9130: BOARD COMMITTEES



The Governing Board may establish a committee whenever it determines that such a committee would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the Board or committees that include members of the community, staff, or other stakeholder groups.

Upon establishing a committee, the Board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent or designee. Unless specifically authorized by the Board to act on its behalf, the committee shall act in an advisory capacity.

Except for subcommittees of the Board, committee members shall, as appropriate, be recommended by the Superintendent or designee and appointed by the Board president, subject to Board approval.

The Superintendent or designee shall provide committee members with information and assistance necessary for the fulfillment of the committee's charges, and may serve as a non-voting advisor to the committee at the discretion of the Board. Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and agencies. Any committee not required by law may be dissolved when its duties or term has been completed or whenever the Board deems necessary. Board Committee descriptions can be found [HERE](#).



Bylaw 9140: Board Representatives

The Governing Board recognizes that effective performance of its community leadership responsibilities may require its participation in district or community committees on matters of concern to the district and its students. As needed, the Board may appoint any of its members to serve as its representative on a district committee or on a committee of another public agency or organization of which the Board or district is a member or to which the Board is invited to participate.

When making such appointments, the Board shall clearly specify the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the Board regarding committee activities and/or actions. Board representatives shall not exercise the authority of the Board without prior Board approval.

If a committee discusses a topic on which the Board has taken a position, the Board member shall express the position of the Board. When contributing his/her own ideas or opinions, the representative shall clearly indicate that he/she is expressing his/her individual idea or opinion.

Board Representative to Elect Members of County Committee on School District Organization

At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school district organization. (Education Code 35023)



BYLAW 9200:

LIMITS OF BOARD MEMBER AUTHORITY

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

Individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for consideration of placement on the Board's agenda, as appropriate.

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

A Board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with district employees about his/her child. Because his/her position as a Board member may inhibit the performance of school personnel, the Board member should inform the Superintendent or designee before volunteering in his/her child's classroom.

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office. Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act. (Government Code 54952.1)



BYLAW 9260: LEGAL PROTECTION



Liability Insurance

The Governing Board shall provide insurance necessary to protect Board members and employees while acting within the scope of their office or employment in accordance with Education Code 35208.

Protection Against Liability

No Board member shall be liable for harm caused by his/her act or omission when acting within the scope of district responsibilities. The act or omission must be in conformity with federal, state and local laws and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 6736)

The protection against liability shall not apply when: (20 USC 6736)The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.

1. The Board member caused harm by operating a motor vehicle.
2. The Board member was not properly licensed, if required, by the State for such activities.
3. The Board member was found by a court to have violated a federal or state civil rights law.
4. The Board member was under the influence of alcohol or any drug at the time of the misconduct.
5. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.
6. The misconduct involved a sexual offense for which the Board member has been convicted in a court.



BOARD BYLAW: 9270

CONFLICT OF INTEREST

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

BOARD BYLAW: 9270 (CONT.)

CONFLICT OF INTEREST

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

Conflict of Interest under the Political Reform Act

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18707)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.



CONFLICT OF INTERESTS (CONT.)



Conflict of Interest from Campaign Contributions

To avoid improper influence over the Board's decision-making involving the issuance of a license, permit, or other entitlements for use, including a contract, district officers, which includes Board members or agency heads, shall comply with Government Code 84308, including the following: (Government Code 84308)

1. A district officer is prohibited from accepting, soliciting, or directing a contribution of more than \$250 from any party or participant to a proceeding involving a license, permit, or other entitlement for use, including a contract, or from that person's agent, while the proceeding is pending before the Board and for 12 months following the date a final decision is rendered in the proceeding, if the Board member knows or has reason to know that the party or participant has a financial interest in the Board's decision.
2. Any district officer who received a contribution of more than \$250 from a party or participant in the preceding 12 months shall disclose that fact on the record of the proceeding prior to the Board rendering a decision in the proceeding. If the district officer willfully or knowingly received the contribution and knows or has reason to know that the participant has a financial interest in the Board's decision, the district officer shall not make, participate in making, or in any way attempt to use the official position to influence the Board's decision.



CONFLICT OF INTERESTS (CONT.)



Conflict of Interest from Campaign Contributions

3. A district officer who receives a contribution that would otherwise require disqualification as described in Item #2 above may participate in the proceeding if the contribution is returned within 30 days from the time the district officer knows or should have known about the contribution and the proceeding.

4. A district officer who unknowingly accepts, solicits, or directs a contribution of more than \$250 during the 12 months after the date of the Board's final decision on the proceeding may cure the violation by returning the contribution, or the portion exceeding \$250, within 14 days of accepting, soliciting, or directing the contribution, provided the district officer did not knowingly or willfully accept, solicit, or direct the prohibited contribution. The district officer shall maintain records of curing the violation.

**The provisions in Government Code 84308 as specified above do not apply to labor contracts, competitively bid contracts, and personal employment contracts.
(Government Code 84308)**



Bylaw 9270 (cont.):

Additional Requirements for Boards that Manage Public Investments

Any Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following: (Government Code 87105; 2 CCR 18707)

1. Publicly identify each financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. The Board member shall not be counted toward achieving a quorum while the item is discussed. However, the Board member may speak on the issue during the time that the general public speaks on it and may leave the dais to speak from the same area as members of the public. He/she may listen to the public discussion and deliberations of the matter with members of the public.
3. Leave the room until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during consideration of the consent calendar.
4. If the Board's decision is made during closed session, disclose his/her interest orally during the open session preceding the closed session. This disclosure shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. He/she shall not be present when the item is considered in closed session and shall not knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision.



Conflict of Interest

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district official to enter into the contract. (Government Code 1091)

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.



BYLAW 9270 (CONT.): CONFLICT OF INTEREST

Common Law Doctrine Against Conflict of Interest - A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Incompatible Offices and Activities - Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

Gifts - Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730. The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503). In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028). Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law. A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria - Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502). The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

DAY TO DAY OPERATIONS AS A BOARD MEMBER



Placing Items on the Board Agenda

Use the following steps to place items on the board agenda. **Contact Superintendent.** Board members may contact the Superintendent to discuss requesting an item to be placed on a future agenda. The Board member should copy the Board President on this email.

At a Board Meeting:

- Step 1: At the close of each general meeting of the board, the President shall ask fellow board members if they wish to place an item on a future agenda.
- Step 2: The Superintendent may suggest the item is informational and, therefore, is best addressed in a board communication; if the President and board agree, this approach will be used.
- Step 3: If the Superintendent and President determine the item may be appropriate for the agenda, the President will ask the full board for its opinion. A majority vote is required to place the item on a future agenda.

Emails from Staff and Community/Responding to Emails

When board members are responding to stakeholder questions—either employees or community members—they are to forward the email directly to the Superintendent. The Superintendent will work with the appropriate staff to provide a response to the individual that contacted the board member. As a reminder, the board's role is to ensure that there are policies and procedures in place to ensure questions and voices of concern can be heard and acted upon by the proper authority.

REMINDER

DAY TO DAY OPERATIONS AS A BOARD MEMBER



Public Comments

- Members of the public may address the board on items both on and not on the agenda during regularly scheduled board meetings.
- Speakers are limited to three minutes, and this shall be strictly but compassionately enforced.
- At the beginning of each meeting, the board President shall explain the process for speakers to address the board, distinguishing between on/not on the agenda. The board President shall also inform the public that board members may not respond to public comment.
- The Board President may ask staff to address a speaker's topic privately that evening or the next day.
- If, during non-agenda items public comments, there are comments made that are factually incorrect, the Board President may ask the Superintendent to clarify the facts for the record. No discussion or engagement with the public is appropriate due to the Brown Act; however, asking staff to clarify the facts for the record may be a helpful strategy to ensure the public has the facts.
- The board agrees that it shall request speakers to be respectful and productive.
- Speakers will not be allowed to bestow their time to other speakers. If others want to politely demonstrate support for a point made by another speaker, they can be asked to show hands or stand.
- All speaker cards must be submitted by the beginning of the open session; they may not be submitted during the course of the board meeting or during deliberations/discussions on an item. General board meetings are meetings of the board legally required to be held in public, they are not public (town hall) meetings. This speaker protocol allows the public to address the board while maintaining the critical distinction that general board meetings are not public meetings.

DAY TO DAY OPERATIONS AS A BOARD MEMBER



School Visits

For the site visit process, board members must notify Cecily and/or Superintendent in advance regarding the specific sites they wish to visit. Unscheduled or unannounced visits are not permitted.

Electronic and Social Media Communication

- The governance team recognizes that electronic communication is an efficient and convenient way to communicate and expedite the exchange of information.
- Board members shall exercise caution to ensure that electronic communications are not unintentionally used as a means for the board to deliberate outside of an agendaized board meeting. Board members will not use the “reply all” function in electronic communication.
- A board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the board as a whole.
- Any complaint or request for information should be forwarded to the Superintendent in accordance with board bylaws and governance protocols so that the issue may be handled through the appropriate process.
- The Superintendent shall report back to the board member the outcome of the issue.
- Board members should not use electronic communication during board meetings, including during closed sessions and/or from the dais and/or workshops. (Note: exceptions are made for personal matters, e.g., family matters.)
- A board member’s electronic communication may be subject to disclosure under the California Public Records Act.

Board members are encouraged to add disclaimer language to their own personal social media pages to help clarify when Board members are acting or speaking in their personal capacity rather than in their official capacity. Suggested disclaimer language states, “This is the personal page of (Trustee Name). The views expressed here are solely my own and do not represent the position of the Oak Grove School District or its board.”



Oak Grove School District

ADDENDUM

CONTENTS

- 1 Board Protocols & Agreements
- 2 Board Committee Descriptions
- 3 List of Board Subcommittees
- 4 School Informational Flyers
- 5 District Organizational Chart



OAK GROVE SCHOOL DISTRICT

PROTOCOLS & AGREEMENTS TO FACILITATE GOVERNANCE LEADERSHIP

Effective teams discuss and agree on the formal structures and processes used by the board members and the Superintendent in their operations.

The following protocols and agreements were developed to support and promote the effectiveness of the governance team.

Protocol	Agreement
Placing Items on the Board Agenda	<p>Items can be added to the board agenda through the following ways:</p> <p>1. Contact Superintendent:</p> <ul style="list-style-type: none"> Email the Superintendent, and be sure to copy the Board President <p>OR</p> <p>2. At a Board Meeting During Closing Items:</p> <ul style="list-style-type: none"> Bring it up at the Board Meeting under CLOSING ITEMS - Correspondence and Board Discussion. <ul style="list-style-type: none"> <u>Step 1:</u> At the close of each general meeting of the board, the President shall ask fellow board members if they wish to place an item on a future agenda. <u>Step 2:</u> The Superintendent may suggest the item is informational and, therefore, is best addressed in a board communication; if the President and board agree, this approach will be used. <u>Step 3:</u> If the Superintendent and President determine the item may be appropriate for the agenda, the President will ask the full board for its opinion. A majority vote is required to place the item on a future agenda.
Communication About Board Agenda Items	<ul style="list-style-type: none"> Link to the Governance Forecast with upcoming Board Agenda items on the Friday Letters - items are aligned to the Superintendent's Goals The Friday Letters will provide additional information on upcoming Board meeting agenda items to help Board members gain a better understanding. Friday Letters are CONFIDENTIAL; any content should never be shared with the public or anyone. Friday Letter falls within the Brown Act.
Developing the Board Meeting Agenda	<ul style="list-style-type: none"> Board preparation with the Superintendent, Board President, and Board Vice President takes place the week before the regular Board meeting. The Superintendent shall notify the Board President of any agenda modifications or changes before the board meeting.

<p>Agenda Questions Asked <u>Before</u> a Meeting</p>	<ul style="list-style-type: none"> Any requests or questions regarding an agenda item should be directed to the Superintendent. Responses will be included in the Friday Letters for clarification, with no names of individuals submitting inquiries being shared. To help ensure board meetings are effective and efficient, Board members agree to provide staff with a “heads up” about questions he or she plans to ask at a board meeting. The objective is to ensure that staff members have board questions in advance of the general meeting so they can be fully prepared to respond. The goal is to be prepared and to help avoid surprises, thus ensuring productive meetings. The board members agree to address all questions to the Superintendent, not directly to staff members. No board member has the authority to direct questions to staff or ask staff to take action.
<p>Individual Board Member Requests for Information</p>	<ul style="list-style-type: none"> When board members are responding to stakeholder questions—either employees or community members—they are encouraged to direct the person to the employee closest to the topic, e.g., teacher or site administrator. Remember: The board’s role is to ensure that there are policies and procedures in place to ensure questions and voices of concern can be heard and acted upon by the proper authority. It is not the board member’s role to solve individual problems or appear to pay special favors. Board members will determine if they should let the Superintendent know about a community concern(s). This is a judgment call made based on the perceived severity or frequency of a topic. Email communication to board members asking for attention to a matter shall be forwarded by the board member to the Superintendent’s attention. Board members may respond to the constituent by saying, “I have forwarded your message to the District administration for attention. I am confident you will receive a prompt response.” Board members will be mindful of the workload of staff and will self-monitor requests to ensure that one member’s requests will not divert an inappropriate amount of time from staff efforts to achieve district goals. Board members recognize the concept of “Nice to Know vs. Need to Know” information and will seek information only needed for effective decision-making. In the Superintendent’s absence, all board communications will be forwarded to the Superintendent’s designee.

<p>Staff/Board Communication: Board Member's Comments</p>	<ul style="list-style-type: none"> • Board members may share updates on committee reports during CLOSING ITEMS - Correspondence and Board Discussion. • The purpose of board communication is for board members to share information of value to the full board and district, such as an interesting article or reading on public education and/or recent work done as a board member on behalf of the district. • Board members shall refrain from offering evaluative comments on individual employees or students. • Comments should be constructive and instructive to the board's work. Comments are not intended to be used for political purposes or for self-gain. • Board members shall refrain from making negative personal comments about board members, staff, or community members. Failure to do so may result in censure. • Board members will strive to keep comments to two minutes or less, as the board is mindful that it wants to be efficient with staff time.
<p>Public Comments</p>	<p>Regularly Scheduled Board Meetings: During regularly scheduled board meetings, members of the public may address the board on items both on and not on the agenda.</p> <p>Special Board Meetings: During special board meetings, members of the public may address the board ONLY on items listed on the agenda.</p> <ul style="list-style-type: none"> • Public comment is limited to 3 minutes per speaker • If interpretation is needed: Public comment is limited to 6 minutes per speaker (double the time) • For non-agenda items: Public comment is limited to 3 minutes per speaker, with a maximum of 20 minutes per topic. • If incorrect information is shared, the Superintendent can address it and provide clarification. <p>NOTE:</p> <ul style="list-style-type: none"> • The President may reduce the amount of time to 1 or 2 minutes per speaker if there are many members of the public who wish to speak. • If the Superintendent is aware that a group of staff will be attending for a specific purpose, he will mention it during his Superintendent's Report. • The Superintendent will provide clarification on any information discussed at the previous night's Board meeting and follow up as needed.

<p>Board Member Meeting Preparedness</p>	<ul style="list-style-type: none"> • Agendas for regular meetings are posted by 5:00 PM on Fridays, the week prior to the meeting. • Additional information is provided to the Board in the Friday Letters. • Board members will come to meetings fully prepared. This includes reading in advance all materials provided for study and providing questions to the Superintendent in advance of the meeting to ensure staff is prepared properly and thoroughly to address the board. • If board members feel they need time with a staff member to better understand a topic (e.g., the budget), they should request a meeting or time with staff through the Superintendent's office.
<p>Board Deliberations on Action Items</p>	<p>The OGSD order is as follows:</p> <ol style="list-style-type: none"> 1. Staff presents the agenda item, including the staff recommendation 2. The Board may ask clarification questions about the presentation 3. President asks for a motion and second by the Board 4. Public comment 5. Board discussion 6. Roll call vote
<p>Consent Agenda</p>	<p>All items listed under the Consent Agenda Calendar are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board request specific items to be removed from the Consent Calendar. This allows the Board to approve the items in one action, rather than filing motions for each item separately.</p> <p>Some Examples of Items on the Consent Agenda:</p> <ul style="list-style-type: none"> • Board Meeting minutes • Financial Reports • Certificated and Classified Personal Board Orders • Staff appointments • Committee appointments • Approved Field Trips • Donations • Memorandum of Understandings (MOUs) • Contract Agreements • School Plans

Use of Committees	<ul style="list-style-type: none"> OGSD Board Members are assigned to committees during Board reorganization in December The Superintendent should review the existing committees, their stated purposes, and assess whether additional committees are necessary. Board members should be present at committee meetings solely to offer support and should be clear that the dynamics of the meetings may differ if Board members are in attendance.
Electronic and Social Media Communication	<ul style="list-style-type: none"> Social Media: Board members should refrain from discussing any matters related to the school district. When posting photos from school visits, please ensure that all students in the picture have parent approval and clearance to be on social media. Principals and Teachers know their students that have “limited release” and cannot be on social media. Avoid sharing personal opinions; instead, focus on sharing factual information. Additional details will be provided in the upcoming Friday Letter. <p>NOTE:</p> <ul style="list-style-type: none"> Emails are subject to the California Public Records Act (PRA) Requests
Community Engagement	<p>The Board is the unit of authority over the district. Board members understand that each board member has no individual authority or capacity to solve an issue or complaint, nor are they always prepared to offer all answers. However, board members should know where to direct complaints and questions, thoughts, and community input.</p> <ul style="list-style-type: none"> In OGSD, if a complaint is sent to all Board members, the Board President will acknowledge the sender and forward the complaint to the Superintendent, who will then thank the Board President and respond directly to the sender. If approached in public with a complaint about a teacher, a Board member should redirect the individual to the site principal and inform the Superintendent accordingly. <p>NOTE:</p> <ul style="list-style-type: none"> Do not allow complainants to believe that reaching out to a Board member will result in their issues being resolved by the Superintendent. The complaint process checklist for all Board members is linked here from the district website under Parent resources.

Role in Public	<ul style="list-style-type: none"> As a Board member, avoid speaking on behalf of the entire Board. If someone approaches you with concerns, you can explain that you advocated for the issue, but the final decision is made by the full Board. Board members represent the board in what they say and do and will always set an example of professionalism. Board members will not “wear” authority, seeking to intimidate or direct staff when visiting school sites and district/student events. Board members will not use their position for personal gain.
School Site Visitations	<ul style="list-style-type: none"> To avoid surprising school sites, please ask the Superintendent in advance, and the Superintendent will coordinate your visit with the principal. The Superintendent will accompany the Board member during the visit. Board members are welcome to visit any school but should adhere to safety protocols and refrain from making comments.
Spokesperson for the Board	<ul style="list-style-type: none"> The Superintendent is the spokesperson for the Board The Public Information Officer (PIO) and Executive Team member can also be the spokesperson for the Board as a Designee to the Superintendent. If the media contacts an individual board member, they will notify the Superintendent’s office, who will work with the PIO to ensure the matter is handled promptly and properly. When addressing members of the school community on a topic, whether when visiting a school site, at a community event, or simply when stopped by someone and asked a question, board members commit to clarify that they are speaking for themselves – their own thoughts and opinions – and not speaking on behalf of the board. Board members should focus on listening carefully to be more persuasive.
Self-Monitoring of Governance Team Effectiveness	<ul style="list-style-type: none"> Annually, the Board will schedule a retreat/meeting to reflect on governance practices, to review operating protocols, and participate in a self-evaluation process. The Board will receive ongoing trainings such as the Brown Act, Ethics Training, participate in Special Board meetings, Board retreats, attend CSBA annual conference if able to, etc.

Employee Relations	<ul style="list-style-type: none"> • When employees contact board members, board members will seek to determine if the call is regarding a policy matter, which is a legitimate topic to discuss with a board member, or if it is an employment matter. • When it is a policy matter, board members will listen and, when possible, encourage the employee to share their thoughts with the proper committee or work group. • If the topic is an employment matter, the board member will strongly encourage the employee to respect protocol and address the matter with the proper administrator.
Building Trust; Respecting Confidentiality	<ul style="list-style-type: none"> • Board members agree to hold in confidence and confidentiality all appropriate matters, including all topics discussed in closed session, such as the Superintendent's evaluation, Student and Employee matters, negotiations, etc.

COMMITTEE DESCRIPTIONS

County Committee on School District Organization

The Santa Clara County Committee on School District Organization, or County Committee, conducts hearings on petitions to reorganize school districts and either approve, disapprove or make recommendations to the State Board of Education or County Board of Education as appropriate regarding such petitions; and the County Committee formulates plans and recommendations for the organization or reorganization of school districts in the County. The County Committee has the power to establish or abolish school district trustee areas, rearrange their boundaries, increase to seven or decrease to five the number of trustees on a school district board, and adopt one of the alternative methods of electing governing board members. A full description and Bylaws are [linked here](#).

Santa Clara County School Boards Association (SCCSBA)

Santa Clara County School Boards Association offers board development services, communication, and other activities to promote public education for the thirty-one elementary, high school and unified school district Boards of Trustees and the County Board of Education in Santa Clara County. Members would participate in ongoing meetings held throughout the year and report back information to the entire Board on services, activities, and professional development offered through the SCCSBA. While a Board Member is appointed to be the District Representative, any Board Member is able to participate in activities provided by SCCSBA. <https://legacy.sccoe.org/sccsba/>

Legislative Action

The Legislative Action Committee member monitors senate bills, assembly bills and any legislative action in our county and state that may have an impact (positive or negative) on public schools and in particular Oak Grove School District. Typically would attend local briefings held by local or state politicians and report back to the school board on these activities. Individual Board Members in this committee will not represent the position of the district on any legislative matter unless charged to do so by action of the Board. When appropriate, the committee member(s) provides updates to the Board at a scheduled Board Meeting.

Diversity, Equity, Inclusion and Belonging Committee (DEIB)

Board Member participates in the ongoing meetings of the DEIB committee. The District and Board of Trustees adopted a resolution denouncing racism and white supremacy and supporting equity, wellbeing and safety of black people. A district DEIB committee meets regularly to fulfill that resolution. As a committee member, you contribute towards fulfilling the charge assigned to the committee by the approved resolution creating the committee and its charge. Full copy of the resolution is [linked here](#).

Board Policy

Committee of two Board Members and Superintendent reviews all district board policies on a yearly basis to ensure the District's policies are aligned to required state and/or federal laws and statutes. Any changes to Existing Board Policies or new Board Policies will be presented to the full Board for feedback and consideration for approval. The committee meets on an as needed basis.

Evaluation (Superintendent/Board)

This committee is comprised of the Board President and Past President. If the Past President is no longer on the Board, the Vice President will serve as the other member of this committee. The Evaluation Committee is responsible for ensuring the Board follows the required process for the Superintendent's evaluation and is the Board's Representative regarding discussions with the Superintendent during the evaluation process. Any negotiated changes or modifications to the Superintendent's Contract or any other member of the Executive Cabinet would be brought to the full board during a regular open session board meeting for consideration.

Safety Committee:

In 2019, the Oak Grove School District Board of Trustees passed Resolution No. 1342-12/19: In Support of School Safety: Protecting Our Children, which directed staff to maximize school safety by strengthening our School Safety Plans at every school site, improving our Multi-Tiered Systems of Support, and integrating emergency, crisis and threat assessment teams to ensure a safe school environment across the District. The Board of Trustees passed this resolution in 2019 because protecting students and staff was and is of the utmost importance. Without a strong sense of safety, students cannot focus on learning and staff members cannot focus on working. Gun violence in particular is an increasingly concerning problem that has been exacerbating over the years throughout our country and taking the lives of American youth and school staff members every year. According to the New England Journal of Medicine, as of 2020, firearm-related injuries are now the leading cause of death among children and adolescents in the United States, accompanied by a 29.5% increase in firearm-related deaths from 2019 to 2020, more than twice as high as the relative increase in the general population. As of 2022, a more holistic and comprehensive discussion on what the District can do to further improve safety (from increasing violence prevention/intervention efforts to identifying physical safety gaps across all of our facilities to district-wide communication on school safety) for our students, staff, schools, and district is needed.

School safety is an essential priority for the District and requires collaboration between all stakeholder groups. In June 2022, the Oak Grove School District Board of Trustees passed Resolution No. 1409-06/22 to convene a team composed of members of all stakeholder groups to further explore areas of concern regarding safety through a holistic and comprehensive review. This team would be known as the Oak Grove School District Safety Committee, which is an already established group at the district-level.

In addition to the regular members of the Safety Committee composed of District staff, the Safety Committee will include at least one representative from each of the District bargaining units, one member of the Governing Board, parents, and teachers, with at least one parent or teacher representative from each school site.

Wellness Committee:

Research has shown how significant mental, physical, and holistic health is in predicting and positively supporting the educational experiences and life outcomes for students. Healthy students are more likely to attend school, read, and be on a path to graduation. Oak Grove School District (OGSD) has demonstrated a strong commitment to support students holistically through their OGSD Care Day, the social emotional learning tools and resources available for educators to support students, and the critical staff that are direct service providers. Furthermore, OGSD has an Employee Wellness Committee that has been established to support healthy living for staff.

In May 2021, the Oak Grove School District Board of Trustees passed Resolution No. 1379-05/21: Resolution to Establish A Wellness Committee to Support the Mental, Physical, & Overall Wellness of Students, Families, and Staff of Oak Grove School District, [linked here](#), and provided direction to the Superintendent to establish a district-wide Wellness Committee, a standing committee of the district, with the year-round task of developing Wellness initiatives and policies, and to provide updates to the Board on a quarterly basis or as appropriate and possible recommended policies for Board consideration and approval.

The adoption of this resolution and establishment of this committee ensure that the holistic health concerns of the OGSD community, especially that of our students' well-being, continue to be known and taken into consideration with decisions, programs, curriculum, and all aspects of Oak Grove School District. This resolution also institutionalized our district's commitment to the health of our students by establishing a district-wide Wellness Committee that brings together stakeholders to reflect, learn, and create goals and initiatives, including policies, that will be upheld for the years to come that directly support students' mental, physical, and holistic wellness, positively affecting life-long outcomes. A committee will ensure that wellness concerns are addressed through an organized and systematic communication and implementation process. This committee includes one member of the Governing Board.

Updated December 2023

BOARD OF TRUSTEES SUBCOMMITTEES

2024-2025 SCHOOL YEAR

BOARD SUBCOMMITTEES & MEMBERS

County Committee on School District Organization - Trustee Diego Martinez /
Alternate: Trustee Kaushik C. Joglekar

Santa Clara County School Board Association (SCCSBA) - Vice President Frances
Herbert / Alternate: Trustee Kaushik C. Joglekar

Legislative Action - Vice President Frances Herbert

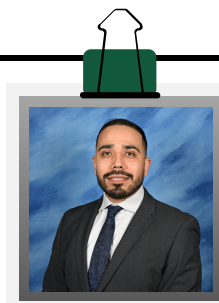
Diversity, Equity, Inclusion and Belonging (DEIB) - Trustee Otila Salazar Torres /
Alternate: President Nancy Yue

Board Policy* - President Nancy Yue and Vice President Frances Herbert


Evaluation - Superintendent and Board* - President Nancy Yue and Vice President
Frances Herbert

Safety Committee - Trustee Diego Martinez

Wellness Committee - Trustee Otila Salazar Torres



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San Jose, CA 95119

 408-227-8300

 www.ogsd.net

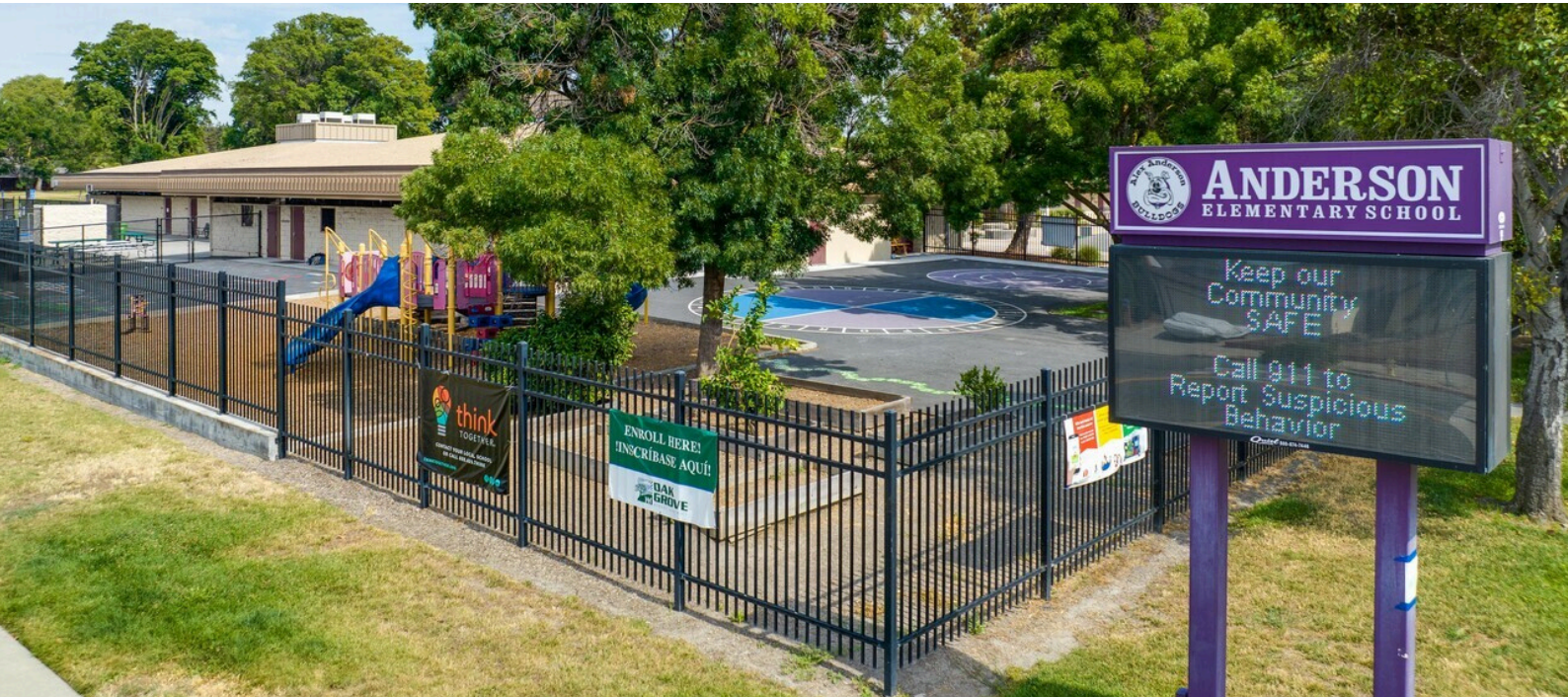
ALEX ANDERSON ELEMENTARY SCHOOL

5800 Calpine Drive, San Jose, California 95123

Ph: 408-225-6556/ Fax: 408-224-6964

Website: <https://anderson.ogsd.net/>

Principal: Kellee Humphrey Butler / Email: khumphrey@ogsd.net



Mission:

Anderson Elementary School is a positive and safe community dedicated to developing a comprehensive experience for our 21st century learners.

About Us:

Student Enrollment: 432 students

Grades Served: TK-6th Grade

Demographics:

Hispanic or Latino 54%

Asian 28%, White 10%

Black or African American 3%

Two or More Races 3%

English Learners: 39%

Title 1 Status: No

Socioeconomically

Disadvantaged: 59%

Programs and Services:

2024-2025 School Year

- Right at Schools (Before and After School Program) 7:00am and 1:30 - 6:00pm
- Think Together (After School Program) 1:30-6:00pm
- Visual and Performing Arts (VAPA) Program for Grades TK-6th
- Anderson Elementary Design Lab
- SEAL - Sobrato Early Academic Language (TK-6th)
- Two Transitional Kindergarten (TK) Program with 12:1 student to teacher ratio
- Active Home and School Club that sponsors a Multicultural Fair, Trunk-O-Treat Event, Bulldogs Jog, Holiday Celebrations, Family Dinner Fundraisers, Scholastic Book Fair and more!



JULIA BALDWIN ELEMENTARY SCHOOL

280 Martinvale Lane, San Jose, California 95119

Ph: 408-226-3370/ Fax: 408-224-8506

Website: <https://baldwin.ogsd.net/>

Principal: Kristine Loeper / Email: kloeper@ogsd.net



Julia Baldwin Elementary School



Mission:

Baldwin Elementary empowers all students to embrace learning while fostering an inclusive, compassionate and nurturing environment where all students achieve their personal best and build their social- emotional and physical well-being.

Vision:

Baldwin's staff, students, and families work together with the broader community to create an inclusive learning environment that fosters independence and responsibility. Through thematic teaching and opportunities for STEAM related experiences, we strive to meet the academic, social, and emotional needs of our diverse learners preparing them for success in life.

About Us:

Student Enrollment: 469 students

Grades Served: SDC Preschool & TK-6th Grade

Demographics: Hispanic or Latino 43%, Asian 35%, White 9%, Black or African American 3%

English Learners: 12% **Title 1 Status:** No

Socioeconomically Disadvantaged: 35%

Programs and Services: 2024-2025 School Year

- SEAL- Sobrato Early Academic Language (TK-6th)
- Partnership with the Tech Academy (One-third of all Baldwin Staff trained as Tech Fellows)
- Tech Excellence Award 2024
- PBIS Platinum Award School 2023 & 2024
- STEAM Instruction embedded in our SEAL Units
- Tech Challenge Participants
- Right At Schools - Before and After School Program
- Think Together - After School Program
- Book of the Month centered on Social Justice Standards
- Active and Involved Home and School Club
- Yearly Community events: STEAM Night, Math Night, Literacy Night, Multicultural Fair, Kids Heart Challenge and Fun Run
- Enrichment opportunities: Music, Gardening, Chess Club, Martial Arts, MakerSpace and after school sports.



BERNAL INTERMEDIATE SCHOOL

6610 San Ignacio Avenue, San Jose, California 95119

Ph: 408-578-5731 / Fax: 408-578-7367

Website: <https://bernal.ogsd.net/>

Principal: Tammy Unck / Email: tunck@ogsd.net

Assistant Principal: Maria Smith / Email: msmith@ogsd.net



Mission:

Student outcomes are at the center of what we do. Through an interactive and developmental approach, we work as a team to establish a positive and safe school climate, building community, purpose, belonging and school spirit, all to ensure that classroom instruction remains rigorous, relevant and meaningful predicated on strong, positive adult to student relationships.

About Us:

Student Enrollment: 674 students

Grades Served: 7th-8th Grade

Demographics:

Hispanic or Latino 45%

Asian 29%, White 16%

Black or African American 1%

English Learners: 17%

Title 1 Status: No

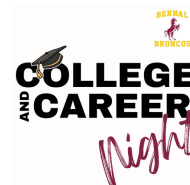
Socioeconomically

Disadvantaged: 42%

Programs and Services:

2024-2025 School Year

- AVID (Advancement Via Individual Determination)
- Ethnic Studies Program
- B.L.A.C.K. Program with Tyson Amir (Building Leaders Activists Collective Knowledge)
- Student Success and Parent Engagement
- Advisory/Social Emotional Learning
- Leadership Program
- CA PBIS - 2024 Platinum Implementation Award
- Visual and Performing Arts (VAPA)
- Intramural Lunchtime Sports
- After School Sports
- History Day
- Science Night
- College and Career Night



CHRISTOPHER SCHOOL

565 Coyote Road, San Jose, California 95111

Ph: 408-227-8550 / Fax: 408-224-8265

Website: <https://christopher.ogsd.net/>

Principal: Marie Mabanag / Email: mmabanag@ogsd.net



Mission:

At Christopher School, our mission is to provide a safe learning environment so that each child leaves with the confidence and skills to accomplish whatever their heart desires, while knowing that they were loved, cared for and supported during their time at school.

About Us:

Student Enrollment: 445 students

Grades Served: TK-8th Grade

Demographics:

Hispanic or Latino 76%, Asian 15%,
White 5%, Black or African American <1%

English Learners: 42%

Title 1 Status: Yes

Socioeconomically Disadvantaged: 67%

Programs and Services:

2024-2025 School Year

- SEAL- Full Implementation Model
- Boys and Girls Club
- RISE - STEM after School Program
- LEGO - After School Program
- Visual and Performing Arts (VAPA)
- Starting Arts
- STEM Leadership Academy for 7th and 8th
- Full Time Social Worker
- Reading Interventionist
- Busy Getting Stronger - PE Program



DAVIS INTERMEDIATE SCHOOL

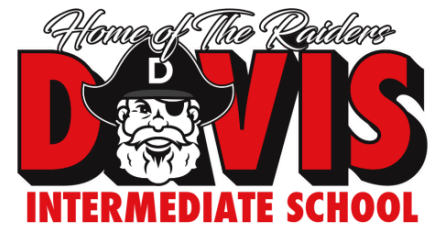
5035 Edenvue Drive, San Jose, California 95111

Ph: 408-226-3370/ Fax: 408-224-8506

Website: <https://davis.ogsd.net/>

Principal: Ginelyn Kudsi / Email: gkudsi@ogsd.net

Assistant Principal: Jose Acosta / Email: jacosta@ogsd.net



Mission:

At Davis Intermediate School, we strive to create a 21st Century successful middle school that engages students, staff and community.

About Us:

Student Enrollment: 511 students

Grades Served: 7th-8th Grade

Demographics:

Hispanic or Latino 70%

Asian 18%, White 6%

Black or African American 3%

Two or More Races 3%

English Learners: 44%

Title 1 Status: No

Socioeconomically Disadvantaged: 60%

Programs and Services:

2024-2025 School Year

- TWBI/Dual Language Spanish Immersion Program - 7th/8th
- CA PBIS - 2024 Gold Implementation Award
- Boys and Girls Club After School Extended Care
- Full time Wellness Center- Open 5 days/week
- Academic/Mental Health Counselors & Annual College Board Panel
- School Linked Services & Resources
- B.L.A.C.K. Program with Tyson Amir (Building Leaders Activists Collective Knowledge)
- School Rallies, Active Student Council, Dances, Spirit Days
- Lunchtime Clubs (Anime, Board Games, Cheer, K-Pop)
- After School Sports through ESAL (East Side Athletic League)
- Variety of Electives (Leadership, Music, Band, Piano, Guitar, Ethnic Studies, Art, Digital Arts & Design and Creative Writing)
- Project Lead the Way (Medical Detectives Elective) Grant
- School2Home/SVEF Partnership and Technology Grant
- Advisory/Social Emotional Learning



DEL ROBLE ELEMENTARY SCHOOL

5345 Avenida Almendros, San Jose, California 95123

Ph: 408-225-5675 / Fax: 408-224-8748

Website: <https://delroble.ogsd.net/>

Principal: Dr. Miguel Rodriguez / Email: mrodriguez@ogsd.net



Mission/Vision:

At Del Roble Elementary School, our mission is to provide a caring, engaging, and stimulating 21st-century environment where children will recognize and achieve their fullest potential.

About Us:

Student Enrollment: 415 students

Grades Served: TK-6th Grade

Demographics:

Hispanic or Latino 81%

Asian 4%, White 7%

Black or African American 2%

English Learners: 28%

Title 1 Status: No

Socioeconomically

Disadvantaged: 40%

Programs and Services:

2024-2025 School Year

- 2024 California Association for Bilingual Education (CABE) Seal of Excellence Award Winner
- 2024 Glenn W. Hoffman Exemplary Program Award Recipient
- Two-Way Spanish Bilingual Immersion Program Strand (K-6th)
- SEAL - Sobrato Early Academic Language (TK-6th)
- Transitional Kindergarten (TK)
- BASE Program (Before and After School Enrichment) on site
- Think Together (After School childcare) on site
- Visual and Performing Arts (TK-6)
- Active CAMINO Parent Group



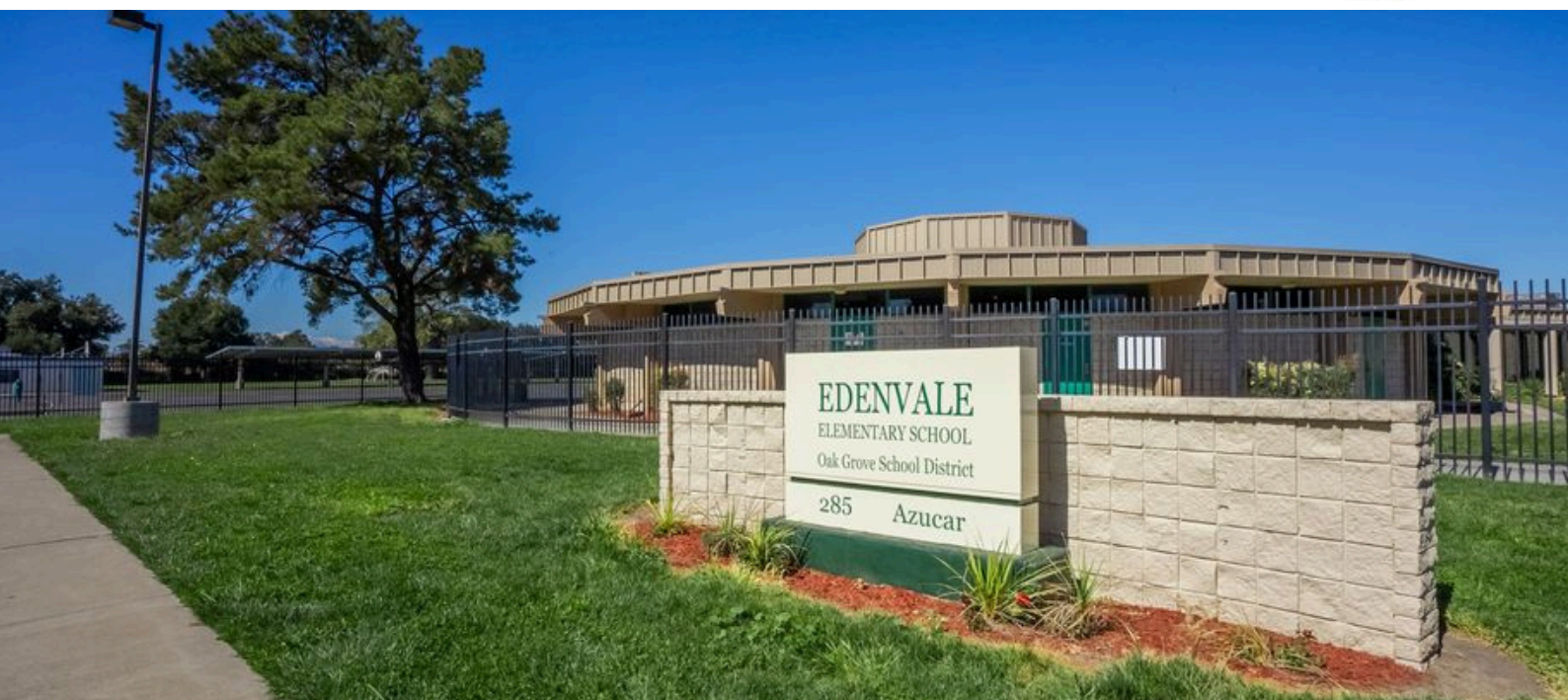
EDENVALE ELEMENTARY SCHOOL

285 Azucar Avenue, San Jose, California 95111

Ph: 408-227-7060 / Fax: 408-224-8732

Website: <https://edenvale.ogsd.net/>

Principal: Karisa Gonzales / Email: kgonzales@ogsd.net



Mission:

At Edenvale Elementary School, our mission is to close the achievement gap by developing high-achieving students, effective communicators, and skilled problem solvers.

About Us:

Student Enrollment: 354 students

Grades Served: TK-6th Grade

Demographics:

Hispanic or Latino 86%

Asian 10%, White 1%

Black or African American 3%

English Learners: 62.5%

Title 1 Status: Yes

Socioeconomically

Disadvantaged: 65%



Programs and Services:

2024-2025 School Year

- SEAL - Sobrato Early Academic Language (TK-6th) Demonstration School
- Two-Way Spanish Bilingual Immersion Program Strand (K-6th)
- Transitional Kindergarten (TK)
- Think Together (After School childcare)
- Headstart on site
- Home of the Award Winning Adopt-A-College Program - all qualifying graduates receive a college scholarship!
- Visual and Performing Arts (TK-6)
- Title 1 funded community
- Community Eligibility Provision (CEP) school



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SEAL
Demonstration Site



EARL FROST ELEMENTARY SCHOOL

530 Gettysburg Drive, San Jose, California 95123

Ph: 408-225-1881 / Fax: 408-224-8732

Website: <https://frost.ogsd.net/>

Principal: Tauvia Harrigan / Email: tharrigan@ogsd.net



Mission:

Frost Elementary School will provide every student an educational experience that is rigorous, relevant, and rooted in relationship. Each student will play an active role in their journey towards college and career readiness.

About Us:

Student Enrollment: 313 students

Grades Served: TK-6th Grade

Demographics:

Hispanic or Latino 43%

Asian 26%, White 15%

Black or African American 4%

English Learners: 15%

Title 1 Status: No

Socioeconomically

Disadvantaged: 32%



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SEAL

TKCalifornia



Programs and Services:

2024-2025 School Year

- **School Motto:** Frost is a place for us all!
- SEAL - Sobrato Early Academic Language (TK-3rd)
- V.I.P. Parties for student engagement
- Visual and Performing Arts (TK-6th)
- Joyful Transitional Kindergarten (TK) Program with 12:1 student to teacher ratio
- After School Academies
- Enriching Assemblies & Science Camp (6th grade)
- Think Together and BASE (Before & After School Enrichment)
- Student Council designed Sports Tournaments
- Home & School Club funded activities including Annual Talent Show & Fun Run

HAYES ELEMENTARY SCHOOL

5035 Poston Drive, San Jose, California 95136

Ph: 408-227-0424 / Fax: 408-224-8732

Website: <https://hayes.ogsd.net/>

Principal: Tracy Cochran / Email: tcochran@ogsd.net



Mission:

At Hayes Elementary School, our mission is to work collaboratively as partners - school, home and community - to foster positive academic, social and emotional results for students.

About Us:

Student Enrollment: 471 students

Grades Served: TK-6th Grade

Demographics:

Hispanic or Latino 65%

Asian 19%, White 6%

Black or African American 3%

English Learners: 35%

Title 1 Status: Yes

Socioeconomically

Disadvantaged: 53%



Programs and Services:

2024-2025 School Year

- SEAL - Sobrato Early Academic Language (TK-5th)
- Amazing Boys and Girls After School Program
- Catalyst Kids Before and After School Program
- Visual & Performing Arts for Grades TK-6th
- 3 Reading Intervention Teachers
- Vibrant Home and School Club (HSC) - Dinner Nights Out, Scholastic Book Fair, Trunk or Treat, Holiday Craft Fair, Movie Nights, Family Dances, Multi Cultural Event and More!
- HSC sponsored field trips for every grade level
- High Energy Assemblies
- 9 Staff trained in Restorative Practices
- After School Academic Academies
- Busy Getting Stronger PE/Recess Program

LEONARD HERMAN INTERMEDIATE SCHOOL

5955 Blossom Avenue, San Jose, California 95123

Ph: 408-226-1886 / Fax: 408-224-8732

Website: <https://herman.ogsd.net/>

Principal: Christy Flores / Email: cflores@ogsd.net

Assistant Principal: Brian Minklein / Email: bminklein@ogsd.net



Mission:

At Herman Intermediate School, we have created a 21st Century middle school that engages students, staff and community.

About Us:

Herman Student Enrollment: 723 students

Grades Served: 5th-8th Grade (including AdVENTURE STEM)

Demographics: Hispanic or Latino 38%
Asian 32%, Black or African American .02%,
White 18.5%

English Learners: 10% **Title 1 Status:** No

Socioeconomically Disadvantaged: 31%

Programs and Services:

2024-2025 School Year

- After School care by Right at School
- Award Winning Band / Honors Night Celebrations
- Student Exhibition Nights
- Competitive After School Sports Program
- Homework Center
- Welcoming, Safe and Friendly environment
- Strong Social Emotional Learning program
- Leadership Elective
- Variety of Visual and Performing Arts Electives
- Very Active Parent Groups (PFC, HABLA, SSC, ELAC)
- Unified Vision Among Staff
- 71% of all 7th and 8th grade students earned a GPA of 3.0 or higher in 2024!



Honors
Night
Celebrations



RIGHT AT
SCHOOL



Award Winning Band



VISUAL AND PERFORMING ARTS

INDIGO PROGRAM

530 Gettysburg Drive, San Jose, California 95123

Ph: 408-225-1881 / Fax: 408-224-8932

Website: <https://indigo.ogsd.net/>

Principal: Nasreen Husain / Email: nhusain@ogsd.net



Mission:

Indigo is a safe and caring K-8 program designed to educate the whole child. We provide multi-age interactions and constructivist learning activities through a positive discipline approach. This approach is supported by strong parent involvement. Indigo values the unique learning styles, skills and abilities of each child so they will be prepared to make a positive impact on the world.

About Us:

Student Enrollment: 267 students

Grades Served: Kinder-8th Grade

Demographics: Hispanic or Latino 32%

Asian 24%, White 31%

Black or African American 2%

Two or More Races 9%

English Learners: 7% / **Title 1 Status:** No

Socioeconomically Disadvantaged: 16%

Programs and Services:

2024-2025 School Year

- **Elementary and Middle School Program** with balanced development in academics, emotional growth, creativity, and physical well-being.
- **Engaging Curriculum** including hands-on projects, real-world problem-solving and student interests fostering creativity and a love for learning.
- **Positive Discipline approach** building respectful relationships and developing life and social skills.
- **Parent Involvement** with families playing an active role in the classroom experience creating a collaborative environment and enhanced learning opportunities for students.
- **Enrichment activities** include weekly art, gardening, and music classes, plus hands-on workshops led by parent volunteers on topics like coding, cooking, photography, and drama.
- **Caring Community** with bonds among families, staff, and students to create a nurturing, supportive environment.
- **Partnership in education** with teachers, parents, and students working together for a transformative educational experience.
- **After School Programs** and **After School Sports** for Middle School.

RITA LEDESMA ELEMENTARY SCHOOL

1001 Schoolhouse Road, San Jose, California 95138

Ph: 408-224-2191 / Fax: 408-224-6582

Website: <https://ledesma.ogsd.net/>

Principal: Jason Sorich / Email: jsorich@ogsd.net



Mission:

Ledesma is a 21st century school that fosters collaborative and engaging academic experiences. Ledesma is a safe and nurturing environment while providing the foundation of academic growth, which prepares students to excel throughout their future.

About Us:

Student Enrollment: 426 students

Grades Served: TK-6th Grade

Demographics: Hispanic or Latino 39%, Asian 38%, White 11%, Black or African American 3%, Two or More Races 8%

English Learners: 15%

Title 1 Status: No Socioeconomically

Disadvantaged: 32%



Programs and Services:

2024-2025 School Year

- California Distinguished School - 2004
- Vibrant Home & School Club proving community engagement, fundraising, and schoolwide events such as Annual Carnival, Fun Run, and Movie Nights
- Think Together After School Program
- Champions Before and After School Program and Preschool
- Partnership with Village Sports providing After-School Sports involvement
- Access to a "Reset Room" to support mental health and provide social-emotional stability
- Active Art Vista program providing parents with the opportunity to stay involved through leading art activities
- Visual and Performing Arts for grades TK-6th
- Emphasis on reinforcing monthly character traits, focusing on respect, leadership, caring, empathy, honesty, acceptance, & integrity through monthly read-alouds, activities, and student recognitions

OAK RIDGE ELEMENTARY SCHOOL

5920 Bufkin Drive, San Jose, California 95123

Ph: 408-578-5900 / Fax: 408-224-3960

Website: <https://oakridge.ogsd.net/>

Principal: Michelle Tsang / Email: mtsang@ogsd.net



Mission:

Oak Ridge is a safe, welcoming, and inclusive school that fosters a collaborative community of learners ready for the 21st century.

About Us:

Student Enrollment: 495 students

Grades Served: TK-6th Grade

Demographics:

Hispanic or Latino 41%

Asian 26%, White 17%

Black or African American 4%

Two or More Races 9%

English Learners: 15.5%

Title 1 Status: No

Socioeconomically

Disadvantaged: 37%



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Programs and Services:

2024-2025 School Year

- BASE (Before and After School Enrichment)
- Think Together (After School Program)
- Busy Getting Stronger (BGS) Kids Recess and PE support program (5 days a week)
- Robust Home & School Club
- Monthly Assemblies for Grades TK-6th
- YMCA Project Cornerstone
- Second Step Social/Emotional Learning Curriculum
- Visual and Performing Arts for Grades TK-6th
- SEAL - Sobrato Early Academic Language (TK-1st grade)

PARKVIEW ELEMENTARY SCHOOL

330 Bluefield Drive, San Jose, California 95136

Ph: 408-226-4655 / Fax: 408-224-9105

Website: <https://parkview.ogsd.net/>

Principal: Stephanie Park / Email: spark@ogsd.net



Mission:

Parkview Elementary fosters a respectful, responsible, and safe environment where student learning spans across content areas. Teachers, parents, and community collaborate for student success, and teachers are committed to giving quality standards-based lessons through the use of cutting edge technology. Our school empowers students to be active positive contributors to the community and succeed at being life-long learners. Students will be empowered to develop skills and confidence to reach their full potential.

About Us:

Student Enrollment: 552 students

Grades Served: TK-6th Grade

Socioeconomically Disadvantaged: 57%

Demographics: Hispanic or Latino 71%, Asian 17%, White 5%, Two or More Races 3%, Black or African American 3%,

English Learners: 38%

Title 1 Status: Yes



Programs and Services:

2024-2025 School Year

- Visual and Performing Arts (Grades TK-6th)
- Catalyst (Before & After School Childcare)
- Think Together (After School Childcare)
- Busy Getting Stronger (BGS) Recess Program
- After School Sports
- Full Time Reading Interventionist
- English Language Learner Coach
- School-wide Positive Behavioral Interventions and Supports (PBIS)
- Leader in Me School
- SEAL - Sobrato Early Academic Language
- Active Parent Community and Groups including: PSCA, HABLA & Koffee Klatch



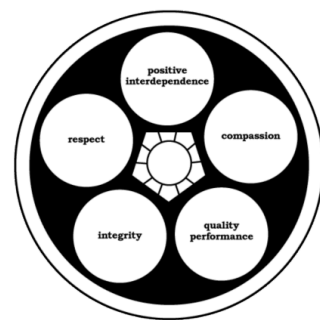
SAKAMOTO ELEMENTARY SCHOOL

6280 Shadelands Drive, San Jose, California 95123

Ph: 408-227-3411 / Fax: 408-224-8784

Website: <https://sakamoto.ogsd.net/>

Principal: Fariba Roberts / Email: froberts@ogsd.net



Mission:

At Sakamoto Elementary School, our mission is to create a safe, respectful, and inclusive environment that nurtures high levels of academic excellence, student voice, social-emotional development, and physical well-being.

About Us:

Student Enrollment: 568 students

Grades Served: TK-6th Grade

Demographics:

Hispanic or Latino 31.39%

Asian 28.92%, White 23.28%

Black or African American 0.71%

Two or More Races 12.52%

English Learners: 8.23%

Title 1 Status: No

Socio Disadvantaged: 29%

Programs and Services:

2024-2025 School Year

- SEAL - Sobrato Early Academic Language (TK-3rd)
- Lunch Time Art Lab
- Leader in Me School
- Think Together (After School Childcare)
- Before and After School Enrichment - BASE (Before and After School Childcare)
- Positive Behavioral Interventions and Supports (PBIS) Award Winning School
- Project Cornerstone
- Visual and Performing Arts (TK-6th Grade)



SANTA TERESA ELEMENTARY SCHOOL

6200 Encinal Drive, San Jose, California 95119

Ph: 408-227-3303/ Fax: 408-226-3379

Website: <https://santateresa.ogsd.net/>

Principal: Kristi Frankina / Email: kfrankina@ogsd.net



Mission:

At Santa Teresa Elementary School, our mission is to cultivate a safe and nurturing environment where students reach their full potential.

About Us:

Student Enrollment: 540 students

Grades Served: TK-6th Grade

Demographics:

Hispanic or Latino 34%

Asian 39%

White 17%

Black or African American 2%

Socioeconomically Disadvantaged: 24%

English Learners: 13%

Title 1 Status: No

Programs and Services:

2024-2025 School Year

- SEAL - Sobrato Early Academic Language (TK-3rd)
- Transitional Kindergarten (TK)
- Right at School (After School childcare)
- Catalyst Kids (Before and After School Program)
- BASE (Before and After School Enrichment)
- Visual and Performing Arts (TK-6th)
- Active Home and School Association offering - Dinner Nights Out, Walk 'n Roll recognition, Scholastic Book Fair, Movie Nights, and Parent Engagement Opportunities
- School wide Positive Behavior Intervention and Supports that includes weekly student recognition, monthly student recognition, character education, and restorative practices
- ArtHouse Art Lessons (TK-6th)
- Book of the Month focused on Character Education
- Harvest Festival (Fall) & Multicultural Festival (Spring)
- 7 Teachers Trained in Restorative Practices
- Reading Intervention (K-6th)
- Busy Getting Stronger PE/Recess Program (TK-6th)



STEAM @ (SAMUEL) STIPE ELEMENTARY

5000 Lyng Drive, San Jose, California 95111

Ph: 408-227-7332/ Fax: 408-224-2231

Website: <https://stipe.ogsd.net/>

Principal: Lauren Tilston / Email: ltilston@ogsd.net



STEAM @ STIPE
IMAGINE, INNOVATE, INSPIRE



Mission:

STEAM @ Stipe is a transitional kindergarten through sixth grade school that provides the earliest access to Science, Technology, Engineering, Arts and Mathematics (STEAM) within project based learning and SEAL educational designs. We inspire and engage all students with a transformational approach where students learn by doing. Through our partnerships with Silicon Valley tech firms, our purpose is to develop our diverse population into engineers, designers, artists, innovators, and entrepreneurs of the future.

About Us:

Student Enrollment: 297 students

Grades Served: TK-6th Grade

Demographics: Hispanic or Latino 71%, Asian 18%, White 5%, Black or African American 3%

English Learners: 34% / Title 1 Status: Yes

Socioeconomically Disadvantaged: 61%

Programs and Services:

2024-2025 School Year

- Boys and Girls After School Program
- Girls Who Code (Grades 4-6)
- Makerspace, STEAM Showcase and STEAM Assemblies & Field Trips
- Hands-on STEAM Learning
- Lunchtime Media Club
- SEAL - Sobrato Early Academic Language (Grades TK-6)
- Leader in Me
- Visual and Performing Arts (Grades TK-6th)
- Busy Getting Stronger P.E. & Recess Program
- Walk N' Roll
- Community Events: Harvest Festival, Las Posadas, Lunar New Year, Cinco de Mayo



BOYS & GIRLS CLUBS
OF AMERICA



A
Leader in Me[™]
School

BERTHA TAYLOR ELEMENTARY SCHOOL

410 Sautner Drive, San Jose, California 95123

Ph: 408-226-0462 / Fax: 408-224-3279

Website: <https://taylor.ogsd.net/>

Principal: Mia Cruz / Email: jcruz@ogsd.net



Mission:

Taylor Elementary School is a 21st century school that fosters collaborative, real-world experiences with high expectations in a safe and nurturing environment while preparing students to be productive citizens.

About Us:

Student Enrollment: 510 students

Grades Served: TK-6th Grade

Demographics:

Hispanic or Latino 32%

Asian 35%, White 18%

Black or African American <1%

English Learners: 15%

Title 1 Status: No

Socioeconomically

Disadvantaged: 22%

Programs and Services:

2024-2025 School Year

- BASE: Before and After School Program (TK-6th) and BASE Preschool Program on site
- Right At School: Before and After School Program
- Think Together: After School Program
- 2024 Platinum Level for California PBIS
- California Distinguished School
- Social Emotional Curriculum: Second Step
- SEAL: Sobrato Early Academic Language (K&1)
- Visual & Performing Arts for TK-6th
- After School Academies
- Six staff trained in Restorative Practices
- Taylor Tiger Student Store for Students
- Active Parent Teacher Association (Organizes Harvest Festival, Movie Nights, Assemblies, Dinner Nights Out, Taylor Olympics and more!)



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