

# **San Ramon Valley Unified School District**

## **Board of Education Agenda and Information**

**Meeting Date**

**November 19, 2019**

**Rick Schmitt**

**Superintendent**

**699 Old Orchard Drive  
Danville, CA 94526  
(925)552-5500 [www.srvusd.net](http://www.srvusd.net)**



**San Ramon Valley Unified School District**  
699 Old Orchard Drive, Danville  
925-552-2933 \* www.srvusd.net



**BOARD OF EDUCATION MEETING AGENDA**  
**November 19, 2019**

**5:00PM Closed Session**

Greg Marvel, Vice-President  
Mark Jewett, Clerk

Rachel Hurd, President

**7:00PM Open Session**

Susanna Ordway, Member  
Ken Mintz, Member

Welcome to the San Ramon Valley Unified School District Board of Education meeting. Your interest in our schools is greatly appreciated.

**Closed Session:** Closed session meetings are not open to the public. By law, matters dealing with students and district employees are reserved for closed session to provide confidentiality. Other closed session topics can include litigation, property negotiations, and collective bargaining issues with employee associations. Members of the public are given the opportunity to speak regarding closed session items prior to the closed session.

**Open Session:** Meetings of the Board of Education are held for board members to conduct the district's business in public. During board meetings, board members have opportunities to recognize individuals for exemplary accomplishments, to review reports from staff, employee groups, and partnership organizations, to discuss district policies and goals, and to act on items that need formal approval. Open session is audio and video recorded.

Individuals who wish to speak before the Board of Education are asked to submit a speaker card to the Board Secretary indicating the item that you wish to address. The Board President will call you forward when the item is introduced. If you are not speaking on a particular agenda item, the Board President will recognize you under non-agenda Public Comment. All comments must be limited to three minutes. By law, board members can only discuss items that are actually on the agenda. For this reason, board members do not engage in dialogue with individuals speaking during the non-agenda public comment section of the meeting. For individuals who wish to speak with board members in depth about an issue, contacting board members on an individual basis is recommended, although individual board members have no legal authority to make decisions without consideration by the whole board.

**Action items** are considered and voted on individually by the board. **Consent items** are considered routine in nature and are approved by combining them into a single vote. A member of the Board of Education or a member of the public may request that a consent item be removed from the consent agenda and voted on separately.

Copies of board agenda backup and other informational materials provided to members of the Board of Education are available for review in the Office of the Superintendent beginning at 4:00 PM on the last working day of the week preceding each meeting of the Board of Education. For disability related modification or accommodation, please contact the Office of the Superintendent at 552-2933 during business hours.

*In compliance with Brown Act regulations, this agenda was posted 72 hours before the noted meeting.  
Cindy Fischer, Executive Assistant*



**CLOSED SESSION**  
**Superintendent's Conference Room**  
**November 19, 2019**  
**5:00PM**

- 1.0 Call to Order**
- 2.0 Attendance**
- 3.0 Acceptance of Closed Session Agenda and Public Comment**

**Adjournment to Closed Session**

- 4.0 Closed Session Agenda**
  - 4.1 Conference with Legal Counsel – Existing Litigation**  
(subdivision 1) Section 54956.9 California Government Code
    - a) Case #2019081120**
  - 4.2 Student Expulsion**
    - a) Case No. 01-19/20**
  - 4.3 Conference with Legal Counsel – Anticipated Litigation**  
(Government Code Section 54956.9 (b) (2or3))
    - a) Claim #561501**
  - 4.4 Public Employee Appointment**
    - a) Assistant Superintendent, Educational Services**
    - b) Executive Director, Elementary Education**
    - c) Director, Instructional Services**
    - d) Principal, High School**
    - e) Assistant Principal, High School**
    - f) Business Manager**
    - g) Assistant Director, Facilities**
  - 4.5 Conference with Labor Negotiator – Agency Keith Rogenski**  
**Assistant Superintendent Human Resources**
    - a) SRVEA, CSEA, SEIU**

**Adjournment**



**OPEN SESSION  
Board Rooms  
November 19, 2019  
7:00 PM**

Please Note: All Public Comment is Limited to Three (3) Minutes

- 5.0 Pledge of Allegiance/Attendance**
- 6.0 Report of Actions Taken in Closed Session**
- 7.0 Acceptance of Minutes**
  - 7.1 Minutes of October 29, 2019 **Action**
- 8.0 Agenda Approval and Consent Action**
  - 8.1 Acceptance of Open Session Agenda **Action**
  - 8.2 Approval of Consent Agenda **Action**
- 9.0 Reports to the Board**
  - 9.1 Student Board Member Report – California High School **Oral**
  - 9.2 Presentation – Neil Armstrong Elementary School **Oral**
  - 9.3 Presentation – Energy Independence with more Public Safety Power Shutoff in the Future **Oral**
  - 9.4 Presentation – Student Achievement Data **Oral**
  - 9.5 Public Comment for Non-Agenda Items (Comments Limited to Three Minutes) **Oral**
  - 9.6 Association Presidents’ Comments **Oral**
- 10.0 Action Items/Public Hearings**
  - 10.1 Consideration of Adoption of Resolution #35/19-20, Elimination and/or Reduction of Classified Management Positions **Enclosure Action (Rogenski)**
- 11.0 Consent Items**
  - 11.1 Consideration of Approval of Certificated Personnel Changes **Enclosure Consent**
  - 11.2 Consideration of Approval of Classified Personnel Changes **Enclosure Consent**
  - 11.3 Consideration of Approval of Contracts/Purchases Over \$50,000 **Enclosure Consent**



- |       |                                                                                                                                                                          |                             |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 11.4  | Ratification of Warrants                                                                                                                                                 | Enclosure<br><b>Consent</b> |
| 11.5  | Declaration of Surplus Property                                                                                                                                          | Enclosure<br><b>Consent</b> |
| 11.6  | Consideration of Adoption of Resolution No. 32/19-20, Notice of Completion for Green Valley Elementary School Modernization                                              | Enclosure<br><b>Consent</b> |
| 11.7  | Ratification of Facilities and Operations Contracts                                                                                                                      | Enclosure<br><b>Consent</b> |
| 11.8  | Consideration of Adoption of Resolution #33/19-20, Approving Routine Budget Revisions                                                                                    | Enclosure<br><b>Consent</b> |
| 11.9  | Consideration of Adoption of Resolution #34/19-20 to Uncommit Funds for 2019-20                                                                                          | Enclosure<br><b>Consent</b> |
| 11.10 | Consideration of the College and Career Access Pathways Partnership Agreement (CCAP)                                                                                     | Enclosure<br><b>Consent</b> |
| 11.11 | Consideration of Approval of a New Position Description for Business Manager                                                                                             | Enclosure<br><b>Consent</b> |
| 11.12 | Consideration of Approval of a New Position Description for Assistant Director, Facilities                                                                               | Enclosure<br><b>Consent</b> |
| 11.13 | Consideration of Correction of the Designation of the Position of Director 1, Instructional Services and District Communications from Classified to Certificated Service | Enclosure<br><b>Consent</b> |

**12.0 Administrative Matters**

- 12.1 Board Members' Reports
- 12.2 Superintendent's Report

**Adjournment**

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, CA 94526

BOARD OF EDUCATION MEETING  
October 29, 2019  
MINUTES

The audio and video from this meeting can be found on the District website at [www.srvusd.net](http://www.srvusd.net).  
The audio timestamp associated with the agenda item is noted under the title

- 1.0 Call to Order** The Board of Education held its regular meeting at the Education Center. The meeting was called to order at 5:30PM in the Board Rooms.
- 2.0 Attendance** Board Members Present: Board President Rachel Hurd, Board Vice President Greg Marvel, Board Clerk Mark Jewett, Board Members Susanna Ordway and Ken Mintz.
- Administrators Present: Superintendent Rick Schmitt, Deputy Superintendent Toni Taylor, Assistant Superintendent Keith Rogenski, Chief Business Officer Greg Medici, Executive Directors Melanie Jones, Danny Hillman and MaryAnn Frates, Director Ken Nelson, Principal Rose Bright and Recording Secretary Cindy Fischer.
- 3.0 Acceptance of Closed Session Agenda and Public Comment** The closed session agenda was accepted and opened for public comment.  
See Item 6.0 for action taken.
- 4.0 Closed Session** The closed session was adjourned at 7:00PM.
- 5.0 Open Session** Board President Rachel Hurd reconvened the meeting in open session at 7:01PM.
- Pledge of Allegiance/Attendance (.10)** Board Members Present: Board President Rachel Hurd, Board Vice President Greg Marvel, Board Clerk Mark Jewett, Board Members Susanna Ordway and Ken Mintz.
- Administrators Present: Superintendent Rick Schmitt, Deputy Superintendent Toni Taylor, and Assistant Superintendents Keith Rogenski and Gary Black and Chief Business Officer Greg Medici.
- Others Present: Executive Director Melanie Jones, Assistant Director Chris George, Recording Secretary Cindy Fischer and 16 visitors attended.
- 6.0 Report of Action Taken in Closed Session (.48)** The Board appointed Chris George as the Director of Instructional Services & District Communications amending the job description from Certificated Management to Classified Management (5-0)
- The Board appointed Leona Lam as Assistant Principal at Pine Valley Middle School. (5-0)
- The Board congratulated Meredith Bullock as Interim Principal at Golden View Elementary School.
- 7.0 Acceptance of Minutes (1.29)** On a motion by Greg Marvel seconded by Mark Jewett, the October 8, 2019 minutes were approved. (5/0)
- On a motion by Ken Mintz seconded by Susanna Ordway, the October 21, 2019 special meeting minutes were approved. (5/0)
- 8.0 Agenda Approval and Consent Action**
- 8.1 Acceptance of Open Session Agenda (1.49)** On a motion by Mark Jewett seconded by Greg Marvel, the open session agenda was approved. (5/0)

- 8.2 Approval of Consent Agenda (2.00)** On a motion by Susanna Ordway seconded by Greg Marvel, the consent agenda was approved. (5/0). Board Member Mintz recused himself on item 11.4 regarding ongoing business with AT&T or other telecommunication providers.
- 9.0 Reports to Board**
- 9.1 Student Board Member Report – Del Amigo School (2.40)** Daniel Oditt, student Board member shared highlights at Del Amigo School.
- 9.2 Presentation – Bollinger Canyon Elementary School (4.55)** Principal Christine Offerman shared ELA and Math CAASSP data and interventions, social emotional data and supports, Tier 2 support, inclusion and special buddies and shared about the Bollinger bulldog community.
- 9.3 National Native American Heritage Month - November (20.36)** Deputy Superintendent Toni Taylor stated that Native American Heritage Month is an opportunity for all of us to understand the rich culture, traditions and history of native Americans.
- 9.4 Presentation – Student Achievement Data** The student achievement data presentation was postponed to a later date.
- 9.5 Public Comment for Non-Agenda Items (21.19)** Adam Ferguson  
Helen of the Dougherty Valley
- 9.6 Association Presidents’ Comments (29.27)** CSEA President Tami Castelluccio
- 10.0 Action Items/Public Hearings**
- 10.1 Public Hearing for the Joint Initial Proposal for Labor Negotiations between the San Ramon Valley Unified School District and the Service Employees International Union (SEIU) Local 1021 for 2019-20 Negotiations (32.25)** Board President Hurd opened the public hearing  
No comments were made  
Board President Hurd closed the public hearing
- 10.2 Consideration of Acceptance of the Joint Initial Proposal for Labor Negotiations between the San Ramon Valley Unified School District and the Service Employees International Union (SEIU) Local 1021 for 2019-20 Negotiations (32.50)** On a motion by Ken Mintz seconded by Greg Marvel, the Board accepted the joint initial proposal for labor negotiations between SRVUSD and SEIU, Local 1021 for 2019-20 negotiations. (5/0)
- 10.3 Consideration of Approval to Contract for Financial Advisory Services and Authorizing Necessary Actions in Connection Therewith (33.04)** On a motion by Greg Marvel seconded by Mark Jewett, the Board approved the contract for financial advisory services with Fieldman Rolapp (5/0)

**10.4 Consideration of Approval to Contract for Strategy and Communication Services and Authorizing Necessary Actions in Connection Therewith (33.36)**

On a motion by Greg Marvel seconded by Susanna Ordway, the Board approved the contract for strategy and communication services and authorized necessary actions with TBWB Strategies (5/0)

**11.0 Consent Items**

- 11.1 Consideration of Approval of Certificated Personnel Changes
- 11.2 Consideration of Approval of Classified Personnel Changes
- 11.3 Consideration of Approval of Contracts/Purchases over \$50,000
- 11.4 Ratification of Warrants
- 11.5 Declaration of Surplus Property
- 11.6 Declaration of Surplus Instructional Materials
- 11.7 Ratification of Facilities and Operations Contracts
- 11.8 Consideration of Adoption of Resolution #30/19-20, Approving Routine Budget Revisions
- 11.9 Consideration of Approval of the 2020-21 Budget and LCAP Development Calendar
- 11.10 Consideration of Approval of Local Indicators 2019-20 LCAP Dashboard Self-Assessment
- 11.11 Consideration of Approval of Out-of-State School Trip for Dougherty Valley High School Amnesty International Club Students to the Amnesty International Regional Conference in Seattle, Washington – November 9-10, 219
- 11.12 Consideration of Approval of Out-of-State School Trip for San Ramon Valley High School Concert and Treble Clef Choir Students to the Big Island of Hawaii Tour in Kona, Hawaii – April 2-7, 2020
- 11.13 Consideration of Approval of Out-of-State School Trip for Monte Vista High School Robotics Club Students to the FRC First Robotics World Championships in Houston, Texas – April 14-19, 2020
- 11.14 Consideration of Approval of Out-of-State School Trip for California High School Song Team Students to the National Dance Team Championship in Orlando, Florida – January 30 – February 3, 2020
- 11.15 Consideration of Approval of Revision to Job Description for Secretary 1, Secondary School
- 11.16 Consideration of Approval of a New Position Description for Director 1, Instructional Services & District Communications
- 11.17 Adoption of Textbooks
- 11.18 Consideration of Approval of the Audit of the State Preschool Program for Fiscal Year Ending June 30, 2019

**12.0 Administrative Matters**

**12.1 Board Member's Reports**  
*(34.08)*

Board members shared their reports and comments, noting attendance at the following:  
Board Member Mintz no report  
Board Member Ordway no report  
Board Clerk Jewett thanked the San Ramon Valley Education Foundation for their work on the Run for Education and acknowledged Assistant Director Chris George, Communications Specialist Denise Jennison and District staff on their communication during the power outages.  
Board Vice President Marvel no report  
Board President Hurd attended LCAP development committee meeting on October 22, 2019 and the Reading League Conference in Syracuse, New York.

**12.2 Superintendent's Report**  
*(40.06)*

Superintendent Schmitt thanked staff, students, parents, and local law enforcement on their patience during our recent power outages. Staff will now recalibrate and look to improve communication and build support.

**Adjourned**

Open session adjourned at 7:42PM.

The Board along with Superintendent Schmitt, Chief Business Officer Medici, Assistant Superintendent Rogenski, Executive Directors Jones and Hillman returned to closed session.

**Adjourned**

Closed session adjourned at 8:30PM. There was no report out from closed session.

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, CA 94526

**DATE:** November 19, 2019

**TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 35/19-20,  
ELIMINATION AND/OR REDUCTION OF CLASSIFIED  
MANAGEMENT POSITIONS**

---

**DISCUSSION:**

The District may provide Notice of Layoff to a classified employee due to a lack of work or a lack of funds. This action is a result of a bona fide need to reduce or eliminate services necessary to meet specific program needs and/or to address reduced funding. Certain current classified management employees will be impacted by layoff in implementing this Resolution. Under the California Education Code, affected employees must be given Notice of Layoff not less than 60 calendar days before the effective date of layoff and be informed of their rights associated with this action. Resolution No. 35/19-20 contains the specific impact to implement the needed staffing changes.

**RECOMMENDATION:**

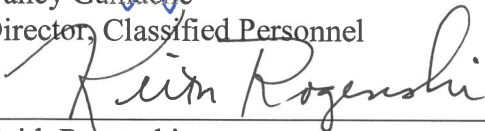
Adopt Resolution No. 35/19-20 in the matter of the Elimination and/or Reduction of Classified Management Positions for the 2019-20 School Year.

**BUDGET IMPLICATIONS:**

Upon full implementation, this action will reduce the combined expenditure of general funds and categorical funds by approximately \$575,000 per year.



Nancy Gamache  
Director, Classified Personnel



Keith Rogenski  
Assistant Superintendent  
Human Resources



Rick Schmitt  
Superintendent

10.1

Item Number



**RESOLUTION NO. 35/19-20**  
**ELIMINATION AND/OR REDUCTION OF CLASSIFIED MANAGEMENT POSITIONS**

WHEREAS, the projected revenues from external or categorical sources or general funds of this District for certain classified positions will be eliminated and/or reduced for the 2019-2020 school year, and

WHEREAS, the projected number of available positions for certain classified classifications will be eliminated and/or reduced to meet specific program needs, and

WHEREAS, such reduced revenues and program changes do not provide sufficient funds to retain all current employees in affected classifications, and

WHEREAS, such reduced, limited or discontinued income from external or categorical sources or general funds require that certain classified positions be eliminated and/or reduced;

NOW, THEREFORE, BE IT RESOLVED that the following classified services are hereby eliminated and/or reduced.

**LAYOFF-ELIMINATION AND/OR REDUCTION OF**  
**CLASSIFIED MANAGEMENT POSITIONS**

<b><u>CLASSIFICATION</u></b>	<b><u>FTE – REDUCE/ELIMINATE</u></b>
<b>Construction Coordinator</b>	<b>1.0</b>
<b>Energy Management Systems Manager</b>	<b>1.0</b>
<b>Project Manager – Network and Low Voltage</b>	<b>1.0</b>
<b>TOTAL</b>	<b>3.0</b>

BE IT FURTHER RESOLVED that the District Administration be directed to notify the employees affected by this action in accordance with District procedure.

PASSED AND ADOPTED by the Governing Board of the San Ramon Valley Unified School District in Contra Costa County this 19<sup>th</sup> day of November, 2019 by the following vote,

TO-WIT:      AYES:  
                  NOES:  
                  ABSENT:  
                  ABSTAINED:

I hereby certify THAT THE FOREGOING Resolution was duly and regularly introduced, passed and adopted by the Governing Board of the San Ramon Valley Unified School District of Contra Costa County at the regular meeting of said Board held on the 19<sup>th</sup> day of November, 2019.

---

Rick Schmitt  
Secretary to the Board of Education of the  
San Ramon Valley Unified School District,  
Contra Costa County, State of California

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, California 94526

**DATE:** November 19, 2019

**TOPIC:** CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES

---

**DISCUSSION:**

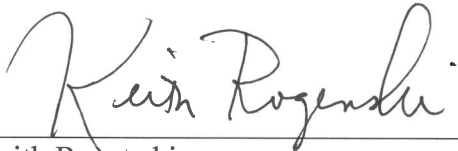
The attached personnel changes require Board approval.

**RECOMMENDATION:**

The Administration recommends approval of the Certificated Personnel Changes.

**BUDGET IMPLICATIONS:**

All recommendations for changes are presently within approved budget categories or have received specific Board approval.



Keith Rogenski  
Assistant Superintendent  
Human Resources



Aileen Parsons  
Director  
Human Resources



Rick Schmitt  
Superintendent

Item Number

11.1

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - November 19, 2019

**Resignations/Retirements**

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>	<u>Reason</u>
Lindsay	Christensen	Teacher, Elementary	0.037	AL	06/03/19	Resignation
Eva	Whyte	Teacher, Resource	0.100	QR	10/18/19	Resignation

**2019-20 Temp Release**

<u>EID #</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
16599	Teacher, High	1.000	DH	11/07/19

**2019-20 Leaves of Absence-Partial Year**

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Amelia	Caldwell*	Teacher, Middle	1.000	SV	08/30/19-01/26/20
Amanda	Eggiman	Teacher, Elementary	0.500	MT	12/09/19-04/12/20
Anelyse	George	Teacher, Elementary	1.000	MT	10/14/19-03/29/20
Tyler	Gulyas	Teacher, High	1.000	CH	11/22/19-01/05/20
Tara	Hegarty	Teacher, Elementary	1.000	AL	08/09/19-11/11/19
Molly	Lein	Teacher, Elementary	1.000	TC	01/07/20-01/26/20
Apollo	Mulhauser	Teacher, High	1.000	DH	10/17/19-12/01/19
Kiera	Rodriguez	Teacher, Elementary	1.000	CR	08/09/19-12/19/19
Dustin	Smurthwaite	Teacher, Elementary	0.300	MO	10/17/19-10/27/19
Dustin	Smurthwaite	Teacher, Elementary	0.222	SY	10/17/19-10/27/19
Gabrielle	Vaughan*	Teacher, Elementary	1.000	TH	08/09/19-10/27/19

**2019-20 Temporary Employment**

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Jason	Cherry	Teacher, Elementary	0.037	MO	08/08/19
Nancy	Conti	Counselor, High	0.100	SR	08/13/19
Lauren	Geche	Teacher, Middle	0.200	GR	08/13/19
Olivia	Isseks	Counselor, High	0.100	SR	08/13/19
Hae	Kim	Teacher, High	0.800	CH	09/23/19
Jennifer	Levy-Wendt	Counselor, High	0.100	SR	08/13/19
Elizabeth	Mendonca-Seufert	Teacher, Middle	0.167	GR	08/13/19
Daina	Penny	Teacher, Resource	0.400	WD	10/14/19
Daina	Penny	Teacher, Resource	0.200	SE	10/14/19
Daina	Penny	Teacher, Resource	0.200	GV	10/14/19
Daina	Penny	Teacher, Resource	0.200	QR	10/21/19
Kaci	Piona	Teacher, Elementary	0.037	MO	08/13/19

**2019-20 Temporary Employment - Partial Year**

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Dates</u>
Sarah	Bonomo	Teacher, Resource	0.150	WD	08/13/19-10/18/19
Gail	Reilly	Teacher, Elementary	1.000	MT	10/10/19-03/27/20

**2019-20 Categorical/Externally Funded Employment**

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Dustin	Smurthwaite	Teacher, Elementary	0.170	WD	10/31/19

**Temporary to Tenured**

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Nicole	Berglund	Teacher, Middle	0.1670	DV	08/09/19
Moriah	Bishop	Teacher, Elementary	0.2000	BC	08/09/19
Moriah	Bishop	Teacher, Elementary	0.2500	BV	08/09/19
Alexandra	Boitor	Teacher, Middle	0.1660	SV	08/09/19
Karen	Bonnar	Teacher, High	0.2000	SR	08/09/19
Leah	Chole	Teacher, High	0.2000	SR	08/09/19
Anastasia	Chrzanowski	Teacher, High	0.4000	MV	08/09/19
Mark	Cygnat	Teacher, Middle	0.1670	SV	08/09/19

\*Revision

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - November 19, 2019

**Temporary to Tenured - Continued**

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Jill	Downing	Teacher, Middle	0.3330	DV	08/09/19
Ruth	Dyrness	Teacher, Middle	0.3330	DV	08/09/19
David	Erbez	Teacher, Middle	0.3330	PV	08/09/19
Karrie	Eustice	Tsa, Elementary	0.1000	CC	08/09/19
Judi	Gavello	Teacher, Middle	0.1670	SV	08/09/19
Rachelle	Goldenberg	Counselor, High	0.2000	CH	08/01/19
Monica	Hersch	Counselor, Middle	0.1000	WR	08/01/19
Allison	Holliday	Teacher, High	0.2000	SR	08/09/19
Rebecca	Jaffee	Teacher, Elementary	0.1500	JB	08/09/19
Marissa	Kalan	Teacher, Middle	0.1670	DV	08/09/19
Kimberly	Lawrence	Tsa, Elementary	0.1180	BC	08/09/19
Mary	Loth	Teacher, Middle	0.1670	WR	08/09/19
Adriane	Marsh	Speech Therapist	0.1000	NA	08/06/19
Alicia	Martin	Teacher, Middle	0.1670	IH	08/09/19
Annemarie	Mcelhattan	Teacher, High	0.3000	MV	08/09/19
Tina	Mihin	Teacher, Middle	0.5000	IH	08/09/19
Rosemary	Miller	Teacher, Middle	0.1670	WR	08/09/19
Michael	Morelli	Teacher, High	0.6000	DH	08/09/19
Charlene	Nassoura	Teacher, Resource	0.5000	DV	08/09/19
Brian	Nichols	Teacher, High	0.2000	DH	08/09/19
Ann	Noel Booras	Teacher, High	0.2000	DH	08/09/19
David	Offerman	Teacher, High	0.4000	DH	08/09/19
Katherine	Olson	Teacher, High	0.2000	MV	08/09/19
Brinda	Patel	Teacher, Middle	0.5000	WR	08/09/19
Kaci	Piona	Teacher, Elementary	0.0370	BC	08/09/19
Kaci	Piona	Teacher, Elementary	0.0370	MO	08/09/19
Carol	Quach	Teacher, ELD	0.2000	DH	08/09/19
John	Reed	Teacher, High	0.2000	CH	08/09/19
Meghan	Rossi	Teacher, High	0.2000	SR	08/09/19
Lisa	Sawires	Teacher, Elementary	0.0370	WD	08/09/19
Ryane	Siegel	Teacher, High	0.4000	CH	08/09/19
Tiffany	Smith Beltran	Teacher, Middle	0.5000	WR	08/09/19
Linda	Taylor	School Psychologist	0.0250	MO	08/01/19
Marc	Walker	Teacher, Elementary	0.0500	CC	08/09/19
Oriana	Yanes	Teacher, Middle	0.1660	DV	08/09/19

**Temporary to Probationary**

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Renee	Abboud	Teacher, Special Ed	1.000	CC	08/08/19
Sara	Adams	Teacher, High	1.000	CH	08/09/19
Ryan	Anderson	Teacher, High	1.000	DH	08/09/19
Derek	Augarten	Teacher, Int/Middle	1.000	GR	08/09/19
Katie	Baron	Teacher, Elementary	1.000	TC	08/09/19
Madyson	Benz	Teacher, Elementary	1.000	SY	08/09/19
Michelle	Berry	Health Educator	1.000	SS	08/06/19
Neelam	Bhojani	Teacher, Middle	0.833	GR	08/09/19
Emily	Binder	School Psychologist	0.400	GR	08/01/19
Emily	Binder	School Psychologist	0.400	WD	08/01/19
Lanelle	Bold	School Psychologist	0.100	JB	08/01/19
Brian	Bonilla	Teacher, Elementary	0.925	BC	08/09/19
Sarah	Bonomo	Teacher, Resource	1.000	WD	08/08/19
Madeline	Brandel	Teacher, Elementary	1.000	GB	08/09/19
Amy	Briggs	Teacher, Middle	0.500	CW	08/09/19
Glenys	Burgoyne	Teacher, Resource	1.000	MV	08/08/19
Kirsten	Burrus	Teacher, Elementary	1.000	TC	08/09/19
Katelyn	Cadigan	Speech Therapist	0.300	CR	08/06/19
Katelyn	Cadigan	Speech Therapist	0.700	TH	08/06/19
Kim	Calvert	Teacher, Elementary	1.000	QR	08/09/19
Alyson	Campbell	Health Educator	1.000	SS	08/06/19
Lacy	Canton	Social Worker	1.000	SS	08/01/19

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - November 19, 2019

Temporary to Probationary - Continued

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Andrew	Cardiasmenos	Teacher, High	1.000	DH	08/08/19
Rachelle	Carwin	Speech Therapist	0.400	AL	08/06/19
Rachelle	Carwin	Speech Therapist	0.600	SY	08/06/19
Alessandra	Castro	Teacher, Middle	1.000	IH	08/09/19
Komila	Chamundeswa	Teacher, Elementary	1.000	QR	08/09/19
Lucia	Choi	Teacher, Elementary	0.200	BC	08/08/19
Karen	Cleary	Teacher, Elementary	0.400	TC	08/09/19
Sarah	Coleman	Health Educator	0.200	SS	08/06/19
Shay	Conaty	Teacher, Resource	1.000	PV	08/08/19
Anne	Connors	Teacher, High	0.800	MV	08/09/19
Scott	Cooley	Teacher, Special Ed	1.000	CH	08/08/19
Courtney	Corkery	Teacher, Elementary	0.400	GL	08/09/19
Heather	Cotton	Teacher, Elementary	1.000	LO	08/09/19
Elizabeth	Crook	Health Educator	1.000	SS	10/09/19
Giovanni	Crotti	Teacher, Elementary	1.000	AL	08/09/19
Kelly	Cushner	Counselor, High	1.000	DH	08/01/19
Lauren	Dowd	Teacher, Middle	1.000	DV	08/08/19
Sarah	Eddings	Teacher, High	0.800	CH	08/09/19
Monica	English	Speech Therapist	1.000	DH	08/29/19
Ashlee	Evonc	Teacher, Elementary	1.000	MO	08/09/19
Stephen	Farwell	Teacher, High	1.000	CH	08/09/19
Kristi	Flavio	Teacher, Elementary	0.600	SY	08/09/19
Anne	Garay Enguida	Teacher, Sdc-Preschool	1.000	WD	08/08/19
Nichole	Gentile	Teacher, Sdc-Preschool	1.000	GB	08/08/19
Benjamin	Germond	Teacher, Special Ed	1.000	LC	08/08/19
Paige	Gershman	Speech Therapist	0.600	GB	08/06/19
Michael	Giambona	School Psychologist	1.000	LC	08/01/19
Jessica	Gilmour	Counselor, High	1.000	MV	08/01/19
Michelle	Guidi	Teacher, Resource	0.200	GB	08/09/19
John	Hanavan	Teacher, Middle	1.000	GR	08/09/19
Tracy	Harrelson	Teacher, Resource	1.000	WR	08/09/19
Kimberly	Hensley	Tsa, Elementary	0.428	MT	08/09/19
Courtney	Herb	School Psychologist	1.000	DV	08/01/19
Holly	Herrington	Teacher, High	1.000	DH	08/09/19
Randolph	Hodge	Teacher, High	0.600	SR	08/08/19
Jessica	Hoyt	Teacher, Middle	1.000	PV	08/09/19
Adria	Ibarra	Teacher, Middle	1.000	GR	08/09/19
Olivia	Isseks	Counselor, High	0.600	SR	08/01/19
Anita	Jain	Teacher, Middle	1.000	WR	08/09/19
Surbhi	Jain	Teacher, High	1.000	CH	08/09/19
Alice	Johnson	Teacher, Middle	1.000	CW	08/09/19
Eunhee	Joo	Teacher, High	0.400	DH	08/08/19
Deanna	Karlson	Health Educator	1.000	SS	08/06/19
Sarah	Keyes	Teacher, Elementary	1.000	LO	08/09/19
Jaclyn	Kohleriter	Teacher, Special Ed	1.000	MT	08/08/19
John	Konjicija	Teacher, Elementary	1.000	CK	08/09/19
Armin	Kraemer	Teacher, Middle	1.000	CW	08/09/19
Lea	Laase	Teacher, Elementary	1.000	GB	08/09/19
Nolita	Larsen	Teacher, Elementary	0.814	RR	08/09/19
Jessica	Laurence	Teacher, High	1.000	MV	08/09/19
Sonja	Lawrence	Teacher, Middle	0.667	PV	08/09/19
Anne	Lee	Teacher, Elementary	1.000	GL	08/09/19
Wai	Lee	Teacher, Sdc-Preschool	1.000	LO	08/08/19
Antonella	Leone	Teacher, Special Ed	1.000	CR	08/08/19
Niki	Lianides	Teacher, Elementary	1.000	GB	08/09/19
Candice	Lozano	Teacher, Sdc-Preschool	1.000	WD	08/09/19
Danielle	Lux	Teacher, Elementary	1.000	BV	08/09/19
Mayumi	Macalino	Teacher, Elementary	0.222	QR	08/09/19
Amy	Masterson	Speech Therapist	1.000	SR	08/06/19
Jennifer	Mattinson	Teacher, High	0.800	MV	08/08/19

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - November 19, 2019

Temporary to Probationary - Continued

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Jacqueline	McLeod	Speech Therapist	1.000	GL	08/06/19
Lauren	Milani	Teacher, High	1.000	SR	08/09/19
Megan	Mitchner	Teacher, Elementary	1.000	RR	08/09/19
Robin	Mock	Teacher, Middle	1.000	CW	08/09/19
Jessica	Montevago	Teacher, Elementary	1.000	VG	08/09/19
Shannon	Mullally	Speech Therapist	0.600	MT	08/06/19
Jyothi	Nair	Teacher, Middle	1.000	DV	08/08/19
Lauren	Nakaso	Teacher, Middle	1.000	WR	08/09/19
Sarah	Nice	Teacher, Middle	1.000	PV	08/09/19
Allison	Nimmo	Teacher, High	1.000	CH	08/08/19
Calvin	Ofili	Teacher, High	1.000	DH	08/19/19
Julie	Oh	Teacher, Elementary	1.000	WD	08/09/19
Lisa	Olson	Counselor, High	0.400	CH	08/01/19
Adrianna	Oviedo	Teacher, Special Ed	1.000	BV	08/08/19
Arash	Pakdel	Teacher, Middle	1.000	GR	08/09/19
Kristine	Paulson	Teacher, High	1.000	MV	08/08/19
Daina	Penny	Teacher, Resource	0.200	GV	10/14/19
Daina	Penny	Teacher, Resource	0.200	QR	10/14/19
Daina	Penny	Teacher, Resource	0.200	SE	10/14/19
Daina	Penny	Teacher, Resource	0.400	WD	10/14/19
Susan	Peterson	Teacher, Elementary	0.371	MT	08/09/19
Linda	Pon	Teacher, High	0.200	DH	08/09/19
Casey	Putvin	Teacher, Elementary	1.000	LO	08/09/19
Kristi	Quinby	School Psychologist	0.400	AL	08/01/19
Kelly	Raab	Teacher, Middle	1.000	PV	08/09/19
Sushma	Rathi	Teacher, Special Ed	1.000	MT	08/09/19
Kathryn	Readler	Teacher, Elementary	0.200	SY	08/09/19
Torri	Rhyne	Teacher, Elementary	1.000	WD	08/09/19
Jennifer	Risher	Teacher, Middle	1.000	CW	08/09/19
Phoebe	Roddewig	Teacher, High	1.000	MV	08/08/19
Jacqueline	Rodriguez	Social Worker	1.000	SS	08/01/19
Graciela	Rohlik	Teacher, Middle	0.400	LC	08/08/19
Jolene	Ronda	Teacher, Elementary	1.000	MO	08/09/19
Christine	Russo	Teacher, Elementary	1.000	BV	08/09/19
Dorota	Sawicka	Teacher, High	1.000	DH	08/08/19
Jacob	Schechter	Teacher, High	1.000	CH	08/09/19
Elizabeth	Schreiber	Teacher, Elementary	0.500	QR	08/09/19
John	Scioscia	Teacher, Middle	1.000	PV	08/09/19
Elena	Scott	Teacher, Special Ed	1.000	DV	08/08/19
Renita	Singh	Teacher, Elementary	1.000	BV	08/09/19
Mark	Slanec	Teacher, High	0.400	SR	08/08/19
Adelia	Smith	Teacher, Resource	0.400	MT	08/08/19
Adelia	Smith	Teacher, Resource	0.400	VG	08/08/19
Kyle	Sprickman	Teacher, Middle	1.000	IH	08/09/19
Sheryl	Starkie	Teacher, Elementary	0.888	CK	08/09/19
Sharon	Stewart	Counselor, Middle	1.000	PV	08/01/19
Nicola	Stone	Teacher, Middle	0.667	IH	10/16/19
Lindsay	Tanner	Teacher, Elementary	1.000	TC	08/09/19
Jonelle	Teevens	Teacher, Middle	0.833	WR	08/09/19
Charles	Templeton	Teacher, High	1.000	SR	08/08/19
Jonathan	Templeton	Teacher, Elementary	1.000	GV	08/09/19
Suzanne	Thomas	Teacher, Elementary	0.444	QR	08/09/19
Corrin	Vanetti	Teacher, Elementary	1.000	GL	08/09/19
Stacy	Vasconi	Teacher, Elementary	0.500	SY	08/09/19
Lalitha	Vasudeva	Teacher, Middle	0.833	DV	08/08/19
Dylan	Vaughan	Teacher, Middle	1.000	GR	08/09/19
Sydney	Venierakis	Teacher, Elementary	1.000	TC	08/09/19
Patrick	Walker	Teacher, High	1.000	DH	08/08/19
David	Wassom	Teacher, Middle	1.000	SV	08/09/19
Sarah	Weeks	Teacher, Preschool	1.000	WD	08/09/19



**CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - November 19, 2019**

**Temporary to Probationary - Continued**

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Molly	West	Teacher, Elementary	1.000	TC	08/09/19
Daniella	White	Teacher, Middle	0.500	GR	08/08/19
Daniella	White	Teacher, Middle	0.333	LC	08/08/19
Lacey	Whiting	Social Worker	1.000	SS	08/01/19
Vivian	Wong	Teacher, High	1.000	DH	08/08/19
Simone	Yamshon	Teacher, Middle	1.000	PV	08/09/19
Kara	Yeoman	Teacher, Special Ed	1.000	CC	08/08/19
Libby	Yeung	Teacher, Elementary	0.500	CC	08/09/19

**Substitute Employment**

<u>First</u>	<u>Last</u>	<u>Effective Date</u>
Anastasia	Chepurung	10/17/19
Aholibama	Escobar	10/24/19
Jacob	Ellis	10/22/19
Alison	Golde	10/28/19
Marnie	Hascall	10/21/19
Meera	Higbee	10/29/19
Angela	Li	10/17/19
Amy	Lipke	10/31/19
Heather	Sheppard	10/30/19
Michelle	Vella	11/05/19

**Coach Employment**

<u>First</u>	<u>Last</u>	<u>Sport</u>	<u>Location</u>
Peter	Hillman	Assistant Men's Basketball	CH
Victor	James	Assistant Football	MV
George	Lallian	Assistant Wrestling	MV
Lisa	Luengo	Head Women's JV Soccer	MV
Elizabeth	Madrieres	Head Women's Freshman Volleyball	CH
Stephen	Sigl	Assistant Men's Basketball	CH
James	Thomas	Assistant Men's JV Basketball	MV

**Coach Resignations/Separations**

<u>EID</u>	<u>Loc</u>	<u>Effective Date</u>	<u>Reason</u>
16233	DH	11/04/19	Separation

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, California 94526

**DATE:** November 19, 2019

**TOPIC:** CONSIDERATION OF APPROVAL OF CLASSIFIED PERSONNEL  
CHANGES

---

**DISCUSSION:**


The attached personnel changes require Board approval.

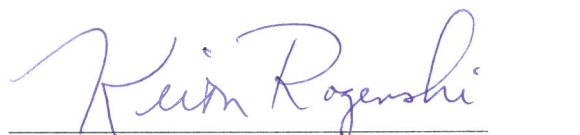
**RECOMMENDATION:**


The Administration recommends approval of the Classified Personnel Changes.

**BUDGET IMPLICATIONS:**

All recommendations for changes are presently within approved budget categories or have received specific Board approval.

  
\_\_\_\_\_  
Nancy J. Gamache  
Director, Human Resources

  
\_\_\_\_\_  
Keith Rogenski  
Assistant Superintendent, Human Resources

  
\_\_\_\_\_  
Rick Schmitt  
Superintendent

CONSIDERATION OF APPROVAL OF CLASSIFIED PERSONNEL CHANGES - November 19, 2019

**Separation**

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Action</u>	<u>Eff Date</u>
Keziah	Gamboa	Autism Specialist Para	GB	Resign	01/10/20
Mary-Jo	Reese	Autism Specialist Para	GL	Resign	11/29/19
Jasmin	Sidwell	Autism Specialist Para	CR	Resign	10/31/19
Mary	Sullivan	Bus Driver	TRANS	Resign	10/31/19
Gina	Salzillo-McKeen	Child Nutrition Assistant	MV	Resign	09/26/19
Caroline	Wibowo-Suhaimi	Child Nutrition Assistant	GR	Resign	10/25/19
Hillery	Dorris	Classroom Para	SY	Resign	10/18/19
Michele	Nino	Counselor Technician HS	MV	Resign	11/08/19
Elizabeth	Hume Graswich	Director II Communications & Community Relations	DO	Resign	10/25/19
Nora	Chapman	High School Financial Analyst	DH	Resign	10/16/19
Latha	Shyam	Instructional Assistant	CK	Resign	10/28/19
Shuk Ching	Chan	Noon Duty Supervisor	CW	Resign	11/08/19
Kimberly	Kamalman	Preschool Para	LO	Resign	11/04/19
Jane	Stevenson	School Office Assistant, Elementary	HH	Retire	12/27/19
Aimee	Casey	Special Education Para	DV	Resign	12/06/19

**Employment**

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Leslie	Shumate	Child Nutrition Assistant	GV	15.00	Dist.	10/21/19
Miya	Solomon	Child Nutrition Assistant - Rover	CN	20.00	Dist.	11/04/19
Margaret	Broglio	Classroom Para	VG	9.25	Ext.	10/28/19
Juli	Goldstein	Classroom Para	WD	15.00	Ext.	10/22/19
Theresa	Connolly	Computer Systems Assistant	SR	40.00	Dist.	10/21/19
Philip	Tao	Custodian	NA	30.00	Dist.	11/04/19
Maheshika	Jayasuriya	Crossing Guard	GR	15.00	Dist.	10/21/19
Julie	Fwu	Instructional Assistant	NA	15.00	Ext.	10/28/19
Cynthia	Franco	Noon Duty Supervisor	GL	6.00	Dist.	10/28/19
Sylvia	Hack	Noon Duty Supervisor	GB	11.25	Dist.	10/28/19
Nelson	Liu	Noon Duty Supervisor	GB	11.25	Dist.	11/08/19
Lakshmi	Nagara Andhala	Noon Duty Supervisor	WR	11.50	Dist.	10/14/19
Erin	Heflin	Special Education Para	SR	29.00	Cat.	11/04/19
Anila	Jacob	Special Education Para	WD	17.50	Cat.	10/16/19
Manisha	Oza	Special Education Para	BV	29.00	Cat.	10/28/19
Ana	Rosen	Special Education Para	SR	29.50	Cat.	10/28/19

**Voluntary Transfer**

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Eric	Sun	Computer Systems Assistant	TECH	40.00	Dist.	
		to Computer Systems Assistant	CH	40.00	Dist.	11/11/19
Christopher	Czerwinski	Custodian - Rover	CUST	40.00	Dist.	
		to Custodian	SR	40.00	Dist.	10/29/19

**Voluntary Change in Classification**

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Robin	Santos	Autism Specialist Para to Classroom Para	GL GL	17.50 12.00	Cat. Ext.	10/14/19
Jennifer	Martin	Bus Driver to Computer Systems Assistant	TRANS CS	25.00 40.00	Cat. Dist.	11/01/19
Raymond	Chui	Bus Driver to Transportation Vehicle Driver	TRANS TRANS	25.00 20.00	Cat. Cat.	11/04/19
Uma	Kumarasivan	Child Nutrition Assistant to Library Media Coordinator	IH IH	18.75 19.90	Dist. Dist.	11/12/19

**Increase in FTE**

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Laura	Solar	Autism Specialist Para to Autism Specialist Para	CC CC	20.00 25.00	Cat. Cat.	08/13/19

**District Initiated Transfer**

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Susan	Lee	Child Nutrition Assistant to Child Nutrition Assistant	LC QR	17.50 18.75	Dist. Dist.	11/06/19
Suma	Karkala	Special Education Para to Special Education Para	CC DH	29.00 29.50	Cat. Cat.	10/21/19

**Reclassification - Change Rate of Pay**

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Range</u>	<u>Fund</u>	<u>Eff Date</u>
Andrea	Fernandes	Classroom Para to Instructional Assistant	HH HH	RA RC	Ext. Ext.	10/07/19
Monika	Kishore	Classroom Para to Instructional Assistant	HH HH	RA RC	Ext. Ext.	10/07/19

**Classified Employment - Other**

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Action</u>	<u>Eff Date</u>
Kendall	Johansson	Lifeguard	Hire	10/22/19
Janet	McLinden	Substitute Bus Driver Trainee	Hire	11/02/19
Nada	Huseni	Substitute Child Nutrition Assistant	Hire	10/24/19
Shannon	Kennedy	Substitute Child Nutrition Assistant	Hire	10/21/19
Caroline	Wibowo-Suhaimi	Substitute Child Nutrition Assistant	Add	10/26/19
Eben	Anderson	Substitute Custodian	Hire	10/23/19
Latha	Shyam	Substitute Para	Resign	10/28/19
Sangeeta	Krishnamachari	Substitute Special Education Para	Hire	10/29/19

**San Ramon Valley Unified School District**  
 699 Old Orchard Drive, Danville, California, 94526

11/19/19  
 Page 21 of 67  
 Item 11.3

**DATE:** November 19, 2019

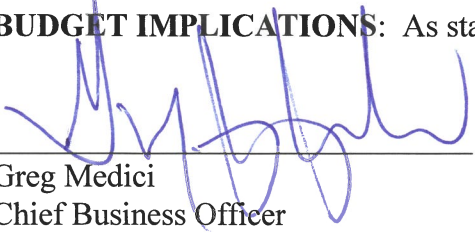
**TOPIC:** CONSIDERATION OF APPROVAL OF CONTRACTS/PURCHASES  
 OVER \$50,000


**DISCUSSION:** Contracts and purchases over \$50,000 are routinely brought to the Board for approval. Copies of the contracts are available to the Board and public upon request.

Vendor	Item	Amount	Funding
Aquatic Deisgn Group	Aquatic Design for Monte Vista HS	\$50,000	Measure D
Birds/Pigeons Away	Swallow control – district wide	\$88,000	RRM
Jeffco Roofing	Roof repairs – district wide	\$110,067	RRM
Herff Jones	Yearbook for WRMS	\$60,000	Site Donations
Reading & Writing Project	Professional Deveoopment Services	\$169,000	Ed Services – Title I

**RECOMMENDATION:** Authorize the District to execute the above agreements and purchases.

**BUDGET IMPLICATIONS:** As stated above.

  
 \_\_\_\_\_  
 Greg Medici  
 Chief Business Officer

  
 \_\_\_\_\_  
 Rick Schmitt  
 Superintendent

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, CA 94526

**DATE: NOVEMBER 19, 2019**

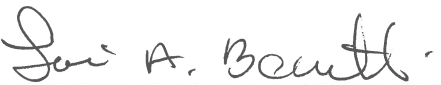
**TOPIC: RATIFICATION OF WARRANTS**

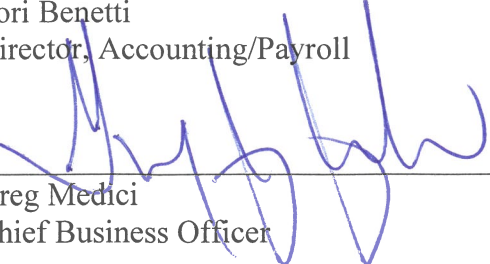
**DISCUSSION:** In accordance with Policy 3300, listed below is a summary of warrants issued for the following dates: May 30, 2019, through June 12, 2019. Detailed warrant registers are available in the District's Business Office for public inspection.


Fund Number	Fund Name	Vendor Warrants	Salary Warrants	Total
1	General Fund	3,041,609.55	12,547,242.03	<b>15,588,851.58</b>
5	Warrant Pass Through Fund	13,344,761.03		<b>13,344,761.03</b>
13	Child Nutrition Fund	240,731.64	175,213.29	<b>415,944.93</b>
21	Building Fund	1,701,286.60	76,757.55	<b>1,778,044.15</b>
25	Capital Facilities Fund	136,392.59		<b>136,392.59</b>
30	State School Building Fund			-
35	County School Facilities Fund			-
40	Special Reserve Capital Outlay	1,238,495.01	53,688.30	<b>1,292,183.31</b>
51	Bond Interest & Redemption			-
53	Tax Override Fund			-
67	Self-Insurance Fund	106,893.68		<b>106,893.68</b>
71	Retiree Benefit Fund			-
76	Warrant Pass Through Fund			-
77	Payroll A/P Clearing			-
Total All Funds		<u>\$19,810,170.10</u>	<u>\$12,852,901.17</u>	<u>\$32,663,071.27</u>

**RECOMMENDATION:** The Administration recommends ratification of the warrants issued on the above dates.

**BUDGET IMPLICATIONS:** As noted above.

  
\_\_\_\_\_  
Lori Benetti  
Director, Accounting/Payroll

  
\_\_\_\_\_  
Greg Medici  
Chief Business Officer

  
\_\_\_\_\_  
Rick Schmitt  
Superintendent



**San Ramon Valley Unified School District**  
 699 Old Orchard Drive, Danville, CA 94526

**DATE:** November 19, 2019


**TOPIC:** DECLARATION OF SURPLUS PROPERTY

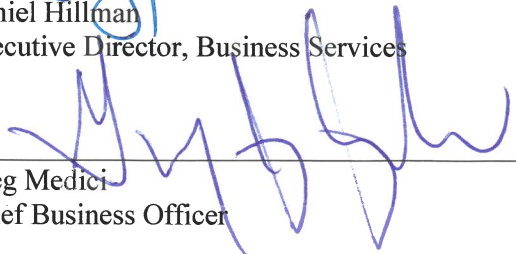
**DISCUSSION:** As per Education Code section 17545-17555, the governing board may sell or dispose of personal property which is unusable, obsolete, or no longer needed by the district. Staff has determined that the item(s) listed below are surplus property and they have been verified as obsolete, unusable and/or cost prohibitive to repair or maintain. If the items do not exceed in value the sum of \$2,500, they may be sold at a private sale without advertising. If the property is of insufficient value to defray the costs of arranging a sale, the items may be donated to a charitable organization or may be disposed of in the local public dump. The items will be removed from the District's fixed asset inventory upon sale or disposal.


Quantity	Item	Quantity	Item
138	Monitors	3	Radios
144	CPU Towers	1	White Board
159	Computers	Misc.	Cables, Power Cords, Adapters
413	Keyboards	4	Large Speakers
139	Mice	5	Personal Refrigerators
127	Printer/Scanners	4	Reg. Sized Refrigerators
19	Television	1	Kitchen Stove
37	VCR/DVD Players	2	Science Equipment
4	Speaker Sets	1	Dishwasher
28	Headphones	3	Teacher Desks
20	Walkie Talkie	2	Desk File Cabinet
3	Alpha Smart	7	Partition Panels
77	Projector/Doc Cameras	2	Student Desks w/ side storage
95	A/V equipment	1	Table 6'x4'
113	Tablets	6	Calculators
3	Smartboards	30	Digital Cameras
369	Laptops	4	Magnetic Media Drives
4	Electric Staplers		

**RECOMMENDATION:** Staff recommends approval of the items as surplus property.

**BUDGET IMPLICATIONS:** Any proceeds from the sale of items shall be placed to the credit of the fund from which the original expenditure for the purchase was made or in the general or reserve fund of the district.

  
 Daniel Hillman  
 Executive Director, Business Services

  
 Greg Medici  
 Chief Business Officer

  
 Rick Schmitt  
 Superintendent

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, California 94526

**DATE:** November 19, 2019

**TOPIC:** CONSIDERATION OF ADOPTION OF RESOLUTION NO. 32/19-20,  
NOTICE OF COMPLETION FOR GREEN VALLEY ELEMENTARY  
SCHOOL MODERNIZATION

---


**DISCUSSION:** At the completion of a project, the California Public Contract Code allows a Notice of Completion (NOC) to be accepted and filed by the Board of Education. The filing of this NOC shortens the period that a claim can be filed against the District.

---

**RECOMMENDATION:** Staff recommends the Board adopt Resolution No. 32/19-20, Notice of Completion for Green Valley Elementary School modernization.

**BUDGET IMPLICATIONS:** None

  
\_\_\_\_\_  
Gary Black  
Assistant Superintendent  
Facilities & Operations

  
\_\_\_\_\_  
Rick Schmitt  
Superintendent

San Ramon Valley  
Unified School District  
3280 Crow Canyon Rd.  
San Ramon, CA  
94583

Resolution No. 32/19-20

Recording Requested by  
San Ramon Valley Unified School District

When Recorded Mail or  
Deliver to:

San Ramon Valley Unified School District  
Attention: Gary Black  
Assistant Superintendent Facilities & Operations  
3280 Crow Canyon Road  
San Ramon, CA 94583

**Recorded**

at                    o'clock  
Contra Costa County Records  
Stephen L. Weir  
County Recorder

---

**San Ramon Valley Unified School District  
Contra Costa County, California**

In the matter of Accepting and Giving  
Notice of Completion of Contract with  
J-Walt Construction, Inc.

RESOLUTION OF ACCEPTANCE  
and NOTICE OF COMPLETION

**WHEREAS**, the above entitled School District on August 14, 2018, contracted with J-Walt Construction, Inc., 1787 East Main Street, Suite #12, Woodland, CA 95766, Travelers Casualty and Surety Company of America, Connecticut as surety for said Contractor for Green Valley Elementary School, 1001 Diablo Rd., Danville, CA 94526; and

**WHEREAS**, the nature of the District's interest in the modernization project at Green Valley Elementary School, 1001 Diablo Rd., Danville, CA 94526 "real property" is Fee Interest; and

**WHEREAS**, it has been certified to this Board of Education that said Contractor has completed the work and same has been inspected and complies with the approved plans and specifications, and that said Contractor has completed said work as of November 1, 2019; and

**NOW THEREFORE BE IT RESOLVED** that said work is accepted as completed and the Secretary of this Board is directed to have filed for record, a copy of this Resolution as a Notice of Completion in connection with said contract.

Resolution No. 32/19-20

**PASSED AND ADOPTED** at the regular meeting of the Board held on November 19, 2019 by the following called vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

#### **CERTIFICATION AND VERIFICATION**

I hereby certify that the forgoing is a true and correct copy of a resolution and acceptance entered on the minutes of a meeting of said Board of Education held November 19, 2019 and I declare under penalty of perjury that the foregoing is true and correct.

Dated: November 19, 2019, Danville, California.

---

**Rick Schmitt**  
Secretary of the Board of Education of the  
San Ramon Valley Unified School District of  
Contra Costa County, State of California

**San Ramon Valley Unified School District**  
699 Old Orchard Drive, Danville, California, 94526

**DATE: NOVEMBER 19, 2019**

**TOPIC: RATIFICATION OF FACILITIES AND OPERATIONS CONTRACTS**

---

**DISCUSSION:** This item covers previously board approved contracts that have gone over the initial approval amount. Increases to these type of contracts can be the result of various revisions including but not limited to unforeseen conditions, additional requested work, etc. A copy of the contracts are available to the Board and public upon request.

<b>Vendor</b>	<b>Project</b>	<b>Original Amount</b>	<b>Revised Amount</b>	<b>Funding</b>
Andy's Roofing	Roofing repairs for Montevideo Elementary School Modernization	\$195,800	\$204,498	Measure D
BSK Associates	Additional Geotechnical and Consultation Services for Stone Valley Middle School Modernization	\$77,102	\$141,998	Measure D

---

**RECOMMENDATION:** Authorize the District to execute the increase to the above contracts.

**BUDGET IMPLICATIONS:**

- \$8,698 – Andy's Roofing - Fund 21 Measure D
- \$64,896 – BSK Associates – Fund 21 Measure D

  
Gary Black  
Assistant Superintendent  
Facilities & Operations

  
Rick Schmitt  
Superintendent

11.7

Item Number

**DATE:**        **November 19, 2019**

**TOPIC:**        **CONSIDERATION OF ADOPTION OF RESOLUTION No. 33/19-20,  
APPROVING ROUTINE BUDGET REVISIONS**

---

**DISCUSSION:**

**Revenues**

Other local Revenues –

Other Local revenues have increased \$547,640 due to Local Donations, Integrated Maker grant and other small grants.

**Expenditures**

Salaries and Benefits –

Salaries and benefits are increased \$891,240 overall, primarily due to Local Donations and restricted intra-program transfers.

Supplies/Services –

Supplies and services are decreased \$119,769 primarily because of intra-programs transfers and reduced growth furniture budgets.

**Transfers –**

Transfers In from the Special Reserve – Other fund are increased \$988,517 due to adjustments to the reserve for economic uncertainty.

Transfers Out to the Child Nutrition fund are increased \$57,951 to cover 2018-19 bad debts.

**11.8**

Item Number



**Other Funds**

**Child Nutrition Fund 13 –**

Transfers In are increased to cover 2018-19 bad debts from the Supply objects. The projected ending fund balance remains unchanged at \$375,768.

**Special Reserve Fund 17 –**

Transfers Out are increased to reflect adjustments to reserves for economic uncertainty. The projected ending fund balance is \$16,085,802.

**Building Fund 21 –**

Expenses are increased \$138,742. Transfers In from Fund 35 are recorded at \$1,926,125. The projected ending fund balance is \$16,533,996.

**County School Facilities Fund 35 –**

Revenue and Transfers Out are increased \$1,926,125 to reflect OPSC reimbursements for Gale Ranch and DVHS completed projects. The projected ending fund balance is \$0.

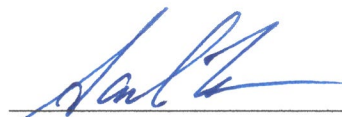
---

**RECOMMENDATION:**

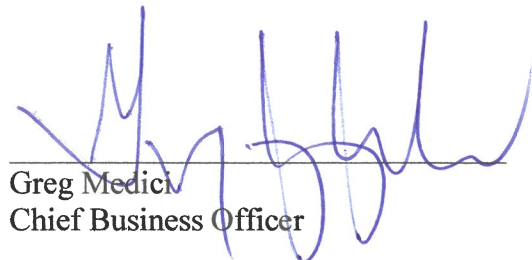
The Administration recommends adoption of Resolution No. 33/19-20, approving the budget adjustments as presented.

**BUDGET IMPLICATIONS:**

Various, as noted above.



Gael Treible  
Interim Director, Fiscal Services



Greg Medic  
Chief Business Officer



Rick Schmitt  
Superintendent

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 33/19-20  
APPROVING ROUTINE BUDGET REVISIONS**

11/19/19  
Page 30 of 67  
Item 11.8

**WHEREAS**, Education Code Sections 42600 – 42603 permit the County Superintendent of Schools with the consent of the Governing Board of the San Ramon Valley Unified School District to make such transfers to revise the adopted budget at any time during a fiscal year; and

**WHEREAS**, the Governing Board believes it to be in the best interest of the District to regularly revise the 2019-20 budget in order to more accurately portray the financial condition of the District;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board of the San Ramon Valley Unified School District does hereby authorize the Contra Costa County Superintendent of Schools to revise its 2019-20 budget as hereafter detailed.

**BE IT FURTHER RESOLVED** that the Secretary of the Governing Board is hereby directed to deliver a copy of this Resolution to the County Superintendent of Schools.

**APPROVED, PASSED and ADOPTED** by the Governing Board of the San Ramon Valley Unified School District this 19<sup>th</sup> day of November, 2019, by the following vote:

AYES:

NAYS:

ABSENT:

---

Rick Schmitt  
Secretary of the Board of Education of the  
San Ramon Valley Unified School District of  
Contra Costa County, State of California

# San Ramon Valley Unified School District

699 Old Orchard Drive, Danville, California, 94526

11/19/19  
Page 31 of 67  
Item 11.9

**DATE:** November 19, 2019

**TOPIC:** CONSIDERATION OF ADOPTION OF RESOLUTION 34/19-20, TO UNCOMMIT FUNDS FOR 2019-20

---

**DISCUSSION:** At the board meeting on June 25, 2019 a resolution was brought forward to “commit funds” for specific purposes. These funds when committed are subject to internal constraints self-imposed by formal action of the governing board and may be redirected to other purposes as long as the original constraints are removed or modified in the same manner in which they were imposed, that is, by the same formal action of the board. “Assigned” funds reflect the amounts the board *intends* to be used for specific purposes, but they are not subject to restricted or committed levels of constraint. Assigned funds are not required to be imposed, modified or removed by formal action of the board and the action to do so does not require the same formality and may be delegated to another district official.

In November 2018 the staff recommended the establishment of the Special Reserve Fund for Capital Outlay Projects, “Fund 40”, to allow the district to better align multi-year infrastructure investments with reserve funds currently available to complete such investments. The projects which will be accounted for in Fund 40 included investments in (1) technology infrastructure, (2) safety infrastructure, (3) solar generation infrastructure and associated debt payments, (4) artificial turf replacement, (5) Childcare Building infrastructure, (6) maintenance and operations capital investments, and (7) all other infrastructure projects eligible for investments under Education Code 42840. These funds are to be classified as “assigned” not “committed”, therefore allowing more flexibility and use of said funds.

We request the Board uncommit the following ending balances:

<u>Special Reserve Fund:</u>	
Solar Debt Service	\$6,149,251
Facility Use	\$1,789,343
Capital Investments	\$3,675,000
Safety Investments	\$1,605,803
Childcare Buildings	\$1,589,579
Diablo Vista Middle School fields	\$925,233
Dougherty Valley High School CSA	\$210,565

---

**RECOMMENDATION:** The staff recommends adoption of Resolution 34/19-20, to uncommit the funds and reclassify them as “assigned” in the Special Reserve - Fund 40.

**BUDGET IMPLICATIONS:** Amounts assigned are intended for the above purposes and may be available for general operations.



Gael Treible  
Interim Director Fiscal Services



Greg Medic  
Chief Business Officer



Rick Schmitt  
Superintendent

11.9  
Item Number

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**

11/19/19  
Page 32 of 67  
Item 11.9

**RESOLUTION NO. 34/19-20**

**UNCOMMIT FUNDS 2019-20**

**WHEREAS, under GASB 54, the Governing Board is required to take action if they wish to formally commit or uncommit ending balances of funds for a specific purpose; and**

**WHEREAS,** the Governing Board wishes to uncommit the ending balance in the Special Reserve Fund of \$6,149,251 for solar debt service, \$1,789,343 for facility use, \$3,675,000 for capital investments, \$1,605,803 for safety investments, \$1,589,579 for the purchase of childcare buildings, \$925,233 for Diablo Vista Middle School fields and \$210,565 for Dougherty Valley High School CSA; and reclassify as assigned;

WHEREAS, the Governing Board intends to utilize the ending balances in the Special Reserve Fund as noted above, the funds may be available for general purposes;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board of the San Ramon Valley Unified School District does hereby uncommit these amounts;

**APPROVED, PASSED and ADOPTED** by the Governing Board of the San Ramon Valley Unified School District this 19th day of November 2019, by the following vote:

AYES:

NAYS:

ABSENT:

---

Rick Schmitt  
Secretary of the Board of Education of the  
San Ramon Valley Unified School District of  
Contra Costa County, State of California

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
699 Old Orchard Drive, Danville, CA 94526

11/19/19  
Page 33 of 67  
Item 11.10

**DATE:** November 19, 2019


**TOPIC:** CONSIDERATION OF THE COLLEGE AND CAREER ACCESS  
PATHWAYS PARTNERSHIP AGREEMENT (CCAP)


---

**DISCUSSION:** The College and Career Access Pathways (CCAP) is a partnership agreement between SRVUSD and Diablo Valley College, San Ramon Campus (DVC - SR), for the 2019-2020 school year. In general, the goal of CCAP agreements is to improve the college and career readiness of high school students by increasing the opportunities for dual enrollment at the community college associated with the school district. This would be the first CCAP agreement entered into by SRVUSD. The courses designated in the CCAP agreement are all associated with the CollegeConnect program. The College and Career Access Pathways Partnership Agreement, if approved, would expire in July of 2020.

**RECOMMENDATION:** Administration supports the College and Career Access Pathways Partnership Agreement and will bring it forward for public comment and Board approval on December 17, 2019.

**BUDGET IMPLICATIONS:** The total cost of books and instructional materials for SRVUSD students will be borne by the District and taken out of textbook funds.

  
\_\_\_\_\_  
Toni Taylor  
Deputy Superintendent

  
\_\_\_\_\_  
Rick Schmitt  
Superintendent

**11.10**

Item Number

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2019-2020**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Diablo Valley College, San Ramon Campus (“COLLEGE”) a college of the Contra Costa Community College District (“4CD”), 500 Court Street, Martinez, CA 94553, and (“SCHOOL DISTRICT”) San Ramon Valley Unified School District.

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Contra Costa Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in Contra Costa County and within the regional service area of 4CD, unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, 4CD and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” as specified in Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, 4CD and COLLEGE;

NOW THEREFORE, 4CD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for one year beginning on *July 1, 2019*, and ending on *June 30, 2020*, and requires annual renewal each year by July 1, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those

*Note: All referenced Sections from AB 288 (Education Code 76004)*

students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses. Sec. 2 (c)(1)

1.3 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district (COLLEGE and 4CD) and SCHOOL DISTRICT partners. Sec. 2 (c)(2)

1.1 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of 4CD and applicable law. Sec. 2 (a)

2.2 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

## **1. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

2.4 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” as specified Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who

*Note: All referenced Sections from AB 288 (Education Code 76004)*

are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)

- 2.5 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and 4CD standards and policies.
- 2.6 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and 4CD policy.
- 2.7 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 2.8 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil’s CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 2.9 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 2.10 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 2.11 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

### **3. COLLEGE APPLICATION PROCEDURE**

- 3.1 The COLLEGE will be responsible for processing student applications.

*Note: All referenced Sections from AB 288 (Education Code 76004)*



- 3.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 1.1 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee described in the following California Education Code Sections: 49011 Pupil fees; 76060.5 Student representation fee; 76140, 76141, and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees. Sec. 2 (f)(q)

#### **4. PARTICIPATING STUDENTS**

- 4.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011 Pupil fees. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5 Student representation fee; 76140, 76141 and 76142 Nonresident tuition and corresponding permissible “capital outlay” fee and/or “processing fee”; 76223 Transcript fees; 76300 Course enrollment fees; 76350 Apprenticeship course fees; and 79121 Child development center fees.
- 4.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 4.3 Participating students must meet all 4CD prerequisite requirements as established by the 4CD and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 4.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.

*Note: All referenced Sections from AB 288 (Education Code 76004)*

- 4.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 4.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 4.7 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 4.8 A course dropped within the 4CD drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## **5. CCAP AGREEMENT COURSES**

- 5.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus within the SCHOOL DISTRICT during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 5.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 5.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 5.4 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c)(1)
- 5.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 5.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with 4CD academic standards.
- 5.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.

*Note: All referenced Sections from AB 288 (Education Code 76004)*

- 5.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 5.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by 4CD Business Procedure 2.02.
- 5.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to 4CD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between 4CD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the 4CD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 5.11 Site visits and instructor evaluations by one or more representatives of the COLLEGE and or 4CD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with 4CD academic standards.
- 5.12 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with 4CD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 5.13 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with 4CD guidelines, policies, pertinent statutes, and regulations.
- 5.14 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 5.15 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## 6. INSTRUCTOR(S)

- 6.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the 4CD.

*Note: All referenced Sections from AB 288 (Education Code 76004)*

- 6.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m)(1)
- 6.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 6.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 6.5 COLLEGE and SCHOOL DISTRICT certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)
- 6.6 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 6.7 Prior to teaching, faculty provided by the SCHOOL DISTRICT shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 6.8 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited address course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 6.9 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of 4CD.
- 6.10 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will

*Note: All referenced Sections from AB 288 (Education Code 76004)*

also be subject to the authority of 4CD specifically with regard to their duties as instructors.

- 6.11 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction, subject to approval by 4CD.

## **7. ASSESSMENT OF LEARNING AND CONDUCT**

- 7.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 7.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 7.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 7.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

## **8. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 8.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with 4CD policies and standards. Sec. 2 (c)(2)
- 8.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 8.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with 4CD policy and COLLEGE procedures and academic standards.
- 8.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.

*Note: All referenced Sections from AB 288 (Education Code 76004)*

- 8.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 8.6 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
  - The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## 9. APPORTIONMENT

- 9.1 4CD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 9.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 9.3 4CD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 9.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

*Note: All referenced Sections from AB 288 (Education Code 76004)*

- 9.5 Effective January 1, 2017, AB 2364, amended California Education Code 76140 to exempt specific nonresident students who live and attend high school in California from nonresident tuition for community college dual enrollment coursework. With the passage of AB 2364 Districts are allowed to claim apportionment for students eligible for nonresident tuition exemption.

## 10. CERTIFICATIONS

- 10.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 10.2 4CD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 10.3 The SCHOOL DISTRICT agrees and acknowledges that 4CD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 10.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 10.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 10.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 10.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)

*Note: All referenced Sections from AB 288 (Education Code 76004)*

- 10.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **11. PROGRAM IMPROVEMENT**

- 11.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

## **12. RECORDS**

- 12.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 12.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

## **13. REIMBURSEMENT**

- 13.1 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

## **14. FACILITIES**

- 14.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to 4CD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 14.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 14.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

## **15. INDEMNIFICATION**

*Note: All referenced Sections from AB 288 (Education Code 76004)*



- 15.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and 4CD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 15.2 The 4CD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of 4CD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the 4CD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## 16. INSURANCE

- 16.1 The SCHOOL DISTRICT, in order to protect the 4CD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and 4CD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE and to 4CD.
- 16.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and 4CD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement.

*Note: All referenced Sections from AB 288 (Education Code 76004)*

SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

**17. NON-DISCRIMINATION**

17.1 Neither the SCHOOL DISTRICT nor the COLLEGE and 4CD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

**18. TERMINATION**

18.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

**19. NOTICES**

19.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

DIABLO VALLEY COLLEGE, SRC  
1690 Watermill Road  
San Ramon, CA 94582  
Attn: Kenyetta Tribble, Interim, Senior Dean

4CD  
Contra Costa Community College District  
500 Court St.  
Martinez, CA 94553  
Attn: David Wetmore, Director of Purchasing

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT  
699 Old Orchard Drive  
Danville, CA 94526  
Attn: Rick Schmitt, Superintendent

**20. INTEGRATION**

20.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**21. MODIFICATION AND AMENDMENT**

*Note: All referenced Sections from AB 288 (Education Code 76004)*

21.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**22. GOVERNING LAWS**

22.1 This agreement shall be interpreted according to the laws of the State of California.

**23. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

23.1 For locations outside the geographical boundaries of 4CD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**24. SEVERABILITY**

24.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**25. COUNTERPARTS**

25.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on *October 9, 2019*

By: \_\_\_\_\_  
Rick Schmitt  
Superintendent  
San Ramon Valley Unified School District

By: \_\_\_\_\_  
Susan Lamb  
President  
Diablo Valley College

By: \_\_\_\_\_  
David Wetmore  
Director of Purchasing  
Contra Costa Community College District

*Note: All referenced Sections from AB 288 (Education Code 76004)*

**APPENDIX**

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Diablo Valley College, San Ramon Campus (“COLLEGE”) a college of the Contra Costa Community College District (4CD), 500 Court Street, Martinez, CA 94553 and (SCHOOL DISTRICT.”) San Ramon Valley Unified School District and

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and *Sec. 2 (c)(1)*

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and *Sec. 2 (c)(1)*

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; *Sec. 2 (k)(3)*

NOW THEREFORE, 4CD, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. CCAP AGREEMENT**

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. *Sec. 2 (b)*
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. *Sec. 2 (c)(2)*
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before March 1, 2017 and follow the protocols set forth in (a) and (b) of this section.

*Note: All referenced Sections from AB 288 (Education Code 76004)*

- d. 4CD, COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
4CD:	David Wetmore, Director of Purchasing & Contracts	925-229-6955	dwetmore@4cd.edu
College:	Kenyetta Tribble, Interim, Senior Dean	925-551-6204	ktribble@dvc.edu
School District:	Debbie Petish, Director of Curriculum and Instruction	925-552-2922	dpetish@srvusd.net

**2. STUDENT SELECTION**

- a. SCHOOL DISTRICT shall certify that all participating students meet the minimum school day reporting requirements as specified in California Education Code 46114 and 41146. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.
- b. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*
- d. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p)(1-3)*

**3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)**

- e. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

*Note: All referenced Sections from AB 288 (Education Code 76004)*



4. **CCAP AGREEMENT PROGRAM YEAR 2019-20** - college has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; term; number of sections; the total number of students to be served and projected FTES; and the instructor and employer of record.

PROGRAM YEAR: 2019-2020 COLLEGE: Diablo Valley College, San Ramon Campus  
 EDUCATIONAL PROGRAM: Dual Enrollment SCHOOL DISTRICT: San Ramon Valley Unified School District  
 HIGH SCHOOL(S): California, Del Amigo, Dougherty Valley, Monte Vista, San Ramon Valley & Venture

**TOTAL NUMBER OF STUDENTS TO BE SERVED: up to 150** **TOTAL PROJECTED FTES: 24**

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/ HOURS	INSTRUCTOR	EMPLOYER OF RECORD*	LOCATION
1. BIOSC	102	Fall '19 Spring '20	2:30PM-3:55PM 4:20PM-7:30PM	T TH TH	LUU, JULIE	■ CC HS	■ CC HS
2. COUNS	120	SU19SU19S U20	TBD	TBD	TBD	■ CC HS	■ CC HS
3. ECON	221	Fall '19	4:05PM-5:30PM	T TH	YOON, HAENGKU	■ CC HS	■ CC HS
4. FTVE	210	Fall '19 Spring '20	4:05PM-7:15PM	T	LODEN, FRANCES	■ CC HS	■ CC HS
5. HIST	124	Fall '19 Spring '20	4:05PM-7:15PM	TH	LEE, DEBORAH	■ CC HS	■ CC HS
6. OCEAN	102	Spring '20	2:30PM-3:55PM 4:20PM-7:30PM	T TH TH	TBD	■ CC HS	■ CC HS
7. POLSC	121	Fall '19	Online/6:00PM-9:10PM	Online/ T	WING, LAURA/ KROPF, JOHN	■ CC HS	■ CC HS
8. PSYCH	101	Fall '19 Spring '20	2:20PM-3:45PM	T TH	VAN VEEN, VINCENT	■ CC HS	■ CC HS
9. SOCIO	120	Fall '19 Spring '20	4:05PM-7:15PM	T	BROWN, NANCY	■ CC HS	■ CC HS

\*Pursuant to 4CD Business Procedure 2.02, Instruction Service Agreement (ISA), the college must complete and submit an ISA if the Employer of Record is the School District for the instructor teaching the course(s) listed.

**Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1)):

Juniors and Seniors who are on track to graduate from high school, who are thinking of attending community college, who have expressed interest in attending DVC, and who have high potential, will be recruited for this program based on a minimum GPA of 2.5. Priority will be given to first generation college students and under-served populations. The program is not designed for students who may not graduate from high school, have behavioral issues, or who have high absentee rates, nor is it designed for highly motivated students who have a clear trajectory towards a 4-year university or college.

5. **BOOKS AND INSTRUCTIONAL MATERIALS** - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

COURSE NAME	TEXT	COST (Tax/Shipping/Handling additional)	OTHER INSTRUCTIONAL MATERIALS	COST
1. BIOSC 102 Fundamentals of Biological Science	CAMPBELL: ESSENTIAL BIOLOGY WITH PHYSIOLOGY (SIMON)	\$182.65	BIOSC 102 LAB MANUAL	\$19.95
2. COUNS 120	SEE INSTRUCTOR FOR CLASS MATERIALS	\$0		
3. ECON 221 Principles of Microeconomic s	ECONOMICS (KARLAN)	\$68.90		

Note: All referenced Sections from AB 288 (Education Code 76004)

19 | Page



4. FTVE 210 American Ethnic Cultures in Film	FILM STUDIES (SIKOV)	\$41.10		
5. HIST 124 History of California	CALIFORNIA (ROLLE)/ ALICE MEMOIRSOFA BARBARY COAST	\$59.00/\$17.60		
6. OCEAN 102 Fundamentals of Oceanography with Laboratory	OCEANOGRAPHY: AN INVITATION TO MARINE SCIENCE, + MINDTAP	\$60.80	OCEANI02 LAB MANUAL	\$19.95
7. POLSC 121 Introduction to United States Government	OPENSTAX.ORG/DETAILS/BOOKS/AMERICAN- GOVERNMENT / AMERICAN GOVERNMENT (HEINEMAN)	\$0/\$17.85		
8. PSYCH 101 Introduction to the Psychology	SEE INSTRUCTOR FOR CLASS MATERIALS	\$0		
9. SOCIO 120 Introduction to Sociology	REVEL FOR SOCIETY:THE BASICS	\$81.00		

Note: All referenced Sections from AB 288 (Education Code 76004)

## 6. MANDATED ANNUAL STATE REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before date established by the district and shall be reported annually in compliance with all applicable state and federal privacy laws. The 4CD shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t)(1)(A)*
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. *Sec. 2 (t)(1)(B)*
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(1)(D)*
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

## 7. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

005142.00043  
13951870.1

## 8. PRIVACY OF STUDENT RECORDS

- c. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP

*Note: All referenced Sections from AB 288 (Education Code 76004)*

Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

- d. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- e. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- f. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent.

**9. FACILITIES USE**

- g. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 15, Facilities, of this CCAP Agreement.
- h. COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

BUILDING	CLASSROOM	DAYS	HOURS
EAST	187	T TH	2:30PM-3:55PM
	235	TH	4:20PM-7:30PM
WEST	222	T TH	4:05PM-5:30PM
WEST	212	T	4:05PM-7:15PM
WEST	218	TH	4:05PM-7:15PM
EAST	188	T TH	2:30PM-3:55PM
	235	T	4:20PM-7:30PM
WEST	218	T	6:00PM-9:10PM
WEST	216	T TH	2:20PM-3:45PM
EAST	226	T	4:05PM-7:15PM

005142.00043  
13951870.1

**10. INSURANCE**

- a. The 4CD, in order to protect the SCHOOL DISTRICT, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or

in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the SCHOOL DISTRICT, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the SCHOOL DISTRICT.

- b. For the purpose of Workers' Compensation, COLLEGE and 4CD shall be the "primary employer" for all its personnel who perform services as instructors and support staff. COLLEGE and/or 4CD shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE AND 4CD agree to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE and/or 4CD personnel connected with providing services under this Agreement. COLLEGE and 4CD are not responsible for non-COLLEGE and/or non-4CD personnel who may serve as instructors or students who are not affiliated with the COLLEGE and/or 4CD.

005142.00043  
13951870.1

**DATE:** November 19, 2019

**TOPIC:** CONSIDERATION OF APPROVAL OF A NEW POSITION DESCRIPTION  
FOR BUSINESS MANAGER

---

**DISCUSSION:**

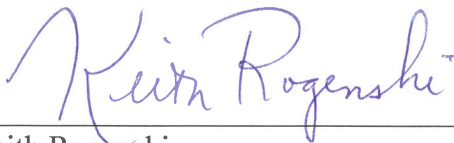
As a part of the district's continued restructuring of its management team, the district has identified a need to staff a Business Manager in the Business Department. Under the direction of the Assigned Supervisor, the incumbent in this position will plan, organize, control, and direct a variety of Business Department functions for the District including: coordinate and participate in the accurate and timely preparation of all phases of the District auditing and accounting functions; provide technical guidance to accounting staff; coordinate the establishment of internal controls and monitor compliance with federal, state and county audit requirements; and supervise and evaluate the performance of assigned personnel. Upon approval of this job description, the District's Senior Accountant position, which is also a classified management position, will be eliminated.

**RECOMMENDATION:**

Approve the job description for Business Manager as presented.

**BUDGET IMPLICATIONS:**

Although the staffing of this new position will result in a net cost increase to the General Fund of approximately \$15,000 annually, the broader restructuring and right-sizing of the management team during 2019-2020 will result in a net reduction of 8 management positions and generate annual savings in management costs to the District of over \$1.3 million. Accordingly, there are no anticipated net increased costs in creating and staffing this position.



Keith Rogenski  
Assistant Superintendent, Human Resources



Rick Schmitt  
Superintendent

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

11/19/19  
Page 58 of 67  
Item 11.11

---

<b>TITLE:</b>	Business Manager	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Business Services	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	12 Months
<b>BOARD APPROVAL:</b>		<b>SALARY:</b>	Management Tier IV; Range G

---

**SUMMARY DEFINITION:**

Plan, organize, control, and direct a variety of Business Department functions for the District including: coordinate and participate in the accurate and timely preparation of all phases of the District auditing and accounting functions; provide technical guidance to accounting staff; file federal, state, and county reports; coordinate the establishment of internal controls and monitor compliance with federal, state and county audit requirements; centralized procurement of supplies, materials, and equipment; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**E = Essential Functions**

Perform, plan, organize, coordinate and participate in the accurate and timely preparation of all phases of District auditing and accounting functions; file federal, state, and county reports; coordinate the establishment of internal controls and monitor compliance with federal, state and county audit requirements. **E**

Perform duties and responsibilities necessary to close the books at the end of each fiscal year. **E**

Maintain strict control over expenditures and ensure fiscal accountability. **E**

Work directly with the District's external auditor. **E**

Examine accounting records, reports, and audits to determine compliance with rules and procedures. **E**

Plan, organize, control, and direct a variety of programs, projects, and activities related to the purchasing functions of the District including the procurement of supplies, materials, equipment, and services. **E**

Prepare, direct, and control the preparation of requests for proposal, requests for qualifications, specifications, bids and quotations. **E**

Analyze bids or quotes, check references, and recommend awarding of various contracts. **E**

Develop, prepare, and control the annual budget for the purchasing team; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; assist with District budget development and projections. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, and disciplinary action. **E**

Provide technical resources for staff members in existing and new processes, procedures, and computer software programs and respond to questions or concerns regarding interpretation of laws, rules, regulations and contracts governing District accounting. **E**

**Business Manager**  
**Page 2**

Work effectively with other District departments, school sites, and outside agencies to obtain and verify information pertinent to accounting functions. **E**

Train and assist school site personnel in appropriate procedures for Revolving Cash Funds, Student Body Funds, and external funding from parent and community organizations. **E**

Audit computerized accounting data and procedures for efficiency and accuracy. **E**

Write and edit complex reports and present findings, conclusions and recommendations. **E**

Reconcile and maintain the general ledger. **E**

Formulate and develop policies and procedures; review methods and procedures to determine effectiveness; assure quality control; recommend and initiate cost-effective procurement strategies and services to District departments and school sites. **E**

Provide a positive climate for interaction and communication among District personnel. **E**

Communicate with other administrators, District personnel, vendors and contractors to coordinate activities and programs; resolve issues, conflicts and exchange information; conduct inquiries; analyze prices and market trends. **E**

Develop and implement short and long-range plans and activities. **E**

Write comprehensive, objective and statistical reports; make presentations to a wide variety of audiences. **E**

Attend workshops and meetings related to District policies and purchasing processes and procedures. **E**

Coordinate and direct the disposal of District property. **E**

Direct record keeping activities related to purchasing activities. **E**

Operate a computer, related software, and contemporary office equipment. **E**

Maintain current knowledge of State of California Education Code, Board Policies and Administrative Regulations, and other laws, legislation, rules and procedures related to purchasing in a school district environment. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to: Three (3) years of increasingly responsible experience functioning in a lead capacity in a public sector business department and/or purchasing operation; Bachelor's degree in business or related field; three years of management or supervisory experience; managing, supervising and evaluating employees, and purchasing experience, preferably in a public agency setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The requirements listed below are representative of the knowledge, skill, and/or ability required.

**KNOWLEDGE OF:**

Policies and procedures involved in the preparation, verification, maintenance, and processing of District accounting and auditing processes.

Principles of accounting and financial record-keeping. District organization, operations, policies and objectives. District and County accounting and auditing procedures.

Applicable sections of State Education Code and other applicable laws. Financial and statistical record-keeping techniques.

Planning, organizing and directing purchasing functions of the District.

Methods, practices, and procedures for purchasing.

Sources of supply, commodity markets, marketing practices and commodity pricing methods and differentials.

Requirements and restrictions of purchasing procedures in a school district.

Computers, spreadsheets and word processing programs.

Budget preparation and control.

Management and personnel practices and principles.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Training techniques.

Verbal and written communication skills.

Data collection, analytical methods and procedures.

Report writing and record-keeping techniques.

**ABILITY TO:**

Meet District standards of professional attitude as outlined in the Code of Ethics for Management Employees.

Plan, organize, and administer the purchasing, warehousing, and duplicating functions of the District.

Interpret market prices and trends.

Plan and schedule purchasing activities for optimum efficiency and service.

Maintain current knowledge of State of California Education Code, and other purchasing rules and regulations.

Plan, organize, and coordinate purchasing projects and development of bid specifications.

Perform research, analyze data, and produce a variety of reports.

Read, understand, explain, and implement purchasing policies and procedures.

Conceptualize and work at detail level.

Use appropriate judgment in diverse situations.

Train personnel on purchasing procedures and programs.

Work cooperatively and communicate effectively.

Prepare comprehensive technical materials.

Prepare and present complete and accurate written and oral reports.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Prioritize, plan, organize, and schedule work.

Give and receive oral and written instructions using proper English.

**TECHNOLOGY EQUIPMENT AND TOOL SKILLS:**

Proficient ability to use a personal computer and use Proficient ability to use a personal computer and use Microsoft Office XP or higher, databases specific to the District, Internet, and Microsoft Outlook. Ability to



use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, web page/menu information, word processing, spreadsheets, scheduling and calendar management, data management and complex calculations.

**LANGUAGE SKILLS:**

Ability to read, write, and speak in English. Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals, including policies, procedures, and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Office and school site environment; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and other department related tools and equipment; seeing to read; prepare and proofread documents, bids, quotes and related documents and view computer monitors; hearing and speaking to exchange information in person, on the telephone, and to make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

**ADMINISTRATIVE REVIEW:**

---

Keith Rogenski \_\_\_\_\_ Date  
Assistant Superintendent, Human Resources

---

Rick Schmitt \_\_\_\_\_ Date  
Superintendent

**DATE:** November 19, 2019

**TOPIC:** CONSIDERATION OF APPROVAL OF A NEW POSITION DESCRIPTION  
FOR ASSISTANT DIRECTOR, FACILITIES

---

**DISCUSSION:**

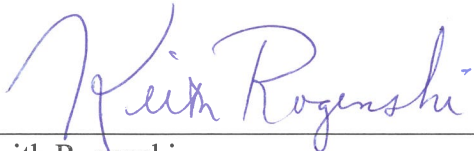
As a part of the district's continued restructuring of its management team, the district has identified the need to staff an Assistant Director in the Facilities Department. This new position is intended to bridge the gap that was created with the elimination of the Director of Facilities position earlier this year. Under the direction of the Assigned Supervisor, the incumbent in this position will assume primary responsibilities for the coordination and management of assigned construction and modernization projects in the District, provide guidance, leadership, and supervision to employees in the Facilities Department, and serve as both a conduit of communication and support to the Assistant Superintendent of Facilities and Operations. This new position will be filled internally by an existing Senior Project Manager. Upon approval of this job description and Board appointment of an incumbent, the existing Senior Project Manager position, which is also a classified management position, will be eliminated.

**RECOMMENDATION:**

Approve the job description for Assistant Director, Facilities as presented.

**BUDGET IMPLICATIONS:**

Although the staffing of this new position will result in net cost increase to categorical (Measure D) funds of approximately \$7,800 annually, the broader restructuring and right-sizing of the management team during 2019-2020 will result in a net reduction of 8 management positions and generate annual saving in management costs to the District of over \$1.3 million. Accordingly, there are no net increased costs in creating and staffing this position.



Keith Rogenski  
Assistant Superintendent, Human Resources



Rick Schmitt  
Superintendent

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Assistant Director, Facilities	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Facilities Department	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	12 months
<b>BOARD APPROVAL:</b>		<b>SALARY:</b>	Range N; Tier IV, Management Salary Schedule

**SUMMARY DEFINITION:** Under the general direction of the assigned supervisor, assists in planning, organizing and supervising activities for financing, design, construction and modernization of school facilities; counsels, guides and leads assigned staff; assists in coordinating and directing the work of consultants, building inspectors, vendors and contractors as appropriate; acts as a liaison between the District, school site administrators, community, architects and contractors to assure authorized projects are accomplished in accordance with approved policies and procedures. Supports development, revision and implementation of the District’s Facilities Master Plan; interprets, enforces and assists in the development of policies, methods and procedures relating to school construction and rehabilitation activities; ensures that projects stay within budget, conform to established schedules, and project modifications are carried out without delay.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

**E= Essential Functions**

Assists in planning, organizing, directing and controlling all or part of assigned school construction and modernization projects from concept through design and construction to close out of project contracts; makes onsite inspections of work to ensure that projects conform to established schedules and approved policies and procedures; investigates and approves requests for construction modifications and time extensions. **E**

Participates in pre-construction activities; coordinates constructability reviews, assists in the development of construction phasing and scheduling, procurement and installation of interim housing units; assists in bidding process, job walks, analysis of bids before final contracts are awarded and pre-construction conferences; oversees all site moves required to accommodate construction activities. **E**

Prepares and monitors project and operating budgets, including support for obtaining funding; analyzes and reviews budgetary and financial data; prepares construction cost reports and cost analysis data to explain variances from cost estimates; assists in estimating costs for new construction and major building improvements; monitors and authorizes expenditures in accordance with established guidelines; utilizes computer spreadsheet software programs. **E**

Reviews designs, plans, estimates specifications, and submittals for general conformance with District standards and contract documents. **E**

Assists in supervising District facilities projects including contract preparation administration, dispute resolution and change order processing. **E**

Coordinates work of a multi-disciplinary development team across organizational boundaries in the successful completion of assigned projects. **E**

Coordinates HAZMAT abatement construction activities with District HAZMAT Consultant. **E**

Maintains a current schedule of all facilities projects and periodically reports on progress. **E**

Ensures that contractors and construction managers are maintaining safe work sites and practices and that the needs of the students, teachers and administrative staff at the school sites are being protected. **E**

**Assistant Director, Facilities - Page 2**

Ensures timely DSA closeout of projects by working with relevant staff, contractors and regulating authorities to resolve punch list items and other financial activities; represents the District's interest in construction-related disputes, calling on legal and other support services when required; assists with preparation, response, and defense of construction claims and litigation. **E**

Assists in developing reviewing and revising site Facilities Master Plans. **E**

Assists in coordinating facilities development with the Maintenance and Operations and Technology Department programs. **E**

Receives and reviews incoming work requests; plans, organizes, and prioritizes work requests for maintenance. Assists with field supervision of maintenance staff to ensure work requests are completed. **E**

Oversees repairs, renovations and special projects assigned to maintenance staff. **E**

Assists in making facilities development decisions and clearly articulating these decisions orally and in writing to staff, inside, and outside clients; provides site managers, senior managers, Superintendent and Board of Education with regular reports on project status. **E**

Facilitates master planning design meetings with school site staff, community, and other representatives to ensure that planning meets the needs of the sites within the constraints of standards and budget. **E**

Prepares and assists with school site needs and analysis for master planning and information for future bond campaigns and presents needs and estimates; presents as needed to the school sites to inform them of the purposes, practices and progress of the SRVUSD Bond Program and to respond to relevant questions and complaints; serves as District spokesperson for facilities matters as assigned. **E**

Assembles and enters data into software systems; analyzes information; utilizes spreadsheet software and project management software programs to track all construction and modernization activities. **E**

Assists in maintaining appropriate records of the District's facilities development program. **E**

Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; plans, coordinates and arranges for appropriate training of staff. **E**

Attends various meetings within the District and community. **E**

Other related duties as required.

**MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, and experience equivalent to:

- B.A. or B.S. in Engineering, Architecture, Construction Management;
- Three to five years of experience in building construction work, preferably with emphasis in school or public projects, and at least three years of which are in a supervisory capacity;

**LICENSES AND OTHER REQUIREMENTS:** Valid California Driver's License.

**TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:**

Proficient ability to use a personal computer, databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

**KNOWLEDGE AND ABILITIES:** The requirements listed below are representative of the knowledge, skill and/or ability required.

**KNOWLEDGE OF:**

Principles and practices of effective supervision and personnel management.  
Technical aspects of architectural, civil, mechanical, electrical, structural and geotechnical engineering design and specifications.  
Construction practices in school districts and other public agencies.  
Organization and direction of facilities management, construction, and planning activities.  
Terms, practices and procedures used in the planning, design, construction, rehabilitation, remodeling, maintenance, and operation of school buildings and facilities.  
Financing, estimating and budgeting, including planning and estimating, calculating overhead, design and construction costs.  
Budget preparation and control.  
General knowledge of various school facility funding sources, restrictions, application submission procedures and requirements.  
Legal requirements for District projects; regulations and regulatory agencies and commission affecting planning, zoning, design and construction.  
Public law related to land management, acquisition and sale.  
Requirements for final bid packages; construction management techniques and practices.  
Budget preparation and administration.  
Public capital project construction.

**ABILITY TO:**

Analyze problems and develop effective action plans.  
Determine priorities and supervision of construction programs.  
Review and analyze complex issues, make decisions, develop implementation strategies, and bring plans to completion.  
Schedule and budget complex capital projects.  
Monitor, review and revise job orders, schedules and budgets.  
Monitor and track project progress and expenditures and implement cost controls.  
Supervise and evaluate the performance of assigned staff.  
Use computer based project management systems.  
Negotiate and resolve contract disputes.  
Establish and maintain effective working relationships with District staff and others contacted in the course of work; maintain client contractor relationships.  
Work independently and effectively in a team environment.  
Make effective presentations to clients and the community; communicate effectively with the public, community groups, the media, other District and city departments, agencies and private contractors both orally and in writing.  
Plan, organize and direct the work of professional staff.

**LANGUAGE SKILLS:**

Ability to read, write, and speak in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals including policies and procedures and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Indoor and outdoor working environment; driving a personal or District vehicle to conduct business; constant interruptions; seasonal heat and cold and adverse weather conditions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer and other department related tools and equipment; seeing to inspect job sites, read, prepare, and proofread drawings, diagrams, schematics, and related documents and view computer monitors; hearing and speaking to exchange information in person, on the telephone and to make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working from heights; kneeling, bending

**Assistant Director, Facilities - Page 4**

at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; walking over rough or uneven surfaces at construction sites and during inspections.

**HAZARDS:**

Working in and around hard-hat construction sites and in areas where renovation and repair work is being performed. Working around moving parts and equipment and construction vehicles and equipment. Exposure to chemicals, fumes or gases; working around machinery having moving parts in the maintenance shop and during inspections; working around moving vehicles.

**OTHER QUALIFICATIONS:**

Must successfully pass the District's pre-employment fingerprinting and TB testing.

**APPROVALS:**

---

Keith Rogenski  
Assistant Superintendent, Human Resources

Date

---

Rick Schmitt  
Superintendent

Date

**DATE:** November 19, 2019

**TOPIC:** CONSIDERATION OF CORRECTION OF THE DESIGNATION OF THE POSITION OF DIRECTOR I, INSTRUCTIONAL SERVICES AND DISTRICT COMMUNICATIONS FROM CLASSIFIED TO CERTIFICATED SERVICE

---

**DISCUSSION:**

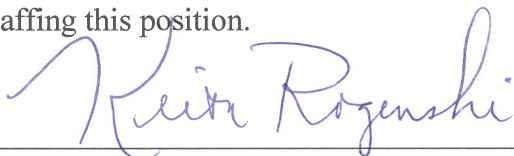
The Board of Education appointed a Director I, Instructional Services and District Communications at its meeting on October 29, 2019. In announcing its appointee, the Board identified this new position as a classified management position. However, the incumbent serving in this position will be tasked with several responsibilities associated with developing, assessing and improving the District's instructional programs, supervising assigned schools, and evaluating assigned site principals and other certificated employees, all of which require the possession of an administrative services credential. Accordingly, the proper designation of this position is certificated. It is therefore requested that the Board correct the designation of this position from classified to certificated service.

**RECOMMENDATION:**

Approve the designation of the Director I, Instructional Services and District Communications position as a certificated management position.

**BUDGET IMPLICATIONS:**

There are no financial implications associated with making this correction. As a reminder, the creation and staffing of this position is part of the District's continued restructuring of its management team. The restructuring and right-sizing of management during 2019-2020 will result in a net reduction of 8 management positions and generate annual savings in management costs to the District of over \$1.3 million. Accordingly, there are no anticipated net increased costs in creating and staffing this position.



Keith Rogenski  
Assistant Superintendent, Human Resources



Rick Schmitt  
Superintendent