



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



BOARD OF EDUCATION MEETING AGENDA
March 30, 2021

CHANGE OF LOCATION
San Ramon Valley High School Theater
501 Danville Blvd, Danville, CA

5:00 – 5:30 Classified Employees of the Year Celebration

6:15PM Closed Session

7:00PM Open Session

Susanna Ordway, President

Ken Mintz, Vice-President
Rachel Hurd, Clerk

Laura Bratt, Member
Shelley Clark, Member

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

The SRVUSD Board of Education temporarily transitioned to holding their board meetings and accepting public comment virtually due to the physical distancing and social gathering limitations in effect during the COVID-19 pandemic.

Now that the Board meetings will once again be held in person, the process for public comment will transition back to an in-person format.

Beginning with the March 30, 2021 Board of Education Meeting, members of the public who wish to submit public comment at the SRVUSD Board Meetings, may do so in one of two ways.

1. Attend the meeting and complete a Public Comment Card. Give the card to Cindy Fischer and you will be called up to the podium to present your comments in person.
2. Email your comments to publiccomments@srvusd.net. Emails will be automatically forwarded to each board member and will be entered into the official minutes.
 - a. Public comments received from the time the agenda is posted through the end of the open session portion of the meeting, will be included in the minutes.
 - b. Public comments received 4 hours or less prior to the start of open session will be included in the minutes, but may not be read by all Board Members prior to the meeting.
 - c. No email attachments will be accepted with electronically submitted public comment.
 - d. Email addresses will not be included in the public record in order to protect the privacy of commenters.

By law, board members can only discuss items that appear 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.

All public comments during the meeting will be limited to three minutes.

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.

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
March 30, 2021
6:15PM

- 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 Public Employee Appointment

- a) Principal, San Ramon Valley High School
- b) Director, Student Services
- c) Executive Director, Instructional Service
- d) Director, Facilities

4.2 Conference with Labor Negotiator – Agency Keith Rogenski
Assistant Superintendent Human Resources

(Government Code Section 54957)

- a) SRVEA, CSEA, SEIU & Unrepresented Employees

Adjournment



OPEN SESSION
San Ramon Valley High School Theater
March 30, 2021
7:00PM

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 March 2, 2021 (workshop) **Action**
 - 7.2 Minutes of March 3, 2021 (special) **Action**
 - 7.3 Minutes of March 11, 2021 (special) **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 Autism Awareness Month **Oral**
 - 9.2 Day of Silence **Oral**
 - 9.3 Public Comment for Non-Agenda Items (Comments Limited to Three Minutes) **Oral**
 - 9.4 Association Presidents' Comments **Oral**
- 10.0 Action Items/Public Hearings**
 - 10.1 Update on State Testing – CAASPP and ELPAC **Enclosure Action**
(Huajardo)
 - 10.2 Consideration of Approval of Contract for Learning Management System **Enclosure Action**
(Hillman)
 - 10.3 Consideration of Adoption of Resolution #60/20-21, Approval of Provisional Internship Permit (PIP) Request(s) **Enclosure Action**
(Rogenski)
 - 10.4 Reopening – 2021-2022 **Enclosure Action**
(Malloy)

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 | Ratification of Warrants | Enclosure
Consent |
| 11.4 | Declaration of Surplus Property | Enclosure
Consent |
| 11.5 | Consideration of Approval of Contacts/Purchases over \$50,000 | Enclosure
Consent |
| 11.6 | Consideration of Adoption of Resolution #55/20-21, Approving Routine Budget Revisions | Enclosure
Consent |
| 11.7 | Consideration of Adoption of Resolution #56/20-21, Authorizing the Establishment of a Bank Account for Business Office | Enclosure
Consent |
| 11.8 | Consideration of Request to Increase the Daily Rate of Pay for Substitute Teachers for the Remainder of the 2020-2021 School Year | Enclosure
Consent |
| 11.9 | Adoption of Textbooks | Enclosure
Consent |
| 11.10 | Consideration of Approval of a New Position and Job Description for Wellness Intake Assistant at High Schools | Enclosure
Consent |
| 11.11 | Consideration of Approval of Job Descriptions and New Administrative/Classified Positions to Address Identified Needs | Enclosure
Consent |
| 11.12 | Consideration of Approval of Bid Award for Alamo Elementary School Breezeway Demolition and Abatement | Enclosure
Consent |
| 11.13 | Consideration of Approval of Bid Award for Sycamore Valley Elementary School Modernization Flooring Replacement | Enclosure
Consent |
| 11.14 | Consideration of Adoption of Resolution No. 52/20-21, Approving the Montevideo Elementary School Classroom Addition, Kindergarten Play Yard, Utility and Site Work Project Authorizing California Environmental Quality Act Notice of Exemption | Enclosure
Consent |

- | | | |
|-------|--|-----------------------------|
| 11.15 | Consideration of Adoption of Resolution No. 53/20-21, Approving the Replacement of Synthetic Turf Fields at California High School, Monte Vista High School and San Ramon Valley High School Stadiums Authorizing California Environmental Quality Act Notice of Exemption | Enclosure
Consent |
| 11.16 | Consideration of Adoption of Resolution No. 54/20-21, Approving the Alamo Elementary School Relocatable Replacement and Breezeways Renovation Projects Authorizing California Environment Quality Act Notice of Exemption | Enclosure
Consent |
| 11.17 | Consideration of Adoption of Resolution No. 57/20-21, for Charlotte Wood Middle School Modernization, Increment 1 – Kerex Engineering, Inc. | Enclosure
Consent |
| 11.18 | Consideration of Adoption of Resolution No. 58/20-21, for Charlotte Wood Middle School Modernization, Increment 1 – Silver Creek | Enclosure
Consent |
| 11.19 | Consideration of Adoption of Resolution No. 59/20-21, for Montevideo Elementary School, Increment 1, Parking Lot, K-Yard & Site Improvements – Saboo, Inc. | Enclosure
Consent |
| 11.20 | Consideration of Approval of Revisions to the Measure D Master Program Budget | Enclosure
Consent |

12.0 Administrative Matters

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

Adjournment

BOARD OF EDUCATION MEETING – WORKSHOP - VIRTUAL
March 2, 2021
MINUTES

The video from this meeting can be found on the District website at www.srvusd.net.

The audio timestamp associated with the agenda item is noted under the title – *there is no audio from this meeting*. Pursuant to the executive order of the Governor and in order to adhere as closely as possible to the order of the Health Officer of Contra Costa County, the Board meeting was closed to personal attendance.

- 1.0 Call to Order** The Board of Education held a virtual workshop. The meeting was called to order at 12:05PM.
- 2.0 Attendance / Pledge of Allegiance** Board Members Present: Board President Susanna Ordway, Board Vice President Ken Mintz, Board Clerk Rachel Hurd, Board Members Laura Bratt and Shelley Clark all attended from their remote locations.
- Administrators Present: Superintendent John Malloy, Assistant Superintendents Keith Rogenski, Danny Hillman and Christine Huajardo, Chief Business Officer Greg Medici, Executive Directors Jon Campopiano, Melanie Jones and MaryAnn Frates, Directors Debbie Petish, Linda Rowley-Thom, Greg Pitzer and Coordinator Ashlee Gutierrez
- Others Present: There were no visitors in attendance. Recording Secretary Cindy Fischer
- 3.0 Acceptance of Workshop Agenda** On a motion by Ken Mintz seconded by Laura Bratt the workshop agenda was approved. (5/0)
- 4.0 Board Workshop**
- 4.1 Workshop – Strategic Direction Workshop – Part 1** Dr. Malloy began the presentation noting the purpose to share pertinent information with the Board of Education in order to solicit input and guidance on the SRVUSD strategic plan including the process, timeline and stakeholder engagement methodology and how the historical perspective on equity work in the District as well as our current contest will inform the work moving forward. Deb Petish and Jon Campopiano also contributed to the presentation
- The Board directed staff to engage the school community in these discussions, giving all stakeholders an opportunity to share their thoughts, concerns, ideas and needs.
- 5.0 Public Comment** There were no public comments
- Adjournment** The meeting was adjourned at 2:43PM

BOARD OF EDUCATION SPECIAL MEETING - VIRTUAL
March 3, 2021
MINUTES

The video from this meeting can be found on the District website at www.srvusd.net.

The audio timestamp associated with the agenda item is noted under the title – *there is no audio from this meeting*.

Pursuant to the executive order of the Governor and in order to adhere as closely as possible to the order of the Health Officer of Contra Costa County, the Board meeting was closed to personal attendance.

- 1.0 Call to Order** The Board of Education held a special virtual meeting. The meeting was called to order at 4:07PM.
- 2.0 Attendance** Board Members Present: Board President Susanna Ordway, Board Vice President Ken Mintz, Board Clerk Rachel Hurd, Board Members Laura Bratt and Shelley Clark
- Administrators Present: Superintendent John Malloy, Assistant Superintendents Keith Rogenski, Christine Huajardo and Danny Hillman, Chief Business Officer Greg Medici, Executive Director MaryAnn Frates and Nadine Rosenzweig, Directors Deb Petish, Ken Nelson, Chris George and Assistant Director Gregory Duran
- Other Present: Recording Secretary Cindy Fischer. There were no visitors present
- 3.0 Acceptance of Closed Session Agenda** On a motion by Rachel Hurd seconded by Ken Mintz the closed session agenda was accepted (5/0)
- 4.0 Action Items**
- 4.1 Report, Review and Action Related to Reopening Schools – Spring and Fall 2020** Dr. Malloy shared information on next steps for the Board to consider.
- On a motion by Ken Mintz seconded by Rachel Hurd the Board voted to proceed with planning for 5 days/week, full time in-person in the fall with a viable remote option for those who need/want it. Staff will research and prepare further information on costs, staffing, facilities etc. based on 4-feet physical distancing. The Board will support advocacy, particularly at the state level and will provide the community strategies on advocacy. Staff will organize a superintendent’s task force composed of representatives from the community. The task force will include 2 trustees at each meeting on a rotating basis.
- Public Comment: Anonymous, Joanne Greenberg, Matthew Hoffman, Tina Nishino, Len Schultz, Shelly Brun, Michelle
- Adjournment** The meeting was adjourned at 6:32pm

BOARD OF EDUCATION SPECIAL MEETING - VIRTUAL
March 11, 2021
MINUTES

The video from this meeting can be found on the District website at www.srvusd.net.

The audio timestamp associated with the agenda item is noted under the title – *there is no audio from this meeting*.

Pursuant to the executive order of the Governor and in order to adhere as closely as possible to the order of the Health Officer of Contra Costa County, the Board meeting was closed to personal attendance.

- 1.0 Call to Order** The Board of Education held a virtual special meeting. The meeting was called to order at 12:02PM.
- 2.0 Attendance / Pledge of Allegiance** Board Members Present: Board President Susanna Ordway, Board Vice President Ken Mintz, Board Clerk Rachel Hurd, Board Members Laura Bratt and Shelley Clark all attended from their remote locations.
- Administrators Present: Superintendent John Malloy, Assistant Superintendents Keith Rogenski, Danny Hillman and Christine Huajardo and Chief Business Officer Greg Medici. Directors Deb Petish and Chris George, Assistant Director Amy Capurro and Coordinator Jessica Coulson joined the meeting for open session.
- Others Present: There were no visitors in attendance. Recording Secretary Cindy Fischer
- 3.0 Acceptance of Closed Session Agenda and Public Comment** On a motion by Laura Bratt seconded by Ken Mintz the closed session agenda was approved. (5/0)
- 4.0 Closed Session Agenda** Closed session ended at 12:36PM. Open session began at 12:38PM
- 5.0 Report of Actions Taken in Closed Session** There were no actions taken in closed session
- 6.0 Agenda Approval** On a motion by Laura Bratt seconded by Rachel Hurd the open session agenda was approved. (5/0)
- 7.0 Board Workshop**
- 7.1 Strategic Direction Workshop – Part 2** Dr. Malloy began the presentation noting the purpose of part 2 of the Strategic Direction Workshop is the review the planning process, evolving needs of today’s learners, social emotional well-being with in SRVUSD and deep learning and innovation within SRVUSD. Directors Deb Petish, Chris George and Assistant Director Amy Capurro also presented.
- There were no public comment
- 8.0 Discussion/Information**
- 8.1 Review of Considerations, Timeline and Progress Regarding Racial Equality Response** Director Deb Petish spoke about the racial equity petition, reviewed the seven priorities of the petition, the District’s commitment to equity and the building of a foundation for work ahead. The Board directed staff to reach out to the organizers of the petition with a formal written response and an invitation for continued engagement.
- There were no public comment
- Adjournment** The meeting was adjourned at 3:56PM

DATE: March 30, 2021

TOPIC: Update on State Testing - CAASPP and ELPAC

DISCUSSION: Last spring, due to the Covid-19 shut down, the US Dept of Education (DOE) approved the California Department of Education's (CDE) request to waive the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC) exams.

We were uncertain what would happen with testing for this spring, but on March 16, because many of us are still providing distance learning and working to reopen schools, the State Board of Education voted to give California school districts the opportunity to use either state tests or other standards-aligned assessments (whichever they deem best) to gauge student learning for spring 2021.

The US Department of Education still needs to approve California's proposal. Currently, it has been approved by the State Board of Education and the California Department of Education.

Options include:

The state's Smarter Balanced Summative Assessments and California Alternate Assessments for English language arts and mathematics, the Smarter Balanced interim assessments, or other diagnostic, benchmark, or interim assessments that:

- Are aligned with California Common Core State Standards for English language arts and math.
- Are available to assess students in grades 3-8 and 11.
- Are uniformly administered across a grade span, school, or district.
- Provide results that can be reported to parents/guardians, educators about individual students, and to the public by school and by district and are disaggregated by student group.

Giving districts the opportunity to use local diagnostic or interim tests to meet state and federal expectations for assessment and reporting purposes will help lessen concerns about students participating in extensive testing before they have a chance to re-adjust to in-person learning.


This topic is being brought forward to the Board as an action item.


RECOMMENDATION: Administration recommends using the Fastbridge (our district ELA and math assessment tool) in lieu of the Smarter Balanced (SBAC) ELA and math exam, to fulfill the mandated testing requirement in grade 3-8 and 11.

- For Grade 11:
We would also provide students the option to take the Smarter Balanced exam because they may want the results -- which are used for the early assessment program (by the CSU and UC system to place students into their appropriate freshman ELA and math courses.)
- Those Special Education students that meet the criteria per their IEP to take an alternative assessment will participate by taking the California Alternative Assessment (CAA)
- We would continue with the ELPAC summative testing, K-11.

This additional flexibility would expand on California's previous federal flexibility request which would decouple state assessments from federal accountability requirements. The guidance also shared that it would waive federal penalties for student testing participation rates of less than 95 percent on the state's Smarter Balanced English language arts and math assessments. Additionally, they extended the window by which schools must complete test administration to July 30 and waived the administration of the state's science taken in grades 5, 8 and 12 altogether for 2021.

BUDGET IMPLICATIONS: None


Christine Huajardo
Assistant Superintendent


Dr. John Malloy
Superintendent

10.1 Item Number

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

DATE: March 30, 2021

TOPIC: CONSIDERATION OF APPROVAL OF LEARNING MANAGEMENT SYSTEM

DISCUSSION: The learning management system evaluation committee has worked over the last 6 months to evaluate the needs of the district to provide a learning environment for all students that will facilitate any instructional changes in the future. The selection committee evaluated 4 systems and came to consensus that for both elementary and secondary, Schoology is the best platform and recommends the board approve its adoption.

During the summer of 2020 and the planning for the unique circumstances around the 2020-2021 school year, it was decided that the San Ramon Valley Unified School District would use Google Classroom and SeeSaw as our online learning platforms, and that Schoolloop would remain as a tool for communicating and reporting student progress. These platforms were to be in use for the remainder of the 2020-2021 school year.

The District also made the decision to create a learning management system (LMS) taskforce to search for, select, and implement a Learning Management System which could assist staff and students in computer-based aspects of learning and classroom instruction. This LMS would be implemented for all staff, students and families in August, 2021. This system does not replace Infinite Campus, our current student information system (SIS).

The learning management system selection process focused around 5 main steps:

1. Collaborative selection of a committee representative of the San Ramon Valley Unified School District
2. Building criteria for a Learning Management System
3. Soliciting proposals for companies through an RFP process
4. Selection of finalist candidates from the initial pool of candidates
5. Evaluating final candidates and recommending an LMS

The committee involved in this selection process consisted of over 60 people and represented teachers and administrators from elementary, middle, and high school, counselors, special education teachers, para-educators, and parents, as well as the technology department. These representatives were selected collaboratively with each of the SRVUSD's 3 bargaining units, and District Management to ensure equal representation, and each step of the process was documented and shared publicly on the district website. Committee members were encouraged to share developments with their colleagues and collect feedback as input for the committee's decision making.

The criteria building process consisted of four vendors sharing unique approaches and features of an LMS. Equipped with this knowledge, sub-groups of committee members were formed and those groups brainstormed features most important to them and the groups which they represented. From this, we collaboratively created an evaluation rubric, and required all vendors to address the incorporation of that criteria in their Proposals.

We received 9 proposals, and an open-membership subcommittee of approximately 15 members rated the proposals. From that initial pool, 4 proposals best met our criteria and were chosen for further evaluation as finalists: Canvas, Its Learning, Desire to Learn, Schoology (by Powerschool).

Every 2 weeks we scheduled a 4 hour presentation by each of the vendors. The committee was then able to test each candidate's LMS in a 'sandbox' format for evaluation over the course of those 2 weeks, with a follow up Q&A session at the end of each 2 week block.

Following this lengthy evaluation stage, the group was given a [final evaluation survey](#), which allowed members to rank their choices and explain their reasoning behind those choices. A final, 2 hour meeting was held on March 16, 2021 in order to review the evaluation data and come to a consensus behind a final recommendation. During this meeting, candidates which clearly did not meet the needs of the committee were eliminated from contention, and remaining candidates were discussed in a large group setting. This process continued until the committee agreed that a clear consensus had formed amongst the group around one candidate for both elementary and secondary schools (although the option for a separate platform for both levels was available).

Schoology was the clear frontrunner with the task force for several reasons including, but not limited to:

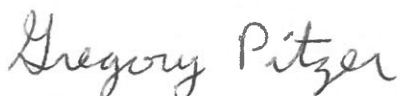
- Met [168 of the 176 criteria requirements](#) listed in our Request for Proposal, the most of any candidate
- An extremely user-friendly interface, as well as being the easiest product to use "out of the box" and requiring less training to access the robust resources
- Student feedback included "this one is easier than the others, easy to see what is due and when it is due"
- Gradebooks able to accommodate both standards-based and traditional grading practices
- Content and course building was seen as seamless and easy, with access to district wide and teacher created course curriculum
- Counselor able to monitor student progress and identify students for additional support
- Teachers able to create individual and collaborative assignments, virtual meetings, discussion boards, share cross-curricular discussions, and create built in assessments
- Parents are able to see work submission, teacher feedback and upcoming assignments and control the settings of their email notifications
- Interfaces well with Google apps, which our staff has become accustomed to during the 2020-2021 school year
- Provides easy access to student progress and makes IEP goals accessible, allows access to accessibility features
- Positive and verified references from Palo Alto Unified School District, Modesto Unified School District and Fremont Union High School District

At the conclusion of the meeting, a final documenting poll was taken amongst the committee, and a clear consensus had formed at both the elementary and secondary levels for the Schoology Learning Management System. Members of the committee who did not select Schoology as a first choice were then given a chance to provide feedback which we could provide to Schoology as we begin to implement the system at a separate meeting.

We are extraordinarily grateful to all members of the Learning Management System task force who spent many hours over the course of the year to help us with this selection process. While we were not able to select every member's first choice, we are confident that the process was clear and transparent, that all members of our community were represented and that the recommendation of Schoology represents a very clear consensus of the committee's selection.

RECOMMENDATION: Staff recommends the Board approve the selection of Schoology as the district approved Learning Management System for all grades.

BUDGET IMPLICATIONS: \$180,000 annually.



Greg Pitzer
Director of Technology



Daniel Hillman
Assistant Superintendent
Business Services and Facilities

Dr. John Malloy
Superintendent

10.2 Item Number

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

DATE: March 30, 2021

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 60/20-21
APPROVAL OF PROVISIONAL INTERNSHIP PERMIT (PIP)
REQUEST(S)

DISCUSSION:

The California Commission on Teacher Credentialing is no longer issuing Emergency Permits. However, the Commission replaced the Emergency Permit with the Provisional Internship Permit (PIP) which provides applicants additional time to meet the subject matter competence requirement(s) needed to enter an internship program. A District may request a PIP only after a diligent search has been conducted and a fully credentialed teacher could not be found.

All requests for a PIP must be presented to the Governing Board of a public school district for approval as an action item on the agenda. Every PIP request that is submitted to the Commission on Teacher Credentialing must also include verification that a notice of intent to employ the named applicant in the identified position has been made public.

RECOMMENDATION:

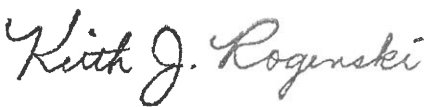
Approve Provisional Internship Permit request(s) as presented

BUDGET IMPLICATIONS:

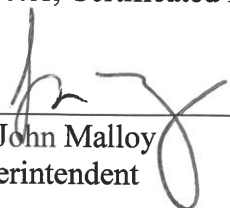
None



Aileen Parsons
Director, Certificated Personnel



Keith Rogenski
Asst. Superintendent, Human Resources



Dr. John Malloy
Superintendent

10.3

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
RESOLUTION OF THE BOARD OF TRUSTEES
APPROVAL OF PROVISIONAL INTERNSHIP PERMIT (PIP) REQUEST (S)
RESOLUTION NO. 60 /20-21

WHEREAS, the California Commission on Teacher Credentialing authorizes the issuance of a Provisional Internship Permit (PIP) to an employee who meets the minimum requirements and who requires additional time to meet the subject matter competence needed to enter an internship program.

THEREFORE BE IT RESOLVED that the following teacher has met the above criteria and is authorized to apply for a PIP to complete his assignment for the 2020-21 school year in the San Ramon Valley Unified School District:

<u>Name</u>	<u>Site</u>	<u>Subject</u>
Brianna Batti	Venture High/Gale Ranch Middle School	Spanish
Gabrielle Marquez	Twin Creeks Elementary	Elementary, Grade 1

AYES:

NOES:

ABSENT:

ABSTAINED:

Dr. John Malloy
Secretary to the Board of Education
San Ramon Valley Unified School District

Board Meeting Date: March 30, 2021

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

DATE: **March 30, 2021**

TOPIC: **Reopening – Spring 2021**

The SRVUSD is planning for students to return to full-time, in-person instruction for the 2021-22 school year. With an emphasis on the three key areas of focus: deep learning and innovation, social and emotional well-being and health and safety, staff is planning a return to full-time, in-person instruction for students.

Though we believe that the educational needs of students are best met in-person, in the classroom with their teacher(s), we also recognize that there are some families who, for medical or other reasons, need to remain in a remote learning environment. In order to accommodate those families, the SRVUSD is planning to offer a virtual option.

The proposed Virtual Academy (VA) will fall under the umbrella of the District's Alternative Education Programs and will be housed under Independent Study (IS), thereby qualifying to use the familiar California Education Code associated with IS and not be subject to uncertain guidance from the State about distance learning. It is a proven place from which the program can grow in the future.

The VA is geared towards students in grades kindergarten through twelfth with unique medical circumstances or who have thrived in a remote environment, but all families are welcome and will be supported.

Special Education programs and services will be available at the Academy. Special Education students apply through the District's Intradistrict Transfer Process, as do all students, in the specified timeline. Students with an IEP who go through the transfer process by the deadline will then have an IEP meeting to address the request. Placement will be granted if the IEP team agrees that the placement is appropriate to meet the student's unique needs. Special Education programs and services will be provided remotely.

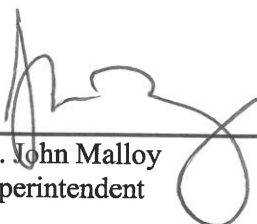
Enrollment in the Academy will take place using the District's Intradistrict Transfer Process. The transfer will be effective for one school year. Students enrolled in the VA will be VA students, but may still participate in extracurricular and school activities at their home school.

In grades 6-12, students will receive their core academic subjects and will be able to choose from a limited number of electives. The school day will be scheduled similarly to the current remote learning program and all classes will be taught by SRVUSD credentialed teachers. Program is dependent upon the number of students enrolled.

Deadline for applications will be April 14, 2021.

RECOMMENDATION: The SRVUSD establishes a remote learning model option as a Virtual Academy, housed under Independent Study and open to SRVUSD students who go through the intradistrict transfer process.

BUDGET IMPLICATIONS: None



Dr. John Malloy
Superintendent

10.4 Item Number

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

DATE: March 30, 2021

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:

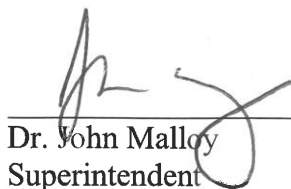
All recommendations for changes are presently within approved budget categories or have received specific Board approval.



Keith Rogenski
Assistant Superintendent
Human Resources



Aileen Parsons
Director
Human Resources



Dr. John Malloy
Superintendent

Item Number

11.1

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - March 30, 2021

Resignations/Retirements/Deceased

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>	<u>Reason</u>
Penelope	Davis	Teacher, High	1.000	SR	06/04/21	Retirement
Meredith	Fischer	Retired Teacher Working	0.400	SE	04/02/21	Resignation
Ashlee	Gutierrez	Coordinator, Equity	1.000	ES	06/30/21	Resignation
Tessa	Lucchesi	Teacher, Elementary	1.000	JB	06/04/21	Resignation
Julie	O'Mara	Teacher, Elementary	1.000	WD	03/12/21	Resignation
Kelly	Scanlon	Teacher, Elementary	1.000	QR	06/04/21	Retirement
Willis	Shotwell	Teacher, High	1.000	MV	06/04/21	Retirement
Matthew J.	Smith	Teacher, High	1.000	CH	03/19/21	Resignation
Jessica	Stetson	Teacher, Middle	0.334	IH	03/17/21	Resignation
Jered	Wilson	Teacher, High	8.000	VE	06/04/21	Resignation
Jered	Wilson	Teacher, High	0.200	DA	06/04/21	Resignation

2020-21 Leaves of Absence - Partial Year

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Dates</u>
Shay	Conaty	Teacher, Special Ed	1.000	MT	02/17/21-05/16/21
Elizabeth	Crook	Health Educator	1.000	SS	03/09/21-06/04/21
Giovanni	Crotti	Teacher, Elementary	1.000	AL	01/25/21-02/21/21
Elizabeth	Howell	Teacher, Elementary	1.000	NA	03/16/21-04/11/21
Jaclyn	Kohleriter	Teacher, Special Ed	1.000	MT	02/18/21-06/03/21
Tara	Magaddino*	Teacher, Middle	0.167	CW	01/04/21-06/04/21
Lisa	Ramsey*	Teacher, Elementary	0.200	TH	01/04/21-06/04/21
Ann-Marie	Walters	Assistant Principal, High	1.000	SR	11/30/21-01/03/21

2020-21 Temporary Employment - Partial Year

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Dates</u>
Sarah	Coleman	Health Educator	0.200	SS	01/04/21-06/04/21
Theresa	Fernandez	Health Educator	0.200	SS	03/09/21-06/04/21
Niko	Holmes	Health Educator	0.200	SS	03/09/21-06/04/21

Temporary to Probationary

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Joseph	Livoti	Teacher, Elementary	0.424	JB	11/12/20
Joseph	Livoti	Teacher, Elementary	0.200	MO	11/12/20

Substitute Employment

<u>First</u>	<u>Last</u>	<u>Effective Date</u>
Hillary	Acmoody	03/04/21
Dawn	Casatico	02/17/21
Ashley	Christensen	02/23/21
Kaytlyn	Coyne	03/04/21
Donnine	Davis	02/23/21
Julie	Higgs	03/04/21
Eric	Johnson	03/01/21
Yin	Lau	03/01/21
Angelica	Lopez	02/23/21
Robert	Schiff	02/18/21

*Revised

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

DATE: March 30, 2021

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:

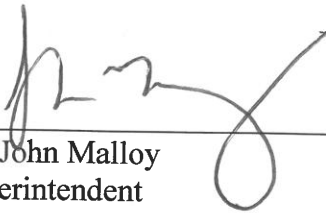
All recommendations for changes are presently within approved budget categories or have received specific Board approval.



Nancy J. Gamache
Director, Human Resources



Keith Rogenski
Assistant Superintendent, Human Resources



Dr. John Malloy
Superintendent

11.2

Item Number

CONSIDERATION OF APPROVAL OF CLASSIFIED PERSONNEL CHANGES - **March 30, 2021**

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Item 11.2

Separation

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Action</u>	<u>Eff Date</u>
Susie	Lim	Child Nutrition Assistant	PV	Resign	03/06/21
Aileen	Parsons	Director I - Human Resources	HR	Retire	07/01/21
Lulu	Surja	Lead Child Nutrition Assistant	NA	Resign	02/23/21
Rosetta	Martinez	Noon Duty Unit	RR	Resign	03/13/21
Therese	Woodruff	School Office Assistant - Elementary	TH	Resign	03/31/21
Jacquelyn	Bryan-Fitzpatrick	Special Physical Health Care Assistant	SE	Resign	02/27/21
Thomas	Crow	Warehouse Worker/Delivery Driver	WH	Resign	03/20/21

Employment

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Lavanya	Bharathan	Autism Specialist Para	BC	29.50	Cat.	03/08/21
Myles	Grace	Autism Specialist Para	CR	29.50	Cat.	03/01/21
Aaron	Wakashige	Autism Specialist Para	DH	29.50	Cat.	03/03/21
Santok	Johnson	Crossing Guard	CK	15.00	Dist.	03/09/21
Ronald	Muldrow	Custodian - Rover	CUST	40.00	Dist.	03/03/21
Christina	Vigilia	Instructional Assistant	GL	19.00	Ext.	03/09/21
Karyn	King	Noon Duty Supervisor	MT	7.50	Dist.	03/03/21
Savannah	O'Callaghan Jones	Noon Duty Supervisor	WD	8.75	Dist.	03/15/21
Steven	Troxel	Noon Duty Supervisor	QR	8.00	Dist.	02/23/21

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>
Jose	Munoz Rodriguez	Custodian - Rover	CUST	40.00	Dist.	
		to Custodian	GR	40.00	Dist.	03/16/21

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>
David	Ongman	Computer Systems Assistant	TECH	25.00	Dist.	
		to Computer Systems Assistant	TECH	33.00	Dist.	02/10/21

Voluntary Unpaid Leave of Absence

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Eff Date</u>	<u>End Date</u>
Sonali	Heda	Noon Duty Supervisor	LO	03/30/21	04/28/21

Return from 39 Month Reemployment

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Robert	Branco	Warehouse Worker/Delivery Driver	WH	40.00	Dist.	03/01/21

Classified Employment - Other

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Action</u>	<u>Eff Date</u>
Natalie	Javier	Substitute Clerical	Add	03/18/21
Margaret	McCurdy	Substitute Special Education Para	Rehire	02/24/21

Promotion/Reassignment

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Denise	Jennison	Communications Specialist Coordinator, Communications and Public to Information	SU	40.00	Dist.	02/16/21

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

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Item 11.3

DATE: March 31, 2021

TOPIC: RATIFICATION OF WARRANTS

DISCUSSION: In accordance with Policy 3300, listed below is a summary of warrants issued for the following dates February 25, 2021 through March 17, 2021 . Detailed warrant registers are available in the District's Business Office for public inspection.

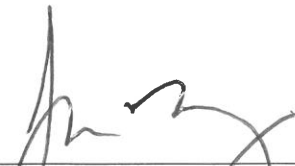
Fund Number	Fund Name	Vendor Warrants	Salary Warrants	Total
1	General Fund	16,838,711.32	12,248,030.49	29,086,741.81
5	Warrant Pass Through Fund	962,806.91		962,806.91
13	Child Nutrition Fund	284,480.99	158,396.41	442,877.40
21	Building Fund	714,809.48	118,258.92	833,068.40
25	Capital Facilities Fund			-
30	State School Building Fund			-
35	County School Facilities Fund			-
40	Special Reserve Capital Outlay	(4,302.45)		(4,302.45)
51	Bond Interest & Redemption			-
53	Tax Override Fund			-
67	Self-Insurance Fund	295,263.01		295,263.01
71	Retiree Benefit Fund			-
76	Warrant Pass Through Fund			-
77	Payroll A/P Clearing			-
Total All Funds		19,091,769.26	\$12,524,685.82	\$31,616,455.08

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

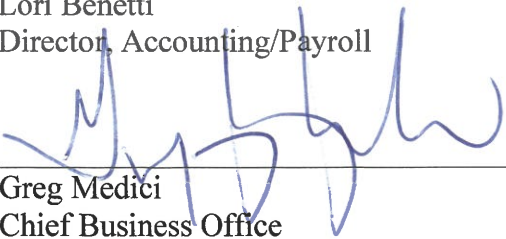
BUDGET IMPLICATIONS: As noted above.



Lori Benetti
Director, Accounting/Payroll



Dr. John Malloy
Superintendent



Greg Medici
Chief Business Office

<p>11.3 Item Number</p>

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

DATE: March 30, 2021


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.

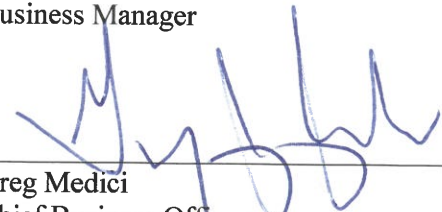
Quantity	Item
1	Epson Projectors
6	Hitachi Short Throw Projectors
41	Hitachi Projectors (various models)
1	Sanyo PROtraX Multiverse Projector
59	Cisco Switches, various models
256	Cisco VOIP Phones – various models 7905,7911,7912,7940,7942,7974

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

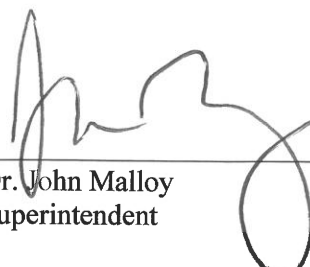
BUDGET IMPLICATIONS: Any proceeds from the sale of items shall be placed to the credit of the fund from which the original expenditure for the purchase was made or in the general or reserve fund of the district.



Nicole Kugler
Business Manager



Greg Medici
Chief Business Officer



Dr. John Malloy
Superintendent

San Ramon Valley Unified School District

699 Old Orchard Drive, Danville, California, 94526

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Item 11.5

DATE: March 30, 2021

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 Name	Item	Amount	Funding
CDPH/Abbott Labs – Primary Health	BinaxNOW Rapid COVID Test and database.	>\$50,000	COVID Grant
Martinez Sheet Metal	Furnish labor and materials needed to remove the existing ductwork at SRVHS Admin. Building	\$100,000.	RRM
Miracle Play Systems	Play equipment for Montevideo Elementary School K-yard improvements	\$208,635	Measure D and Local Bldg.
Park Planet	Fabrication and installation of a metal walkway cover for California High School NJPA Contract #030117-LTS	\$93,162	Measure D
Mountain Valley Child & Family Services	NPS/NPA	>\$50,000	Sp. Ed.
SUMA Kids	NPS/NPA	>\$50,000	Sp. Ed.

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

BUDGET IMPLICATIONS: As stated above.



Greg Medici
Chief Business Officer



Dr. John Malloy
Superintendent

11.5

Item Number

DATE: March 30, 2021

**TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION No. 55/20-21,
APPROVING ROUTINE BUDGET REVISIONS**

DISCUSSION:

Revenues

Other Local Revenues –

Other Local revenues are decreased \$894,704 because of reduced local donations and community facility rents.

Transfer In –

Transfers in from the Special Reserve fund are increased \$600,000 because of insufficient community facility rents.

Expenditures

Salaries and Benefits –

Salaries and benefits are increased \$305,140 primarily due to increases in the Supplemental Services program and other intra-program transfers.

Supplies/Services –

Supplies and services are decreased \$115,245 overall due to changes in local donations intra-program transfers.

Capital Outlay –

Capital Outlay is reduced \$21,740 because of intra-program transfers.

Transfers Out –

Transfers out are increased \$18,307 because of a contribution to the Building Fund from Gale Ranch for the Quad renovation.

11.6

Item Number

Other Funds

Building Fund 21 –

Expenses are decreased \$22,106 and transfers in are increased \$3,103,057 for the Gale Ranch Quad and from Fund 35 because of an OPSC reimbursement for solar projects. The projected ending balance is \$20,517,708.

Capital School Facilities Fund 35 –

OPSC reimbursement revenues are increased \$3,084,750. Transfers Out to the Building Fund are increased \$3,084,750. The projected ending balance is unchanged at \$0.

Special Reserve for Capital Outlay Fund 40 –

Expenses are increased \$600,000, reflecting the transfer to the General Fund to replace lost community facility rents. The projected ending balance is \$11,564,420.

RECOMMENDATION:

The Administration recommends adoption of Resolution No. 55/20-21, approving the budget adjustments as presented.

BUDGET IMPLICATIONS:

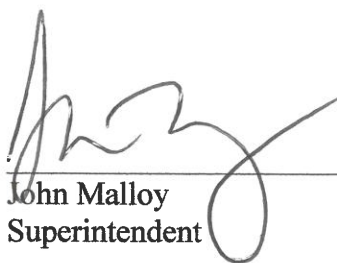
Various, as noted above.



Gael Treible
Interim Director, Fiscal Services



Greg Medici
Chief Business Officer



John Malloy
Superintendent

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 55/20-21
APPROVING ROUTINE BUDGET REVISIONS**

3/30/21
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Item 11.6

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 2020-21 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 2020-21 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 30th day of March, 2021, by the following vote:

AYES:

NAYS:

ABSENT:

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

1 GENERAL FUND

REVENUES

	Revised Budget 1/31/2021	Adjustments this Period	Revised Budget 2/28/2021
LCFF/Other State	\$ 324,420,494	\$ 0	\$ 324,420,494
Federal Revenues	16,975,226	0	16,975,226
Other Local Revenues	29,276,526	-894,704	28,381,822
Total Revenues	\$ 370,672,246	\$ -894,704	\$ 369,777,542

EXPENDITURES

Certificated Salaries	\$ 154,980,617	\$ 464,881	\$ 155,445,498
Classified Salaries	54,628,618	-221,176	54,407,442
Employee Benefits	103,710,738	61,435	103,772,173
Books and Supplies	26,119,821	-320,674	25,799,147
Services, Other Operating Expenses	37,231,659	205,429	37,437,088
Capital Outlay	669,782	-21,740	648,042
Other Outgo	1,308,867	0	1,308,867
Direct Support/Indirect Costs	0	0	0
Total Expenditures	\$ 378,650,102	\$ 168,155	\$ 378,818,257

Excess or Deficiency before other Sources and Uses	\$ -7,977,856	\$ -1,062,859	\$ -9,040,715
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OTHER FINANCING SOURCES/USES

Transfers In	\$ 7,685	\$ 600,000	\$ 607,685
Transfers Out	2,837,057	18,307	2,855,364
Sources	0	0	0
Uses	0	0	0
Total, Other Financing Sources/Uses	\$ -2,829,372	\$ 581,693	\$ -2,247,679

NET INCREASE (DECREASE) IN FUND BALANCE	\$ -10,807,228	\$ -481,166	\$ -11,288,394
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FUND BALANCE, RESERVES

Beginning Balance

Beginning Balance as of July 1 - Unaudited	\$ 43,649,949	\$ 0	\$ 43,649,949
Audit Adjustments	0	0	0
As of July 1 - Audited	43,649,949	0	43,649,949
Adjustments for Restatements	0	0	0
Net Beginning Balance	43,649,949	0	43,649,949

Ending Balance

	\$ 32,842,721	\$ -481,166	\$ 32,361,555
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COMPONENTS OF ENDING BALANCE

Unappropriated Amount	\$ 0	\$ 0	\$ 0
Restricted Ending Balances	8,936,151	0	8,936,151
Instructional Materials	0	0	0
Professional Development	0	0	0
Revolving Cash	154,900	0	154,900
Stores Inventory	73,054	0	73,054
Reserve for Economic Uncertainty	0	0	0
Site Designated Amounts	634,175	-247,922	386,253
Lottery	939,561	0	939,561
Prepaid Expenses	445,584	0	445,584
Technology Infrastructure Replacement	0	0	0
Technology End User Devices	0	0	0
Restoration	16,190,480	-233,244	15,957,236
Safety and Mental Wellness	0	0	0
Efficiency Investments	0	0	0
Bridge	5,468,816	0	5,468,816
	32,842,721	-481,166	32,361,555

21 Building Fund

	Revised Budget 1/31/2021	Adjustments this Period	Revised Budget 2/28/2021
REVENUES			
<i>Federal Revenues</i>	\$ 0	\$ 0	\$ 0
<i>Other State Revenues</i>	0	0	0
<i>Other Local Revenues</i>	1,661,200	0	1,661,200
Total Revenues	<u>\$ 1,661,200</u>	<u>\$ 0</u>	<u>\$ 1,661,200</u>
EXPENDITURES			
<i>Classified Salaries</i>	\$ 1,080,520	\$ 0	\$ 1,080,520
<i>Employee Benefits</i>	497,922	0	497,922
<i>Books and Supplies</i>	1,829,026	0	1,829,026
<i>Services, Other Operating Expenses</i>	1,693,135	-22,106	1,671,029
<i>Capital Outlay</i>	56,564,155	0	56,564,155
<i>Other Outgo</i>	0	0	
<i>Direct Support/Indirect Costs</i>	0	0	
Total Expenditures	<u>\$ 61,664,758</u>	<u>\$ -22,106</u>	<u>\$ 61,642,652</u>
Excess or Deficiency before other Sources and Uses	\$ -60,003,558	\$ 22,106	\$ -59,981,452
OTHER FINANCING SOURCES/USES			
<i>Transfers In</i>	\$ 8,762,349	\$ 3,103,057	\$ 11,865,406
<i>Transfers Out</i>	0	0	
<i>Sources</i>	0	0	
<i>Uses</i>	0	0	
Total, Other Financing Sources/Uses	<u>\$ 8,762,349</u>	<u>\$ 3,103,057</u>	<u>\$ 11,865,406</u>
NET INCREASE (DECREASE) IN FUND BALANCE	\$ -51,241,209	\$ 3,125,163	\$ -48,116,046
FUND BALANCE, RESERVES			
Beginning Balance			
Beginning Balance as of July 1 - Unaudited	\$ 68,633,754	\$ 0	\$ 68,633,754
Audit Adjustments	0	0	
As of July 1 - Audited	68,633,754	0	68,633,754
Adjustments for Restatements	0	0	
Net Beginning Balance	68,633,754	0	68,633,754
Ending Balance	<u>\$ 17,392,545</u>	<u>\$ 3,125,163</u>	<u>\$ 20,517,708</u>
Components of Ending Fund Balance			
Restricted for Capital Outlay	\$ 17,392,545	\$ 3,125,163	\$ 20,517,708

35 Capital School Facilities Fund

	Revised Budget 1/31/2021	Adjustments this Period	Revised Budget 2/28/2021
REVENUES			
Federal Revenues	\$ 0	\$ 0	\$ 0
Other State Revenues	8,762,349	3,084,750	11,847,099
Other Local Revenues	0	0	0
Total Revenues	\$ 8,762,349	\$ 3,084,750	\$ 11,847,099
EXPENDITURES			
Classified Salaries	\$ 0	\$ 0	\$ 0
Employee Benefits	0	0	0
Books and Supplies	0	0	0
Services, Other Operating Expenses	0	0	0
Capital Outlay	0	0	0
Other Outgo	0	0	0
Direct Support/Indirect Costs	0	0	0
Total Expenditures	\$ 0	\$ 0	\$ 0
Excess or Deficiency before other Sources and Uses	\$ 8,762,349	\$ 3,084,750	\$ 11,847,099
OTHER FINANCING SOURCES/USES			
Transfers In	\$ 0	\$ 0	\$ 0
Transfers Out	8,762,349	3,084,750	11,847,099
Sources	0	0	0
Uses	0	0	0
Total, Other Financing Sources/Uses	\$ -8,762,349	\$ -3,084,750	\$ -11,847,099
NET INCREASE (DECREASE) IN FUND BALANCE	\$ 0	\$ 0	\$ 0
FUND BALANCE, RESERVES			
Beginning Balance			
Beginning Balance as of July 1 - Unaudited	\$ 0	\$ 0	\$ 0
Audit Adjustments	0	0	0
As of July 1 - Audited	0	0	0
Adjustments for Restatements	0	0	0
Net Beginning Balance	0	0	0
Ending Balance	\$ 0	\$ 0	\$ 0
Components of Ending Fund Balance			
Restricted Ending Balance	\$ 0	\$ 0	\$ 0

40 Special Reserve Capital Outlay

	Revised Budget 1/31/2021	Adjustments this Period	Revised Budget 2/28/2021
REVENUES			
Federal Revenues	\$ 0	\$ 0	\$ 0
Other State Revenues	0	0	0
Other Local Revenues	1,051,515	0	1,051,515
Total Revenues	\$ 1,051,515	\$ 0	\$ 1,051,515
EXPENDITURES			
Classified Salaries	\$ 0	\$ 0	\$ 0
Employee Benefits	0	0	0
Books and Supplies	780,097	0	780,097
Services, Other Operating Expenses	98,468	0	98,468
Capital Outlay	1,292,288	0	1,292,288
Other Outgo	3,527,466	0	3,527,466
Direct Support/Indirect Costs	0	0	0
Total Expenditures	\$ 5,698,319	\$ 0	\$ 5,698,319
Excess or Deficiency before other Sources and Uses	\$ -4,646,804	\$ 0	\$ -4,646,804
OTHER FINANCING SOURCES/USES			
Transfers In	\$ 2,453,848	\$ 0	\$ 2,453,848
Transfers Out	0	600,000	600,000
Sources	0	0	0
Uses	0	0	0
Total, Other Financing Sources/Uses	\$ 2,453,848	\$ -600,000	\$ 1,853,848
NET INCREASE (DECREASE) IN FUND BALANCE	\$ -2,192,956	\$ -600,000	\$ -2,792,956
FUND BALANCE, RESERVES			
Beginning Balance			
Beginning Balance as of July 1 - Unaudited	\$ 14,357,376	\$ 0	\$ 14,357,376
Audit Adjustments	0	0	0
As of July 1 - Audited	14,357,376	0	14,357,376
Adjustments for Restatements	0	0	0
Net Beginning Balance	14,357,376	0	14,357,376
Ending Balance	\$ 12,164,420	\$ -600,000	\$ 11,564,420
Components of Ending Fund Balance			
Child Care Building	118,711	0	118,711
Solar	3,780,125	0	3,780,125
DVMS Fields	275,815	0	275,815
DVHS CSA	29,098	0	29,098
Solar Reserve	2,201,051	0	2,201,051
Facility Community Use	1,418,495	-600,000	818,495
Capital Investments	2,735,486	0	2,735,486
Technology Infrastructure Replacement	100,879	0	100,879
Safety Committee	1,504,760	0	1,504,760
Ending Balance	\$ 12,164,420	\$ -600,000	\$ 11,564,420

DATE: March 30, 2021

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION #56/20-21,
AUTHORIZING THE ESTABLISHMENT OF A BANK ACCOUNT FOR
BUSINESS OFFICE

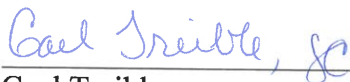
DISCUSSION:

The Business Office is requesting approval to open a merchant bank account with the district's current banking partner for the purposes of transferring site donations and other collected revenues to the district school sites. This will help to facilitate collecting these types of funds in one account for all sites.

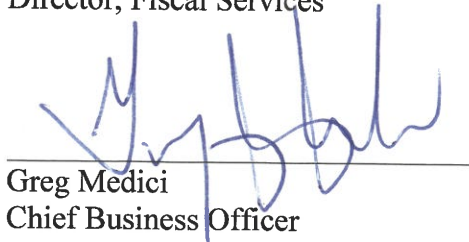
This will be a district level controlled account and will be used to receive school donations and other sales revenue from various stand-alone software platforms consolidated into one account. The business office will then allocate the funds received to the appropriate school bank account(s), such as site Associated Study Body and the district transfer account as designated.

RECOMMENDATION: Staff recommends adoption of Resolution #56/20-21, to approve the opening of a merchant bank account.

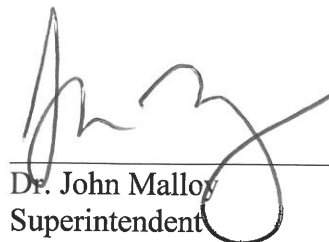
BUDGET IMPLICATIONS: None



Gael Treible
Director, Fiscal Services



Greg Medici
Chief Business Officer



Dr. John Malloy
Superintendent

RESOLUTION NO. #56/20-21

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Item 11.7

**AUTHORIZING THE ESTABLISHMENT OF A MERCHANT BANK ACCOUNT FOR
SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**

BE IT RESOLVED by the governing board of the San Ramon Valley Unified School District that a merchant bank account shall be established for San Ramon Valley Unified School District.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the San Ramon Valley Unified School District does hereby authorize the establishment of a merchant bank account for use of the San Ramon Valley Unified School District. This resolution is effective on date of adoption until revoked or superseded.

APPROVED, PASSED and ADOPTED by the Governing Board of the San Ramon Valley Unified School District this 30th day of March, 2021, by the following vote:

AYES:

NAYS:

ABSENT:

Dr. John Malloy
Secretary to 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

DATE: March 30, 2021

TOPIC: CONSIDERATION OF REQUEST TO INCREASE THE DAILY RATE OF PAY FOR SUBSTITUTE TEACHERS FOR THE REMAINDER OF THE 2020-2021 SCHOOL YEAR

DISCUSSION:

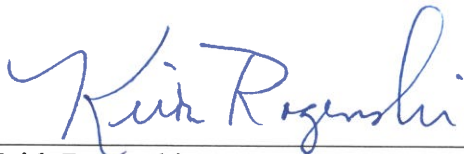
As is the case for many school districts in California, the San Ramon Valley Unified School District has been challenged by the ongoing shortage of substitute teachers. This challenge has been amplified as the District has increasingly opened its schools across all grade levels for hybrid instruction and some local school districts have increased their daily rates of pay for substitutes as a strategy for recruiting and retaining them. Accordingly, in order for the District to recruit and retain a sufficient pool of substitute teachers to satisfy daily needs and remain competitive locally, there is a need to increase the daily rate of pay for substitute teachers. As such, staff recommends that the daily rate of pay for substitute teachers be increased to \$250 per full day of service effective March 31, 2021 through the remainder of the 2020-2021 school year.

RECOMMENDATION:

Approve an increase in the daily rate of pay for substitute teachers to \$250 per full day of service effective March 31, 2021 through the end of the 2020-2021 school year, after which the existing daily rates of pay will apply.

BUDGET IMPLICATIONS:

At an estimated average use of 100 substitute teachers per day, the Board's approval of this recommendation is expected to generate increased, one-time costs to the General Fund by approximately \$500,000.



Keith Rogenski
Assistant Superintendent
Human Resources



Dr. John Malloy
Superintendent

Item Number

11.8

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

DATE: MARCH 30, 2021

TOPIC: ADOPTION OF TEXTBOOK

DISCUSSION: It is requested that the following textbook be adopted for use beginning immediately following adoption.

<i>Brave In The Woods</i>	Penguin Random House Tracy Holczer Copyright 2021	All Middle Schools Core 6 Grade 6	\$16.99
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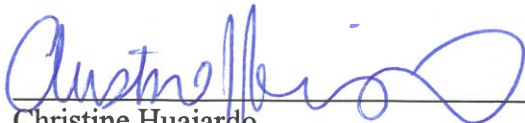
Brave In The Woods will be read by all CORE 6th grade students and teachers during the 2nd semester prior to author visit to sites. This book has been previewed for age appropriateness and educational content.

RECOMMENDATION: The administration recommends adoption of this textbook after the required preview period. Such adoption is to include approval of use of ancillary materials such as workbooks, resource binders, tests, audiotapes, and other materials designed to supplement this book.

BUDGET IMPLICATIONS: District Instructional Material funds and/or site donations will be used to purchase this book.



Debra Petish
Director of Curriculum & Instruction



Christine Huajardo
Assistant Superintendent
Educational Services



Dr. John Malloy
Superintendent

11.9

Item Number

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

DATE: March 30, 2021

TOPIC: CONSIDERATION OF APPROVAL OF NEW POSITIONS AND JOB DESCRIPTION FOR WELLNESS INTAKE ASSISTANT AT HIGH SCHOOLS

DISCUSSION:

In an effort to provide for the ongoing health and well-being of our high school students, the District will expand and implement Wellness Centers (initiated at California High School and Dougherty Valley High School this year) at all four of our comprehensive high schools in the 2021-2022 school year. To support their activities and functions, each Wellness Center will be staffed with a Social Worker and a Wellness Intake Assistant and will be supported by the District's Wellness Team.

The Wellness Intake Assistant will be a new classification of classified employee whose functions will be to greet and welcome students to the Wellness Center, schedule student appointments, and provide miscellaneous clerical and related support for the school's Wellness Center activities.

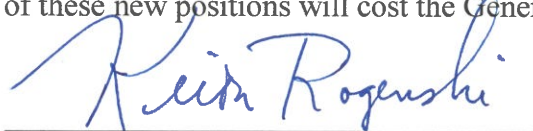
The District has negotiated the attached job description for Wellness Intake Assistant with California School Employees Association (CSEA), Chapter #65 and it has been ratified by the bargaining unit. With Board approval, the District will staff each high school with a Wellness Intake Assistant at .875 FTE (35 hours/week) for 9 ½ months per year.

RECOMMENDATION:

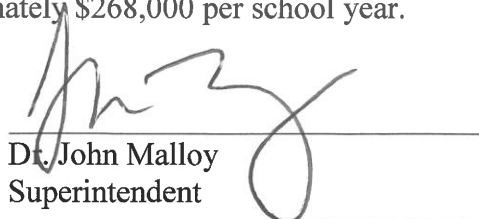
Approve the new job description for Wellness Intake Assistant and the staffing of one position for each comprehensive high school as described above beginning in the 2021-2022 school year.

BUDGET IMPLICATIONS:

While the Board's approval of the new position description has no financial impact, the staffing of these new positions will cost the General Fund approximately \$268,000 per school year.



Keith Rogenski
Assistant Superintendent
Human Resources



Dr. John Malloy
Superintendent

Item Number

11.10

Job Description

San Ramon Valley Unified School District

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Wellness Intake Assistant

Purpose Statement

The job of Wellness Intake Assistant is done for the purpose of providing support to the educational process with specific responsibilities for supporting the Wellness Center by meeting and greeting students; providing organizational support for wellness-related services, school events and partnerships; scheduling student appointments; assisting with documentation and data collection; and working closely and under the direction of the District Social Worker and Wellness Team to ensure coordination in an effective and efficient manner at all times.

This job reports to Assigned Supervisor

Essential Functions

- Acts as a liaison for planning and communicating regarding site wellness events and activities for the purpose of enhancing communications among all stakeholders (e.g., students, staff, families, and community partners).
- Assists district Social Worker with several processes (e.g. assessing site needs, developing community partnerships, supporting on-site community partners' orientation to school Wellness Centers, leading tours, providing information as needed, etc.) for the purpose of providing support to the Wellness Centers.
- Collects and manages all data compiled from various sources (e.g. student referrals, drop-in and scheduled visits, services provided, wellness surveys, questionnaires, etc.) for the purpose of providing information and/or preparing reports.
- Compiles and maintains a list of community resources for health, mental health and substance use/abuse for the purpose of providing general information and/or providing students with resources as appropriate.
- Directs the flow of telephone calls and e-mails to appropriate staff and schedules appointments for the purpose of managing the Wellness Center, responding to inquiries and/or taking messages.
- Maintains a consistent and welcoming presence in the Wellness Center by meeting and greeting students, directing them to the appropriate member of the Wellness Team and managing an orderly flow of students in and out of the Wellness Center.
- Participates in meetings (e.g. staff, the Wellness Center team, community partnerships, district level, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Provides assistance with out-reach at PTSA meetings, back-to-school nights and school tabling events for the purpose of providing and/or conveying information and other services provided.
- Updates and maintains the Wellness Center website as needed for the purpose of providing current information for students, parents, and staff.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

operating standard office equipment including pertinent software applications, student management system; maintaining necessary filing systems; and using independent judgement.

Item 11.10

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; business telephone etiquette; best practices in the area of student support, student engagement and health and its relationship to learning; and policies, procedures, safety rules, and regulations.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; working with constant interruptions; staying calm under pressure; multi-tasking; applying effective conflict resolution skills; dealing with confrontational situations in a positive manner; and collaboratively problem-solving.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is required.

Education (Minimum): High school diploma or equivalent.

Required Testing
None Required

Certificates and Licenses
None Required

Continuing Educ. / Training
Maintains Certificates and/or Licenses
District Mandated Training

Clearances
Criminal Background Clearance
Tuberculosis Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade

Revised Date

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

DATE: March 30 12, 2021

TOPIC: CONSIDERATION OF APPROVAL OF JOB DESCRIPTIONS AND
NEW ADMINISTRATIVE/CLASSIFIED POSITIONS TO ADDRESS
IDENTIFIED NEEDS

DISCUSSION: Since the 2017-18 school year, the District has made significant reductions to its administrative staff. More than 16 FTE (Full-Time Equivalent) administrative positions have been eliminated over the past three years, resulting in more than \$2 million in annual savings to the District's General Fund. These reductions, however, have also resulted in significant gaps in leadership and technical work, particularly in the areas of instruction, technology and communication.

While we will continue to analyze staffing needs on all levels (and make appropriate reductions based on those analyses), staff has identified the need to restore or enhance certain positions in order to provide the necessary support to our schools and departments. Some of these positions reflect position enhancements and the elimination of existing positions.

Upon Board approval, the restoration or enhancement of these positions will strengthen the District's ability to move forward in a post-COVID environment, while still maintaining an annual net savings of approximately \$1.4 million in administrative staffing costs from the 2017-18 school year. These recommendations are included below:

Coordinator, Instructional Technology

- **Description:** To complete the restructuring of leadership in the Technology Department and enable it to effectively support the instructional work and initiatives underway in the Educational Services Department, there is a need to establish a position that is dedicated to leading, facilitating, and maximize the integration of available digital tools with best instructional practices. The incumbent in this position will engage with administrators, teachers and support staff, students, and families to create and strengthen conditions and build momentum to utilize and augment technology effectively as a tool to enhance teaching and learning across the District. Upon Board approval, the position will be advertised and filled as a full-time position, and the restructuring of leadership in the Technology Department that has been underway will be complete.
- **Recommendation:** Approve the new position and job description of Coordinator, Instructional Technology as described above.
- **Budget Implications:** While the Board's approval of the new job description itself has no financial impact; the staffing of this position will cost the General Fund approximately \$203,000.

Coordinator, Research, Evaluation and Student Support

- **Description:** Throughout the past school year, in response to the needs and expectations of students and families, the District has evolved into serving as its own testing center for a variety of standardized assessments, including hosting and administering the PSAT and SAT examinations for its high school students preparing to attend college. The District expects this to

continue and expand into the 2021-2022 school year and beyond. Simultaneously, as the District has further developed, expanded and implemented its multi-tiered systems of support (MTSS) to address the needs of all learners and begins to establish plans to further improve its programs, develop effective student support structures, and strengthen the delivery of instruction to maximize student learning and outcomes for all students, a need has been identified to establish the new position of Coordinator of Research, Evaluation and Student Support. Upon Board approval of this position description, the District will advertise and staff the new position as a full-time position in the Educational Services Department beginning in the 2021-2022 school year.

- **Recommendation:** Approve the new position description for Coordinator, Research, Evaluation and Student Support, and the staffing of this new position as described above.
- **Budget Implications:** While the Board's approval of the new position description has no financial impact, the staffing of the new position will cost the District approximately \$203,000 per year in categorical (Disproportionality-non-general fund) funds.

Coordinator, Communications and Public Information

- **Description:** To address the growing needs of the Communications and Community Relations Department, the District will establish the new classification of Coordinator, Public Information and Communications. The District's Communications Specialist has been performing the duties of this new position since the Director position became vacant. *Upon Board approval, the District will staff this new position as a full-time, 12-month position, reassign its existing Communications Specialist to it, effective immediately, and phase out the Communications Specialist position.*
- **Recommendation:** Approve the new position description for Coordinator, Public Information and Communications and the staffing of this new position as described above.
- **Budget Implications:** While the Board's approval of the new position description has no financial impact, the staffing of the new position as described will cost the General Fund approximately \$55,000 per school year.

Director II, Educational Equity

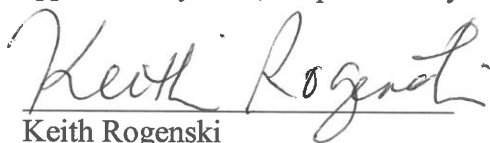
- **Description:** The District has already established and maintained a Coordinator of Equity as part of the Educational Services team. The primary function of that position has been to guide, facilitate, and lead activities and initiatives that promote inclusion, equity, access, and acceptance of and appreciation for diversity across the District. Following the Board's approval of the new Strategic Plan later this year, staff will immediately begin to mobilize the District's resources to focus on the newly identified strategic directions, and equity will assume a significantly greater role in focusing our work. Accordingly, the District has determined that there is a need to establish a new leadership position beginning in the 2021-2022 school year, Director II, Educational Equity, that more appropriately reflects the prominence and central focus that equity will play in focusing and defining our work. *Upon Board approval, the District will advertise and hire a full time Director II, Educational Equity beginning in the 2021-2022 and phase out the existing Coordinator position.*
- **Recommendation:** Approve the new position and job description for Director II, Educational Equity as described above.
- **Budget Implications:** While the Board's approval of the new position description has no financial impact, the staffing of the new position as described will cost the General Fund approximately \$21,000 per school year.

Executive Director, Instructional Services

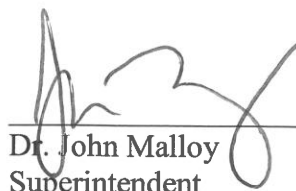
- **Description:** The District seeks to establish the new position of Executive Director, Instructional Services beginning in the 2021-2022 school year to provide necessary leadership, support and direction to school sites in developing, aligning, and improving curriculum, instruction and assessment throughout the District. The Board's approval of the new Strategic Plan later this year will require an instructional leader as part of the Educational Services team who will provide oversight, coordination, and leadership in the ongoing development and improvement of the District's curricular and instructional programs at a more systemic, strategic, organizational, and executive level in support of the Strategic Plan. *Upon Board approval, the District will reassign an existing Director in the Educational Services Department to the new position and eliminate the incumbent's existing position at the end of the current school year.*
- **Recommendation:** Approve the new position description for Executive Director, Instructional Services and the staffing of this new position as described above.
- **Budget Implications:** While the Board's approval of the new position description has no financial impact, the staffing of the new position as described will cost the General Fund approximately \$43,000 per year.

Communications/Administrative Support Specialist

- **Description:** The District's need to ensure that staff, parents/guardians, and the community receive accurate, complete and timely information has significantly increased the demands placed upon the District's Communications and Community Relations Department in recent school years. Those demands have also increased in response to the unique challenges and ever-changing information and circumstances which have evolved since the outset of the pandemic, and are expected to continue long after the pandemic subsides. Simultaneously, the demands and responsibilities associated with the essential activities of the Superintendent's Office, including managing the meetings, records, and activities of the Board of Education and implementing the ongoing review and revision of Board policies and administrative regulations to keep pace with statutory changes, have increased significantly and generated a need for additional clerical and administrative assistance in that office. The District has negotiated the attached job/position description for Communications and Administrative Support Specialist with California School Employees Association (CSEA), Chapter #65 and that job description is pending ratification with the bargaining unit. Upon CSEA ratification and Board approval, the District will staff this new position at 1.0 FTE (40 hours per week) for 12 months per year beginning in the 2021-2022 school year.
- **Recommendation:** Approve the new position and job description for Communications and Administrative Support Specialist as described above.
- **Budget Implications:** While the Board's approval of the new position description has no financial impact, the staffing of the new position as recommended will cost the General Fund approximately \$127,000 per school year.



Keith Rogenski
Assistant Superintendent
Human Resources



Dr. John Malloy
Superintendent

11.11

Item Number

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

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TITLE:	Coordinator, Instructional Technology	REPORTS TO:	Assigned Administrator
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	Requested 3-30-2021	SALARY:	Range E1/Tier IV Management Salary Schedule

SUMMARY DEFINITION:

Under general supervision, provide leadership to facilitate and maximize the integration of available digital tools with best instructional practices. Engage with administrators, teachers and support staff, students, and parents/guardians to create and strengthen conditions and build momentum to utilize and augment the use of technology as a tool to enhance teaching and learning. Coordinate and lead professional learning opportunities to meet the diverse learning needs of staff as it relates to integrating technology into the District's academic program.

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

Professional Development

Coordinate the development and implementation of a comprehensive professional development plan for the use and expansion of instructional technology in the District's academic program. **E**

Identify and assess the training needs of the District's certificated and classified personnel to utilize and expand the instructional and information management technology available to enhance the teaching and learning process. **E**

Develop, organize and provide professional development activities for classroom teachers, support staff, administrators, and District leaders to effectively utilize educational technology aligned to content-specific standards and instructional practices. **E**

Provide support and professional development to teachers of hybrid and/or online learning courses and support and improve the development of future hybrid/online course offerings to address the needs of all students. **E**

Create, lead and support a districtwide professional learning community/network for integrating digital tools into the instructional process. **E**

Curriculum

Coordinate the writing and development of curriculum for technology programs and monitor the instructional process of using technology for the purpose of improving student learning in all content areas. **E**

Advocate and promote the introduction of change and innovation in curriculum design and delivery in conjunction with administrators, district instructional coaches and school-based leadership teams. **E**

Innovation

Research and identify content-based pedagogy, materials, and trends related to new and emerging practices for instructional technology; disseminate and promote this information and the use of new technologies to District and site leaders and practitioners to improve teaching and learning. **E**

Facilitate staff participation in the evaluation and selection of new software and materials to support instructional objectives in conjunction with the technology and educational services departments. **E**

Collaborate with information technology staff to provide leadership in the areas of Internet safety, hardware and software acquisition, and infrastructural adjustments and enhancements, including Google Suite and the District-adopted Learning Management System. **E**

Maintain communication with parents, families and the broader learning community about the integration of technology in the District's instructional program. **E**

School Site Coordination

Consult with site principals, classroom teachers, and curriculum and instructional services staff regarding curriculum implementation and strategies for using instructional technology for continuous instructional improvement. **E**

Recommend policies, procedures, and/or actions for expanding the use of instructional technology to support school site goals and needs and the District's Strategic Plan and initiatives. **E**

Establish and maintain effective working relationships with a variety of individuals, including administrators, teachers, classified staff, students, parents/community members, vendors, consultants and others. **E**

Classroom Support

Communicate and collaborate with school site technology liaisons to ensure effective implementation of District technology goals. **E**

Provide and deliver model lessons which facilitate best practices for integrating technology into the instructional program. **E**

Support and improve student engagement, achievement and development of digital literacy skills through instructional coaching, co-teaching, collaborating, and consulting with teachers, support personnel, school administrators and other District personnel. **E**

Provide training, coaching, and feedback to administrators and teachers to improve the integration of instructional technology and development of blended/online learning to support 21st century models of teaching and learning. **E**

Planning

Ensure that the District's evolving goals and plans for instructional technology are fully aligned with and incorporated into the ongoing development, implementation and evaluation of the District's comprehensive Technology Plan. **E**

Provide leadership and technical expertise to site principals and other district personnel for the planning and implementation of instructional technology throughout the District; develop and implement a means for the continual evaluation of instructional technology and plan and institute changes based upon the results. **E**

Remain current and informed about trends in instructional technology by attending conferences and workshops, reading professional literature, joining professional associations, taking courses, and establishing professional networks in the field; disseminate information to administrators and teaching and classified staff pertaining to the latest research and trends at the local, state and national levels. **E**

Represent the District in local and national partnerships regarding educational, instructional, and blended/online learning and support District leaders in their ongoing knowledge about these areas and available resources. **E**

Establish and maintain a positive climate of interaction, communication, and collaboration among superiors and colleagues, with District and site staff and team members, and other stakeholders in leading and supporting research, evaluation and student support initiatives. E

Performs 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 equivalent to: Bachelor's degree, possession of California teaching/service credential with related experience and administrative credential, and successful experience integrating instructional technology into classroom instruction or leading such integration in a TK-12 educational setting at a school site and/or organizational level is required. Specific training, coursework, or certification in educational or instructional technology, curriculum and instruction, or related field and site or District leadership experience and completion of Master's degree is preferred.

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

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

Proficient ability in using a personal computer, the Internet, Macintosh OS, Windows OS, Chrome, modern office equipment, and District data and software systems for data storage and retrieval, word processing, spreadsheets, scheduling, communication, and other work activities is required.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

Knowledge of:

Principles and practices of utilizing technology as a tool to enhance teaching and learning.
Current tools and emerging trends in instructional technology.
Best, contemporary instructional strategies and practices.
Standards-based instruction.
Principles and practices of coaching, mentoring, and adult learning.
Contemporary practices for effective professional development and training.
ISTE Technology standards at the trainer-of-trainer level.
Macintosh OS, Windows OS, Chrome, and productivity software applications.
Group leadership and group facilitation practices.
State and federal laws, regulations, and codes pertaining to technology and educational programs.
School district organization, operations, policies, and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Design and model the effective integration of instructional technology into classroom practice.
Plan, design, organize and deliver professional development activities.
Provide differentiated professional development offerings to individuals of varied skill levels.
Effectively coach, mentor, and collaborate with others.
Communicate effectively with individuals, and in small and large groups.
Analyze situations and make sound decisions.
Manage and complete assignments successfully with minimum direction and supervision.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Follow oral and written instructions.
Maintain harmonious relationships with coworkers and others contacted in the course and scope of work.

Communicate orally and in writing effectively to various audiences.
Operate a computer and related software.
Meet District standards of professional conduct.

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 environment; drive a vehicle to conduct work.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer; see to read and prepare documents and reports and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment background and tuberculosis clearances and District mandated trainings.

APPROVALS:

Keith Rogenski, Assistant Superintendent, Human Resources

Date

John Malloy, Ed.D., Superintendent

Date

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

TITLE:	Coordinator of Research, Evaluation and Student Support	REPORTS TO:	Assigned Administrator
DEPARTMENT:	Educational Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	Requested 3-30-2021	SALARY:	Range E1/Tier IV Management Salary Schedule

SUMMARY DEFINITION:

Assist in planning, coordinating, designing, conducting, implementing, and facilitating the research, evaluation, and student support initiatives of the District; generate and provide information and leadership to facilitate and guide informed decision-making regarding the improvement of District programs and school site delivery of instruction to students.

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

Plan, coordinate, design, conduct, and supervise District research and evaluation activities; provide information and leadership to facilitate and guide informed decision-making regarding the improvement of District programs and school site delivery of instruction and other services provided to students. **E**

Develop comprehensive and continuing programs for research and development planning and evaluation and generate reports in support of the District Strategic Plan, priorities and initiatives, and related activities (e.g., LCAP, CCEIS, etc.). **E**

Assist in the preparation and analysis of needs assessments; design specific surveys for various stakeholders for District grant preparation, and for miscellaneous reports and projects. **E**

Collect, compile, organize and analyze data and maintain database systems to prepare evaluation reports and evaluate programs; communicate and present conclusions based upon data to provide needed information and support for formal and informal presentations, papers, and discussions among District and school site teams. **E**

Perform special projects and research, attending to administrative details on special matters as assigned; manage various large-scale and ongoing projects including coordination of data collection; maintain quality control of data entry, preparation of reports, conducting data analyses, and interpretation of findings. **E**

Provide process and product evaluation to assess program compliance with state and federal guidelines, the degree of implementation of plans, and the impact of programs on students. **E**

Design, develop and present professional development to staff regarding data systems, test development and administration, data collection and analysis, and the use of data and conclusions based upon its analysis to support and improve teaching and learning. **E**

Provide support, direction and leadership to school site staff and teams regarding the use of data to inform the development, implementation, and improvement of effective multi-tiered systems of support for students at all sites and levels. **E**

Provide professional development activities for administrators, teachers and other site staff, and school-based leadership teams; conduct observations and provide feedback, model effective practices, and provide other needed assistance to support the implementation and improvement of multi-tiered systems of support. **E**

Provide technical assistance to District and site personnel and other stakeholders and respond to inquiries related to assigned areas of responsibility as needed. **E**

Establish and maintain a positive climate of interaction, communication, and collaboration among superiors and colleagues, with District and site staff and team members, and other stakeholders in leading and supporting research, evaluation and student support initiatives. **E**

Remain current and informed about trends in research, evaluation, and student support by attending conferences, reading professional literature, joining professional associations, taking courses, and attending workshops and conferences. **E**

Performs 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 equivalent to: Bachelor's degree and at least three years of experience in overseeing, facilitating and/or leading research, program evaluation, and/or designing and implementing student support systems at a school site or District level is required. Possession of California teaching/service and/or administrative credentials, school site or District leadership experience in related area. Completion of Master's degree is preferred.

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

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

Proficient ability in using a personal computer, the Internet, modern office equipment, and District data and software systems for data storage and retrieval, word processing, spreadsheets, scheduling, communication, data management and complex calculations is required.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

Knowledge of:

Effective and contemporary leadership and group facilitation practices.
Technical aspects and practices of collecting, evaluating and analyzing data.
Data management and database systems.
Methods of conducting educational research and program evaluation.
Strategies and methods for effective survey design and development.
Techniques for applying analyses of and conclusions based upon data to improve instructional programs.
Instructional practices and effective student support systems.
State and federal laws, regulations, and codes pertaining to evaluation of educational programs.
School district organization, operations, policies, and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Plan, coordinate, design, conduct, and supervise research and evaluation activities.
Provide information to facilitate informed decision-making regarding the improvement of district programs and school site delivery of instruction and other services provided to students.
Conduct data collection, organization, compilation, and analyses, and accurately interpret findings.
Plan, implement, and report the results of evaluation and research studies.
Create, maintain, and manage data and databases.
Develop surveys which yield needed information.
Communicate results of research and evaluation studies to audiences with varying levels of experience and expertise.

- Plan, design and deliver professional development activities.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Complete assignments successfully with minimum of direction and supervision.
- Solicit cooperation, establish rapport, and collaborate effectively with District and site administrators, District employees, and other stakeholders.
- Maintain objectivity and provide quality information to facilitate decision-making at all levels.
- Conduct research, develop evaluation instruments, and use appropriate procedures to gather, analyze, and interpret data.
- Communicate orally and in writing effectively and to various audiences.
- Operate a computer and related software.
- Meet District standards of professional conduct.

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 environment; drive a vehicle to conduct work.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer; see to read and prepare documents and reports and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment background and tuberculosis clearances and District mandated trainings.

APPROVALS:

Keith Rogenski, Assistant Superintendent, Human Resources

Date

John Malloy, Ed.D., Superintendent

Date

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

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TITLE:	Coordinator, Communications & Public Information	REPORTS TO:	Assigned Administrator
DEPARTMENT:	Communications and Community Relations	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	Requested 3-30-2021	SALARY:	Range G/Tier IV Management Salary Schedule

SUMMARY DEFINITION:

Under general supervision, prepare and provide general and strategic communications about the District, its school sites, and its activities to accurately and positively represent the District; engage the community by sharing the District's story through effective use of digital and interactive communications; manage the District's online presence, including its website, social media, and other online communications; ensure effective two-way communication; assist in the development and maintenance of the District's strategic communications plan; and convey information regarding District activities and procedures.

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

Participate in the development, maintenance, revision, and updating of the District's long-term strategic communications plan. **E**

Collaborate with a variety of stakeholders, including District and site administrators, teachers and staff, community leaders, and media outlets in alignment with the District's strategic communications plan. **E**

Communicate with District stakeholders in a variety of situations to ensure wide coverage of District activities, notices and events. **E**

Compile a wide variety of information, including social media reporting data and District programs and news, to ensure timely and accurate information is communicated on the District's behalf. **E**

Promote District activities and events internally and externally to ensure that information is fully and correctly communicated and that stakeholders are properly informed. **E**

Create graphics and publications images, including illustrations, photographs, logos, etc., to provide pictorial information which properly represents the District in all media formats. **E**

Distribute information about the District to a wide variety of individuals, including staff members, families, community members, school communities, and the local media, as necessary and/or requested. **E**

Write, edit, publish and distribute a wide variety of communications on behalf of District departments and school sites, including notices, articles, advertisements, social media posts, and website information, ensure their integrity and accuracy and ensure they clearly communicate their intended messages; assist and support District- and site-level staff in the use of District information systems. **E**

Monitor a variety of online media, including the District and school websites and social media platforms, to ensure that community and District standards are met, identify trends and emerging concerns, and develop strategies and communications for addressing inaccurate information and promoting a positive image of the District. **E**

Participate in various District meetings, including Executive Cabinet, Cabinet and management meetings, to maintain awareness of District initiatives and plans, convey information, make recommendations, inform decision making, and gather information in preparation for developing and disseminating general and strategic communications to internal and external stakeholders. **E**

Collaborates with Board of Education members to provide needed support in media and communications management. **E**

Prepare and disseminate reports and summaries of public events involving the District, individual school sites, and Board of Education activities, decisions, and actions. **E**

Establish and maintain productive and positive relationships with and respond to inquiries and requests for information from District staff, community members and leaders, business representatives, and local news media. **E**

Provide support, timely response and information in emergency situations, including lockdowns and catastrophic weather events, by developing and communicating important information and direction to employees, families and students, the community, and the local media. **E**

Evaluate and collaborate in the efficacy of District information systems and recommend and organize changes as necessary. **E**

Research work-related topics, including educational issues and trends, legislation impacting education and the District, trends in social media, and graphic design tools and upgrades in software, to gather information and make recommendations for improvement. **E**

Serve as a communications resource to the District's Board of Education, Superintendent and Cabinet, and school site administrators and staff in developing effective marketing and communications strategies and plans. **E**

Maintain and update documents, files and records, including activity information, required documentation, and media contact files, for providing information and documentation and complying with established District guidelines and procedures. **E**

Establish and maintain a positive climate of interaction, communication, and collaboration among colleagues, with District and site staff, students and families, and other stakeholders in the performance and execution of areas of responsibility. **E**

Remain current and informed about contemporary research in and best practices for general and strategic communications, attending conferences and workshops, reading professional literature, joining professional associations, taking courses, and establishing and maintaining professional networks. **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 equivalent to: Bachelor's degree in communications, journalism, broadcasting, public relations, organizational behavior, or other related discipline and job-related experience is required. Professional experience with increasing levels of responsibility performing similar duties and responsibilities in a public setting may substitute for academic preparation in one of the specified academic disciplines.

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

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

Proficient ability in using a personal computer, the Internet, social media, modern office equipment, and District software systems for word processing, graphic design, communication, preparing and delivering presentations, scheduling and other needed applications in the course and scope of work is required.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

Knowledge of:

District programs, practices, operations and procedures.

District Strategic Communications Plan and strategic initiatives.
Principles and practices of general and strategic communications.
Contemporary tools and strategies for digital and interactive communications.
Practices and platforms for internal and external stakeholder engagement.
Rules and procedures for media reporting.
Software programs used for graphic design and desktop publishing.
Website and social media platform design and development.
State and federal laws, regulations, and codes pertaining to K-12 education.
School district organization, operations, policies, and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Use software and online platforms to maintain the digital presence of the District.
Convey and explain various facts, circumstances and concepts in a factual and strategic manner.
Analyze situations, make recommendations, and generate solutions to problems and issues.
Manage and complete multiple projects and assignments with little direction and supervision.
Establish trust and collaborate effectively with administrators, employees, students, parents, elected officials, community members, and the local media.
Communicate orally and in writing effectively to various audiences.
Demonstrate initiative and function effectively as part of a team.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Operate a computer, District technology platforms, and software to perform job functions.
Professionally and respectfully represent the District at all times.
Meet District standards of professional conduct.

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 environment; drive a vehicle among various sites within and outside the District to conduct work.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer; see to read and prepare documents and reports and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment background and tuberculosis clearances and District mandated trainings.

APPROVALS:

Keith Rogenski, Assistant Superintendent, Human Resources

Date

John Malloy, Ed.D., Superintendent

Date

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

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TITLE:	Director II, Educational Equity	REPORTS TO:	Assigned Administrator
DEPARTMENT:	Educational Services	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	Requested 3-30-2021	SALARY:	Range D1/Tier IV Management Salary Schedule

SUMMARY DEFINITION:

Guide, facilitate, direct and lead activities and initiatives that promote inclusion, equity, access and an acceptance and appreciation for diversity throughout the District; organize and implement training and professional development programs which promote cultural competence and understanding and support a climate of equity and inclusion; support the evaluation and development of curriculum, practices and procedures to inform decision-making and change which promotes equity, access and inclusion; and provide guidance and leadership in addressing, resolving and remediating issues and incidents involving issues of racism, discrimination, and other forms of inequity.

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

Guide, facilitate, direct and lead activities and initiatives that promote inclusion, equity, access and an acceptance and appreciation for diversity among all District stakeholders. **E**

Provide input, guidance and leadership in the evaluation and development of curriculum and student support systems which promote acceptance, access, equity and inclusion and combat issues of racism, discrimination and other forms of inequity. **E**

Collaborate with District and site-level administrators to examine and evaluate existing practices, procedures and protocols for their impact in supporting inclusion, access and equity; provide information, guidance, and support in revising and designing alternative practices and implementing solutions which enhance and improve outcomes for all stakeholders. **E**

Plan, develop, organize and implement districtwide and site-based training and professional development for staff members, students, and other stakeholders which promote cultural competence and understanding and a climate of equity and inclusion. **E**

Advise, guide and assist District and site-based leaders, staff, students and/or parents and community members in responding to, addressing, and designing and implementing corrective and restorative resolutions when discriminatory, racist and/or hate-based incidents occur; assist in the process of investigating and responding to complaints as requested. **E**

Plan, guide, and advise District and site leaders, staff, and other constituencies and respond to inquiries about matters involving diversity, equity and inclusion. **E**

Develop partnerships with city and town representatives, local educational agencies, and other outside groups and constituencies, effectively representing the District, to promote, support, and strengthen the equity work in which it is engaged. **E**

Chair, facilitate, attend and/or serve on various District ad hoc and standing committees to support and inform its work and promote participant discussion and decision-making through an equity lens. **E**

Attend Executive Cabinet, Cabinet, Department-specific, Board of Education, and/or administrative meetings as requested to advise, present, share information, solicit input, give direction, and/or guide decisions which will promote equity, access, and inclusion and support the District's strategic plan and initiatives. **E**

Prepare and present written and/or oral reports as requested for the Board of Education, the Superintendent, District management and other constituencies documenting established goals, evaluation of work and progress in achieving them, and recommendations, priorities, and goals for building upon accomplishments moving forward. E

Establish and maintain a positive climate of interaction, communication, and collaboration among superiors and colleagues, with District and site staff, students and families, and other stakeholders in promoting equity, access and inclusion across the District. E

Remain current and informed about contemporary research in and best practices for promoting and achieving educational equity, access and inclusion by attending conferences and workshops, reading professional literature, joining professional associations, taking courses, and establishing and maintaining professional networks. E

Performs 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 equivalent to: Bachelor's degree and professional experience designing, facilitating, and/or leading equity work in a K-12 educational setting at a school site and/or organizational level. Possession of California teaching/service credentials and administrative credential required. Specific training/coursework or experience in interpersonal communication and relations, organizational behavior, racial/social justice, restorative practices, culturally understanding and sensitivity, and/or conflict mediation and resolution is preferred.

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

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

Proficient ability in using a personal computer, the Internet, modern office equipment, and District software systems for word processing, communication, preparing and delivering presentations, scheduling and other needed applications in the course and scope of work is required.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

Knowledge of:

Diverse racial, ethnic, and cultural backgrounds and experiences.
Gender identification, stereotyping and discrimination, sexual orientation and identification.
Effective pedagogical strategies for promoting equity, inclusion, and acceptance of diversity.
Curriculum development, selection and implementation.
Contemporary leadership skills and group facilitation practices.
Strategies and methods for planning and implementing system-wide change.
Contemporary practices for effective professional development and training.
Adult learning theory and practices.
Strategies for facilitating and engaging in difficult conversations.
Practices for mediating and resolving conflict.
State and federal laws, regulations, and codes pertaining to K-12 education.
School district organization, operations, policies, and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Listen empathetically to identify and understand direct and indirect messages and perspectives.
Convey and explain concepts and perspectives in a factual, respectful, and unbiased manner.
Analyze situations and generate solutions to complex problems and issues.

Lead, facilitate and engage in difficult conversations involving sensitive and emotional topics.
Plan, design, organize and deliver effective professional development programs.
Manage and complete multiple projects and assignments with little direction and supervision.
Establish trust and collaborate effectively with administrators, employees, students, parents and community members.
Communicate orally and in writing effectively and to various audiences.
Demonstrate initiative and function effectively as part of a team.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Operate a computer and related District technology platforms and software.
Professionally and respectfully represent the District at all times.
Meet District standards of professional conduct.

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 environment; drive a vehicle among various sites within and outside the District to conduct work.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer; see to read and prepare documents and reports and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift moderate to heavy objects.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment background and tuberculosis clearances and District mandated trainings.

APPROVALS:

Keith Rogenski, Assistant Superintendent, Human Resources

Date

John Malloy, Ed.D., Superintendent

Date

Position Description

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TITLE:	Executive Director- Instructional Services	REPORTS TO:	Assistant Superintendent
DEPARTMENT:	Educational Services	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	Requested 3-30-2021	SALARY:	Range B; Tier IV Management Salary Schedule

SUMMARY DEFINITION: Under general supervision of the Assistant Superintendent of Educational Services, provide leadership, coordination, and executive oversight in the ongoing development and improvement of curricular and instructional programs of the District at a systemic, organizational level in support of the District's Strategic Plan and strategic initiatives.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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

Provide executive leadership at a systemic level to ensure understanding of and promote the educational program and objectives and vision of the District. **E**

Provide leadership and strategic direction in shaping and determining the direction of program change and improvement in the District's curriculum and instructional programs. **E**

Ensure that all curriculum and instructional programs comply with local policy and administrative regulations and applicable state and federal statutes and requirements. **E**

Guide and assist in the needs assessment, planning, development, and implementation of professional development programs for teaching staff, support staff, and administrative staff. **E**

Collaborate with and lead District-level administrators and site principals and staffs to facilitate and ensure horizontal and vertical continuity and articulation of the TK-12 instructional program throughout the District. **E**

Provide leadership for and assist in the development, implementation, selection, and evaluation of curriculum at all levels to support District priorities and strategic initiatives. **E**

Attend conferences and workshops, read professional journals/papers, and take courses as necessary to remain current concerning trends in curriculum and instruction. **E**

Serve as leadership liaison for the District and participates with curriculum leaders at the local, county, state, and/or national levels. **E**

Engage in research and evaluation related to educational programs of the District; collect and interpret result and outcomes data and utilize conclusions drawn from data to inform needed and strategic change in the instructional process. **E**

Supervise and evaluate assigned District-level and site administrators, teachers on special assignment, schools and coaches; monitor and oversee site and parents committees and activities at sites of assigned responsibility. **E**

Provide technical expertise and guidance to Instructional Directors regarding assigned duties; formulate and develop policies and procedures. **E**

Attend weekly Cabinet meetings and Executive Cabinet meetings as requested to support and shape strategic planning and decision making regarding the District's direction and to ensure that the curricular and instructional programs of the District align with and support the District's strategic initiatives. E

Mobilize and direct resources to ensure that the curricular and instructional programs of the District reflect and support the District's Strategic Plan. E

Make presentations to the Board of Education, Superintendent's Cabinet, administrative team, site personnel, and community groups related to areas of responsibility. E

Communicate with other District administrators, district personnel, and contractors and vendors to coordinate activities and programs, resolve issues and conflicts, align efforts, and exchange information. E

Participate in the process of interviewing and selecting new employees, and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff as needed. E

Develop and monitor assigned budgets within the department; analyze and review budgetary and financial data; monitor and authorize expenditures in assigned budget areas in accordance with established guidelines. E

Performs 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 to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

- Minimum of ten years' service in education as a classroom teacher/services provider, at least five of which have been as a school site and/or District-level administrator.
- Demonstrated success and ability to lead and effect system-wide curricular and instructional change and improvement.
- Completion of a graduate-level degree is required. Major coursework in education, curriculum and instruction, or related field is preferred.

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License; Valid California Administrative Services Credential.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use computer in the performance of duties; software and databases specific to the District, Internet, various presentation software, and Microsoft Outlook. Ability to use modern office equipment; applicable knowledge and facility with District-adopted software programs and online applications for data storage and retrieval, word processing, spreadsheets, scheduling, communications, 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, problems and methods of public education and administration.
- Instructional methodology, learning theory and practice, and assessment.
- Contemporary models and best practices for staff development.
- Effective decision-making models and group processes.
- Contemporary curriculum issues, trends and theories.
- Local, state, and national curriculum frameworks and models.
- Personnel, fiscal, and organizational management relevant to assigned responsibilities.
- Relevant state and federal regulations and procedures.
- Applicable laws, codes, regulations, policies, and procedures.

Effective management practices and techniques of supervision and evaluation.
School district organization, operations, policies, and objectives.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Technical aspects of curriculum, instruction and assessment.
Operation of a computer and related software.

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ABILITY TO:

Work cooperatively and effectively with all segments of the educational community and general public.
Lead, work collaboratively, and communicate with TK-12 administrators, site staff, and community leaders and constituents with varying degrees of expertise and experience.
Provide process and product evaluation information to support decisions related to change and improvement in curriculum and instructional programs.
Use statistical software for measurement, testing, and evaluation.
Supervise and evaluate the performance of assigned staff.
Prepare comprehensive narrative and statistical presentations and reports.
Maintain current knowledge on trends and developments in areas of responsibility.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction to meet schedules and timelines.
Communicate effectively both orally and in writing to a variety of audiences.
Meet state and district standards of professional conduct as outlined in Board Policy.
Professionally represent the District at all times.
Operate a computer and related software.

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 effected to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; drive a vehicle to conduct work.

PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment background and tuberculosis clearances and District mandated trainings.

APPROVALS:

Keith Rogenski
Assistant Superintendent, Human Resources

Date

John Malloy, Ed.D.
Superintendent

Date

Job Description

San Ramon Valley Unified School District

Communications/Administrative Support Specialist**Purpose Statement**

The job of Communications & Administrative Support Specialist is done for the purpose of providing a variety of complex and specialized technical and clerical support duties in support of the Communications and Community Relations Department and the Office of the Superintendent; researching, preparing, composing, designing, writing, editing and distributing a variety of materials and communications in print, video and/or electronic format; developing and maintaining a specialized knowledge base and skill set relative to website design, social media platforms, organizational communications strategies, and evolving trends in communications necessary to perform assigned duties; supporting organizational objectives pertaining to public relations, strategic communications and marketing initiatives, and activities and functions of the Board of Education; assisting with professional development, outreach objectives, and stakeholder engagement activities which build support for and understanding of the District's mission, programs and initiatives; and working with the Director of Communications and Community Relations and Executive Assistant to the Superintendent to ensure consistency and quality of communications and adherence to the District's strategic communication goals and priorities.

This job reports to assigned supervisor

Essential Functions

- Supports the Communications and Community Relations Department and Office of the Superintendent for the purpose of ensuring effective communication and engagement strategies, tactics and best practices.
- Collaborates as part of a Department team for the purpose of coordinating and effectively implementing all community, employee, and media relations efforts.
- Prepares written and multimedia content for District website, social media platforms, newsletters, internal platforms, video and other mediums for the purpose of providing accurate and current information about the District and its initiatives.
- Prepares, designs, edits, and distributes promotional materials, posters, camera-ready artwork, guides, handbooks, brochures and signage for the purpose of communicating District and Board policies, initiatives, activities and procedures, and supporting initiatives and events.
- Assists school sites and departments in developing, supporting and maintaining their websites and other electronic communication tools, providing training and support as needed, and reviews websites to ensure effective, ongoing communication and compliance with established District standards and expectations.
- Assists in maintaining and managing the content of all District-hosted social media platforms for the purpose of ensuring accuracy, clarity, appropriateness and relevance of content and consistency with District standards.
- Develops, provides assistance, and serves as a resource to District leadership, staff and others in designing and preparing information for internal and external audiences (e.g., web-based materials, press releases, newsletters, articles, brochures, directories, video-based materials, etc.) for the purpose of providing clear and well-designed communications and information.
- Contributes to the development and maintenance of comprehensive communications, marketing, and engagement plans for the purpose of supporting District goals, strategies and initiatives.
- Photographs and videos District programs and events for publications and other uses; Interviews and photographs/videos students, staff and members of the public for District publications; and attends, photographs, videos and reports on District events and activities at all District sites for the purpose of advertising and disseminating information and promoting happenings in the District.

- Works collaboratively with members of the media in accordance with the District's Media Relations Guidelines for the purpose of establishing functional and supportive relationships and promoting accurate media coverage that supports the District's reputation and image.
- Participates in planning, preparing, and monitoring of the Communications and Community Relations Department budget, monitoring processes, contracts and purchase requisitions as needed, for the purpose of helping to ensure that department functions operate within budget and in compliance with established District practices.
- Collects, analyzes, and prepares data reports on engagement (particularly on social media) for the purpose of sharing information and developing strategies to increase outreach and expansion of the District brand.
- Monitors and tracks news media and social media activity concerning the District and its schools for the purpose of sharing information and preparing and executing appropriate response.
- Assists leadership in responding to news media inquiries, drafts news releases and media advisories, and arranges and coordinates media interviews as instructed for the purpose of developing and disseminating accurate information and effective media coverage of District activities.
- Supports emergency communication efforts through the production of written and recorded messages across multiple platforms for the purpose of sharing information with stakeholders and the community.
- Assists in cultivating community partnerships for the purpose of ensuring that such partnerships are mutually beneficial and supportive of District goals, activities and strategic initiatives.
- Plans, schedules, attends, and facilitates meetings and events as directed for the purpose of supporting District goals.
- Assists and supports the Executive Assistant to the Superintendent in executing daily operations in the Superintendent's Office, including communicating with the public, students and district staff, for the purpose of ensuring effective and timely completion of tasks and response and providing quality customer service.
- Assists and supports the Office of the Superintendent in posting, disseminating and maintaining Board of Education meeting agendas, materials and minutes, maintaining the District Master Calendar, and maintaining a variety of confidential and non-confidential records, logs and files for the purpose of ensuring accurate documentation, facilitating Board activities, and complying with Board policies and legal requirements.
- Develops and maintains professional relationships with news media, business representatives and community members, and District staff for the purpose of providing outstanding customer service and projecting a positive image of the District.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; writing and editing information for distribution; telephone skills; using social media; using graphics and publications software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: advanced grammar and institutional writing; rules of media reporting and social media; public relations and communications practices; techniques of photo, video and graphic design; rules, regulations, policies and laws pertaining to local education agencies; relevant resources; and access to services.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify information and data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data and information utilizing defined processes and established procedures; and operate equipment using standardized

methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with information of varied types and/or various purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data and information frequently requires independent interpretation of guidelines; and problem solving is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse individuals and groups; maintaining confidentiality and professionalism; setting priorities; working independently; working with constant interruptions; working with detailed information; working flexible hours, including nights and weekends, as needed.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is continual opportunity to impact the organization's services and outcomes.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is generally performed in a clean and healthy environment and requires travel among District sites.

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually low to moderate.
- Employees in this position will generally be required to work indoors in a standard office environment and come in direct contact with district staff, students and the public. Remote work may also be a requirement.
- Availability to periodically attend District or community events on weekends and/or evenings.

Experience: Job related experience with increasing levels of responsibility is required

Education (Minimum): Any combination of education/experience equivalent to a Bachelor's degree with major course work in communication, public relations, marketing or a related field and three years' experience in journalism, public relations, or another communication-related field.

Required Testing

None Specified

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Mandated Reporter Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date

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

DATE: MARCH 30, 2021

TOPIC: CONSIDERATION OF APPROVAL OF BID AWARD FOR ALAMO
ELEMENTARY SCHOOL BREEZEWAYS DEMOLITION AND
ABATEMENT

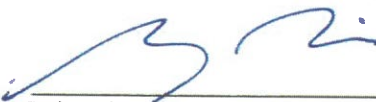
DISCUSSION: On March 17, 2021 the District received and publicly opened bids for the Alamo Elementary School breezeways demolition and abatement project. The bid results are listed below.


Bid #841			
Contractor	Base Bid	10% Contingency	Total Not to Exceed
CVE Contracting Group, Inc. dba Central Valley Environmental	\$48,999	\$4,900	\$53,899
B & M Tear Off, Inc.	\$60,000		
Pro-Ex Construction, Inc.	\$139,500		

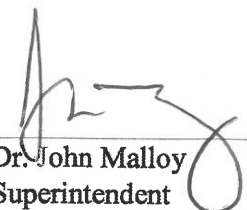
RECOMMENDATION: Staff recommends the Board approve the following bid award.

- CVE Contracting Group, Inc., dba Central Valley Environmental for a total not-to-exceed amount of \$53,899.

BUDGET IMPLICATIONS: As shown above – Fund 01 (RRM)


Erin Hirst
Assistant Director, Facilities


Daniel Hillman
Assistant Superintendent
Business Operations and Facilities


Dr. John Malloy
Superintendent

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

DATE: MARCH 30, 2021

TOPIC: CONSIDERATION OF APPROVAL OF BID AWARD FOR SYCAMORE VALLEY ELEMENTARY SCHOOL MODERNIZATION FLOORING REPLACEMENT

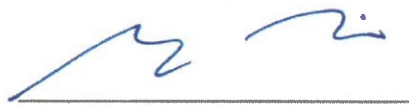
DISCUSSION: On March 2, 2021 the District received and publicly opened bids for the Sycamore Valley Elementary School modernization flooring replacement project. The bid result is listed below.

BID #840			
Contractor	Base Bid	10% Contingency	Total Not to Exceed
All County Flooring	\$201,372	\$20,137	\$221,509

RECOMMENDATION: Staff recommends the Board approve the following bid award.

- All County Flooring for a total not-to-exceed amount of \$221,509.

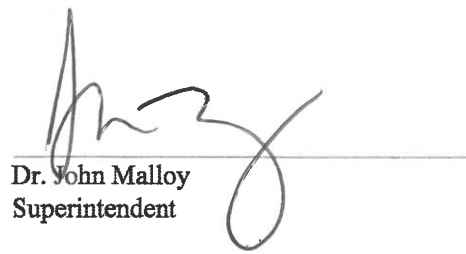
BUDGET IMPLICATIONS: As shown above – Fund 21 (Measure D)



Erin Hirst
Assistant Director, Facilities



Daniel Hillman
Assistant Superintendent
Business Operations and Facilities



Dr. John Malloy
Superintendent

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

DATE: March 30, 2021

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 52/20-21,
APPROVING THE MONTEVIDEO ELEMENTARY SCHOOL CLASSROOM
ADDITION, KINDERGARTEN PLAY YARD, UTILITY AND SITE WORK
PROJECT AUTHORIZING CALIFORNIA ENVIRONMENTAL QUALITY ACT
NOTICE OF EXEMPTION

DISCUSSION: Consistent with the California Environmental Quality Act (CEQA), staff has reviewed plans for the construction of the Montevideo Elementary School classroom addition, kindergarten play yard, utility and site work project and has determined that the project is categorically exempt. The classroom addition, providing utilities to the existing relocatables, construction of a new kindergarten play yard and other site work is considered minor in nature and will not have a significant effect on the environment.

RECOMMENDATION: Staff recommends the Board adopt Resolution No. 52/20-21, approving the Montevideo Elementary School classroom addition, kindergarten play yard, utility and site work project authorizing CEQA Notice of Exemption.

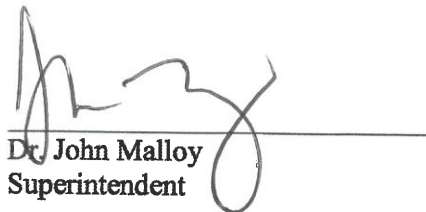
BUDGET IMPLICATIONS: \$50.00 filing fee



Erin Hirst
Assistant Director, Facilities Development



Daniel Hillman
Assistant Superintendent
Business Services and Facilities



Dr. John Malloy
Superintendent

11.14

Item Number

RESOLUTION NO. 52/20-21

CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING THE MONTEVIDEO ELEMENTARY SCHOOL CLASSROOM ADDITION, KINDERGARTEN PLAY YARD, UTILITY AND SITE WORK PROJECT AUTHORIZING A CALIFORNIA ENVIRONMENTAL QUALITY ACT NOTICE OF EXEMPTION

WHEREAS, with the passage of Measure D in November of 2012, the San Ramon Valley School District included the modernization of Montevideo Elementary School as part of the bond projects; and

WHEREAS, in working with the district architect, HKIT Architects, and a school advisory committee designs have been established for the project that includes construction of a new classroom building for use as a childcare, provide utilities to three existing relocatable classrooms, add new Kindergarten play yard and other related site work as required; and

WHEREAS, it was determined that the above mentioned plan would make the most efficient use of the existing facilities; and

WHEREAS, California Code of Regulations, Title 14, section 15301, specifically exempts from the provisions of the California Environmental Quality Act (Pub. Resources Code, §§ 21000, *et seq.*, "CEQA") consistent with CEQA (Section 15301) guidelines with respect to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination; and

WHEREAS, California Code of Regulations, Title 14, section 15302, specifically exempts from the provisions of the California Environmental Quality Act (Pub. Resources Code, §§ 21000, *et seq.*, "CEQA") consistent with CEQA (Section 15302) guidelines with respect to replacement or reconstruction of existing structures and facilities, including schools, where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced; and

WHEREAS, California Code of Regulations, Title 14, section 15314, specifically exempts from the provisions of the California Environmental Quality Act (Pub. Resources Code, §§ 21000, *et seq.*, "CEQA") consistent with CEQA (Section 15314) guidelines with respect to minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less; and

WHEREAS, the Project does not involve any of the following and so is eligible for the categorical exemptions as described above under California Code of Regulations, Title 14, and section 15300.2:

- (a) The cumulative impact of successive projects of the same type in the same place, which over time is significant;
- (b) An activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances;

- (c) A project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway;
- (d) A project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code; or
- (e) A project which may cause a substantial adverse change in the significance of a historical resource.

WHEREAS, upon a determination that the Project is exempt from CEQA, the District is entitled to file a Notice of Exemption with the County Clerk pursuant to California Code of Regulations, Title 14, section 15062.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the foregoing recitals as true and correct.

BE IT FURTHER RESOLVED that the Board finds that the Project is in the best interests of the District, and will increase safety and benefit students, staff, parents, visitors, and the community at large, and on that basis, the Board approves the Project.

BE IT FURTHER RESOLVED that the Board hereby finds that the Project is categorically exempt from the requirements of CEQA pursuant to Sections 15301, 15302 and 15314 of Title 14 of the California Code of Regulations, that none of the exceptions set forth in California Code of Regulations, Title 14, section 15300.2 apply to the Project, and that the Project will not have a significant effect on the environment; and

BE IT FURTHER RESOLVED that the Board hereby directs District staff to file a Notice of Exemption together with a certified copy of this Resolution with the County Clerk of Contra Costa County in accordance with the terms of CEQA and its implementing regulations.

PASSED AND ADOPTED at the regular meeting of this Board held on March 30, 2021 by the following called vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dr. John Malloy
Secretary of the Board of Education of the
San Ramon Valley Unified School District of
Contra Costa County, State of California

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 212
Sacramento, CA 95812-3044

From: (Public Agency) San Ramon Valley USD
3280 Crow Canyon Road
San Ramon, CA 94583

County Clerk
County of Contra Costa
555 Escobar Street
Martinez, CA 94553

(Address)

Project Title: Montevideo Elementary School Addition of Modular Classroom, Kindergarten yard, Utilities & Site Work

Project Location - Specific:

13000 Broadmoor Drive, San Ramon CA 94583

Project Location - City: San Ramon Project Location - County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project:

The project consists of the addition of a new classroom for use as a childcare facility, addition of a new kindergarten play yard, providing utilities to three existing relocatable classrooms and site work as required for the project.

Name of Public Agency Approving Project: San Ramon Valley Unified School District

Name of Person or Agency Carrying Out Project: San Ramon Valley Unified School District

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
 Declared Emergency (Sec. 21080(b)(3); 15269(a));
 Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
 Categorical Exemption. State type and section number: Sections 15301 (b), 15302 (a) (b) and 15314 (b)
 Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Section 15301 Existing Facilities consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alterations of existing public facilities involving negligible or no expansion of use. Section 15302 Replacement or Reconstruction of existing structures where the new structure will be located on the same site and have the same purpose. Section 15314 Minor Addition to Schools where the addition does not increase capacity by more than 25% or ten classrooms.

Lead Agency
Contact Person: Daniel Hillman Area Code/Telephone/Extension: 925-552-2905

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

- Signed by Lead Agency
 Signed by Applicant
- Date received for filing at OPR: _____

Revised 2005

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

DATE: MARCH 30, 2021

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 53/20-21,
APPROVING THE REPLACEMENT OF SYNTHETIC TURF FIELDS AT
CALIFORNIA HIGH SCHOOL, MONTE VISTA HIGH SCHOOL AND SAN
RAMON VALLEY HIGH SCHOOL STADIUMS AUTHORIZING CALIFORNIA
ENVIRONMENTAL QUALITY ACT NOTICE OF EXEMPTION

DISCUSSION: Consistent with the California Environmental Quality Act (CEQA), staff has reviewed plans for the replacement of synthetic turf fields at California High School, Monte Vista High School and San Ramon Valley High School stadiums and has determined that the project is categorically exempt. The replacement of the synthetic turf fields, minimal grading and possible repair of the drainage systems is considered minor in nature and will not have a significant effect on the environment.

RECOMMENDATION: Staff recommends the Board adopt Resolution No. 53/20-21, approving the replacement of synthetic turf fields at California High School, Monte Vista High School and San Ramon Valley High School stadiums and authorizing CEQA Notice of Exemption.

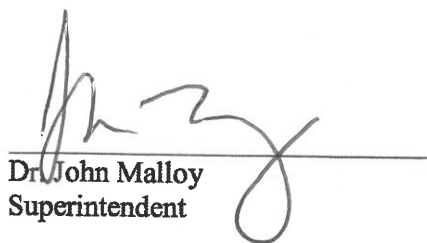
BUDGET IMPLICATIONS: \$50.00 filing fee



Erin Hirst
Assistant Director, Facilities Development



Daniel Hillman
Assistant Superintendent
Business Services and Facilities



Dr. John Malloy
Superintendent

11.15
Item Number

RESOLUTION NO. 53/20-21

**CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING THE
REPLACEMENT OF SYNTHETIC TURF FIELDS AT CALIFORNIA HIGH SCHOOL,
MONTE VISTA HIGH SCHOOL AND SAN RAMON VALLEY HIGH SCHOOL
STADIUMS AUTHORIZING A CALIFORNIA ENVIRONMENTAL QUALITY ACT
NOTICE OF EXEMPTION**

WHEREAS, the synthetic turf fields at California High School, Monte Vista High School and San Ramon Valley High School stadiums have reached the end of their useful life; and

WHEREAS, with the use of Local Building Funds the San Ramon Valley School District has determined that synthetic turf fields at California High School, Monte Vista High School and San Ramon Valley High School stadiums should be replaced; and

WHEREAS, facilities staff has been working with Verde Design, the district landscape architect, to complete plans for the above mentioned high schools that include removal of the existing synthetic turf fields, minimal grading, drainage system repairs, if required, and installation of new synthetic turf fields at the high school stadiums; and

WHEREAS, it was determined that the above mentioned plans would make the most efficient use of the existing facilities; and

WHEREAS, California Code of Regulations, Title 14, section 15301, specifically exempts from the provisions of the California Environmental Quality Act (Pub. Resources Code, §§ 21000, *et seq.*, "CEQA") consistent with CEQA (Section 15301) guidelines with respect to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination; and

WHEREAS, California Code of Regulations, Title 14, section 15302, specifically exempts from the provisions of the California Environmental Quality Act (Pub. Resources Code, §§ 21000, *et seq.*, "CEQA") consistent with CEQA (Section 15302) guidelines with respect to replacement or reconstruction of existing structures and facilities, including schools, where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced; and

WHEREAS, California Code of Regulations, Title 14, section 15304, specifically exempts from the provisions of the California Environmental Quality Act (Pub. Resources Code, §§ 21000, *et seq.*, "CEQA") consistent with CEQA (Section 15304) guidelines with respect to minor alterations to land consisting of minor public or private alterations in the condition of land, and/or vegetation which do not involve removal of healthy, mature, scenic trees; and

WHEREAS, the Projects do not involve any of the following and so are eligible for the categorical exemptions as described above under California Code of Regulations, Title 14, and section 15300.2:

- (a) The cumulative impact of successive projects of the same type in the same place, which over time is significant;

- (b) An activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances;
- (c) A project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway;
- (d) A project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code; or
- (e) A project which may cause a substantial adverse change in the significance of a historical resource.

WHEREAS, upon a determination that the Projects are exempt from CEQA, the District is entitled to file a Notice of Exemption with the County Clerk pursuant to California Code of Regulations, Title 14, section 15062.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the foregoing recitals as true and correct.

BE IT FURTHER RESOLVED that the Board finds that the Projects are in the best interests of the District, and will increase safety and benefit students, staff, parents, visitors, and the community at large, and on that basis, the Board approves the Projects.

BE IT FURTHER RESOLVED that the Board hereby finds that the Projects are categorically exempt from the requirements of CEQA pursuant to Sections 15301, 15302 and 15304 of Title 14 of the California Code of Regulations, that none of the exceptions set forth in California Code of Regulations, Title 14, section 15300.2 apply to the Projects, and that the Projects will not have a significant effect on the environment; and

BE IT FURTHER RESOLVED that the Board hereby directs District staff to file a Notice of Exemption together with a certified copy of this Resolution with the County Clerk of Contra Costa County in accordance with the terms of CEQA and its implementing regulations.

PASSED AND ADOPTED at the regular meeting of this Board held on March 30, 2021 by the following called vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dr. John Malloy
Secretary of the Board of Education of the
San Ramon Valley Unified School District of
Contra Costa County, State of California

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 212
Sacramento, CA 95812-3044

From: (Public Agency) San Ramon Valley USD
3280 Crow Canyon Road
San Ramon, CA 94583

(Address)

County Clerk
County of Contra Costa
555 Escobar Street
Martinez, CA 94553

Project Title: Replacement of Synthetic Turf Fields at California High School, Monte Vista High School & San Ramon Valley High School

Project Location - Specific:

California High School - 9870 Broadmoor Drive, San Ramon CA 94583
Monte Vista High School - 3131 Stone Valley Road, Danville CA 94526
San Ramon Valley High School - 501 Danville Blvd., Danville CA 94526

Project Location - City: San Ramon Project Location - County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project:

The project qualifies for categorical exemption because it is a replacement of an existing synthetic turf surfaces with a new synthetic turf surfaces on the same sites, in the same location, within the same footprint and with the same purpose and capacity as the existing synthetic turf being replaced. The like kind replacement will not change or expand the existing footprint of the existing synthetic turf field or any of the adjoining hardscape. There will be minimal grading and possible repairs to existing drainage system.

Name of Public Agency Approving Project: San Ramon Valley Unified School District

Name of Person or Agency Carrying Out Project: San Ramon Valley Unified School District

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Sections 15301 (d), 15302 (b) (c) and 15314 (c)
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Section 15301 Existing Facilities consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alterations of existing public facilities involving negligible or no expansion of use beyond the existing use. Section 15302 Replacement or Reconstruction of existing structures where the new structure will be located on the same site and have the same purpose and capacity. Section 15314 Minor Alteration to Land where the alternations in the condition of land, water, and/or vegetation do not involve the removal of healthy, mature, scenic trees.

Lead Agency
Contact Person: Daniel Hillman Area Code/Telephone/Extension: 925-552-2905

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

- Signed by Lead Agency
 - Signed by Applicant
- Date received for filing at OPR: _____

Revised 2005

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

DATE: March 30, 2021

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 54/20-21,
APPROVING THE ALAMO ELEMENTARY SCHOOL RELOCATABLE
REPLACEMENT AND BREEZEWAYS RENOVATION PROJECTS
AUTHORIZING CALIFORNIA ENVIRONMENTAL QUALITY ACT
NOTICE OF EXEMPTION

DISCUSSION: Consistent with the California Environmental Quality Act (CEQA), staff has reviewed plans for the replacement of two relocatable classrooms with new Enviroplex modular classrooms along with associated path of travel improvements and abatement and removal of the breezeways roofing system and replacing it with a new roofing system and has determined that the projects are categorically exempt. The above projects are considered minor in nature and will not have a significant effect on the environment.

RECOMMENDATION: Staff recommends the Board adopt Resolution No. 54/20-21, approving the Alamo Elementary School classroom replacement and breezeways renovation projects authorizing CEQA Notice of Exemption.

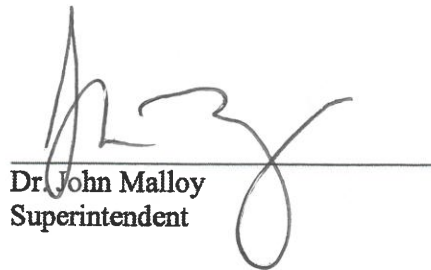
BUDGET IMPLICATIONS: \$50.00 filing fee



Erin Hirst
Assistant Director, Facilities Development



Daniel Hillman
Assistant Superintendent
Business Services and Facilities



Dr. John Malloy
Superintendent

RESOLUTION NO 54/20-21

**CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING THE
ALAMO ELEMENTARY SCHOOL RELOCATABLE REPLACEMENT AND
BREEZEWAYS RENOVATION PROJECTS AND AUTHORIZING A CALIFORNIA
ENVIRONMENTAL QUALITY ACT NOTICE OF EXEMPTION**

WHEREAS, with the passage of Measure D in November of 2012, the San Ramon Valley School District included the replacement of two relocatable classrooms at Alamo Elementary School as part of the bond projects; and

WHEREAS, the abatement and renovation of the breezeways at Alamo Elementary School is considered a major maintenance project; and

WHEREAS, in working with the district architect, tBP Architects, and a school advisory committee, designs have been established for the projects that include replacement of two existing relocatable classrooms with two new Enviroplex modular classrooms along with associated path of travel improvements, and the abatement and removal of the existing roofing system on the breezeways replacing them with a new roofing system throughout the campus; and

WHEREAS, it was determined that the above mentioned plans would make the most efficient use of the existing facilities; and

WHEREAS, California Code of Regulations, Title 14, section 15301, specifically exempts from the provisions of the California Environmental Quality Act (Pub. Resources Code, §§ 21000, *et seq.*, "CEQA") for existing facilities the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination; and

WHEREAS, California Code of Regulations, Title 14, section 15302, specifically exempts from the provisions of the California Environmental Quality Act (Pub. Resources Code, §§ 21000, *et seq.*, "CEQA") for the replacement or reconstruction of existing structures and facilities, including schools, where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced; and

WHEREAS, the Projects do not involve any of the following and so is eligible for the categorical exemptions as described above under California Code of Regulations, Title 14, and section 15300.2:

- (a) The cumulative impact of successive projects of the same type in the same place, which over time is significant;
- (b) An activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances;

- (c) A project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway;
- (d) A project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code; or
- (e) A project which may cause a substantial adverse change in the significance of a historical resource.

WHEREAS, upon a determination that the Projects are exempt from CEQA, the District is entitled to file a Notice of Exemption with the County Clerk pursuant to California Code of Regulations, Title 14, section 15062.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the foregoing recitals as true and correct.

BE IT FURTHER RESOLVED that the Board finds that the Projects are in the best interests of the District, and will increase safety and benefit students, staff, parents, visitors, and the community at large, and on that basis, the Board approves the Project.

BE IT FURTHER RESOLVED that the Board hereby finds that the Projects are categorically exempt from the requirements of CEQA pursuant to Sections 15301, and 15302 of Title 14 of the California Code of Regulations, that none of the exceptions set forth in California Code of Regulations, Title 14, section 15300.2 apply to the Projects, and that the Projects will not have a significant effect on the environment; and

BE IT FURTHER RESOLVED that the Board hereby directs District staff to file a Notice of Exemption together with a certified copy of this Resolution with the County Clerk of Contra Costa County in accordance with the terms of CEQA and its implementing regulations.

PASSED AND ADOPTED at the regular meeting of this Board held on March 30, 2021 by the following called vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dr. John Malloy
Secretary of the Board of Education of the
San Ramon Valley Unified School District of
Contra Costa County, State of California

Notice of Exemption

To: Office of Planning and Research
P.O. Box 3044, Room 212
Sacramento, CA 95812-3044

From: (Public Agency) San Ramon Valley USD
3280 Crow Canyon Road
San Ramon, CA 94583

County Clerk
County of Contra Costa
555 Escobar Street
Martinez, CA 94553

(Address)

Project Title: Alamo Elementary School Addition of 2 Modular Classrooms & Renovation of Breezeways

Project Location - Specific:

100 Wilson Road, Alamo, CA 94507

Project Location - City: Alamo Project Location - County: Contra Costa

Description of Nature, Purpose and Beneficiaries of Project:

The first project includes replacement of two existing relocatable classrooms with two new Enviroplex modular classrooms with associated path of travel improvements. The second project includes the abatement and removal of the existing breezeways roofing system and replacing it with a new roofing system throughout the campus.

Name of Public Agency Approving Project: San Ramon Valley Unified School District

Name of Person or Agency Carrying Out Project: San Ramon Valley Unified School District

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: Sections 15301 (c) (d), 15302 (a) (b) and (c)
- Statutory Exemptions. State code number: _____

Reasons why project is exempt:

Section 15301 Existing Facilities consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alterations of existing public facilities involving negligible or no expansion of use. Section 15302 Replacement or Reconstruction of existing structures where the new structure will be located on the same site and have the same purpose.

Lead Agency
Contact Person: Daniel Hillman Area Code/Telephone/Extension: 925-552-2905

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

- Signed by Lead Agency
 - Signed by Applicant
- Date received for filing at OPR: _____

Revised 2005

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

DATE: MARCH 30, 2021

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 57/20-21 FOR
CHARLOTTE WOOD MIDDLE SCHOOL MODERNIZATION, INCREMENT 1,
KEREX ENGINEERING, INC.


DISCUSSION: Upon full completion of a construction contract, the Board of Education adopts a Resolution of Acceptance which accepts the work of the contract as complete and authorizes District staff to record a Notice of Completion. The Kerex Engineering, Inc. contract for Charlotte Wood Middle School Modernization, Increment 1, was fully complete as of January 15, 2021.

RECOMMENDATION: Staff recommends the Board adopt Resolution No. 57/20-21 for Charlotte Wood Middle School Modernization, Increment 1 – Kerex Engineering, Inc.

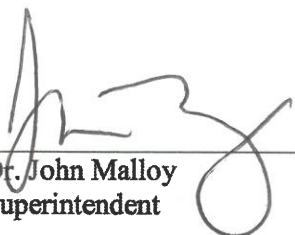
BUDGET IMPLICATIONS: None



Efin Hirst
Assistant Director, Facilities



Daniel Hillman
Assistant Superintendent
Business Operations and Facilities



Dr. John Malloy
Superintendent

PLEASE COMPLETE THIS INFORMATION

3/30/21
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Item 11.17

RECORDING REQUESTED BY:

Erin Hirst, Assistant Director of Facilities
SRVUSD
3280 Crow Canyon Road,
San Ramon, CA 94583

WHEN RECORDED MAIL TO:

Renee Kanalakis
SRVUSD, Facilities
3280 Crow Canyon Rd.
San Ramon, CA 94583

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN of completion (per Civil Code §9200) on March 16, 2021, the Bid #820 - Modernization, Increment 1 for the installation of a modular classroom building pad, electrical hook-up, data and fire alarm systems, path of travel improvements including accessible parking, drop-off areas, landings, walkways, fencing and gating for the Charlotte Wood Middle School ("the Contract") performed at 600 El Capitan, Danville, CA 94526 ("the Property"). That date was the 60th continuous day without labor on the contract.

The Property is more particularly described as follows: Charlotte Wood Middle School, 600 El Capitan, Danville, CA 94526;

The above Contract was performed by Kerex Engineering, Inc., located at P.O. box 23831, Pleasant Hill, CA 94523, ("Contractor") pursuant to its agreement with the San Ramon Valley Unified School District, Charlotte Wood Middle School, 600 El Capitan, Danville, CA 94526; owner in fee simple of the Property.

The work of improvement generally consisted of the installation of a modular classroom building pad, electrical hook-up, data and fire alarm systems, path of travel improvements including accessible parking, drop-off areas, landings, walkways, fencing and gating.

VERIFICATION

I, the undersigned, declare that I am the Superintendent of the San Ramon Valley Unified School District, and that I have read the foregoing notice and know its contents, and that the same is true to the best of my knowledge and belief.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at 699 Old Orchard Drive, Danville, California, this 30th day of March 2021.

By: _____
Dr. John Malloy
Superintendent
San Ramon Valley Unified School District

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

DATE: MARCH 30, 2021

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 58/20-21 FOR CHARLOTTE WOOD MIDDLE SCHOOL MODERNIZATION, INCREMENT 1, SILVER CREEK

DISCUSSION: Upon full completion of a construction contract, the Board of Education adopts a Resolution of Acceptance which accepts the work of the contract as complete and authorizes District staff to record a Notice of Completion. The Silver Creek contract for Charlotte Wood Middle School Modernization, Increment 1, was fully complete as of November 13, 2020.

RECOMMENDATION: Staff recommends the Board adopt Resolution No. 58/20-21 for Charlotte Wood Middle School Modernization, Increment 1, – Silver Creek.

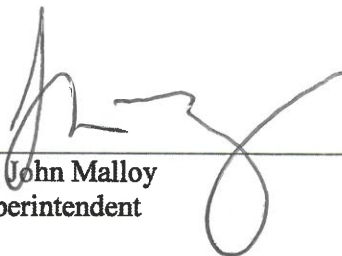
BUDGET IMPLICATIONS: None



Erin Hirst
Assistant Director, Facilities



Daniel Hillman
Assistant Superintendent
Business Operations and Facilities



Dr. John Malloy
Superintendent

PLEASE COMPLETE THIS INFORMATION

RECORDING REQUESTED BY:

Erin Hirst, Assistant Director of Facilities
SRVUSD
3280 Crow Canyon Road,
San Ramon, CA 94583

WHEN RECORDED MAIL TO:

Renee Kanalakis
SRVUSD, Facilities
3280 Crow Canyon Rd.
San Ramon, CA 94583

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN of completion (per Civil Code §9200) on November 13, 2020, for Contract #9-05225 - manufacturing, delivery and set-up of one (1) 36' X 40' modular building on a prepared building pad for the Charlotte Wood Middle School Modernization, Increment 1, ("the Contract") performed at 600 El Capitan, Danville, CA 94526 ("the Property").

The Property is more particularly described as follows: Charlotte Wood Middle School, 600 El Capitan, Danville, CA 94526;

The above Contract was performed by Silver Creek, located at 2830 Barrett Ave., Perris, CA 92571, ("Contractor") pursuant to its agreement with the San Ramon Valley Unified School District, Charlotte Wood Middle School, 600 El Capitan, Danville, CA 94526; owner in fee simple of the Property.

The work of improvement generally consisted of the manufacturing, delivery and set-up of one (1) 36' X 40' modular building on a prepared building pad.

VERIFICATION

I, the undersigned, declare that I am the Superintendent of the San Ramon Valley Unified School District, and that I have read the foregoing notice and know its contents, and that the same is true to the best of my knowledge and belief.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at 699 Old Orchard Drive, Danville, California, this 30th day of March 2021.

By: _____
Dr. John Malloy
Superintendent
San Ramon Valley Unified School District

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


DATE: MARCH 30, 2021

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 59/20-21 FOR MONTEVIDEO ELEMENTARY SCHOOL, INCREMENT 1, PARKING LOT, K-YARD & SITE IMPROVEMENTS, SABOO, INC.


DISCUSSION: Upon full completion of a construction contract, the Board of Education adopts a Resolution of Acceptance which accepts the work of the contract as complete and authorizes District staff to record a Notice of Completion. The Saboo, Inc., contract for Montevideo Elementary School, Increment 1, Parking Lot, K-Yard & Site Improvements, was fully complete as of March 22, 2021.

RECOMMENDATION: Staff recommends the Board adopt Resolution No. 59/20-21 for Montevideo Elementary School, Increment 1, Parking Lot, K-Yard & Site Improvements, - Saboo Inc.


BUDGET IMPLICATIONS: None



Erin Hirst
Assistant Director, Facilities



Daniel Hillman
Assistant Superintendent
Business Operations and Facilities



Dr. John Malloy
Superintendent

PLEASE COMPLETE THIS INFORMATION

RECORDING REQUESTED BY:

3/30/21
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Item 11.19

Erin Hirst, Assistant Director of Facilities
SRVUSD
3280 Crow Canyon Road,
San Ramon, CA 94583

WHEN RECORDED MAIL TO:

Renee Kanalakis
SRVUSD, Facilities
3280 Crow Canyon Rd.
San Ramon, CA 94583

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN of completion (per Civil Code §9200) on March 22, 2021, the Bid #825 – improvements including asphalt paving, drainage, lighting, landscaping, irrigation and fencing for Montevideo Elementary School Increment 1, Parking Lot, K-Yard & Site Improvements, (“the Contract”) performed at, 13000 Broadmoor Drive, San Ramon, CA 94583 (“the Property”).

The Property is more particularly described as follows: Montevideo Elementary School Increment 1, Parking Lot, K-Yard & Site Improvements, 13000 Broadmoor Drive, San Ramon, CA 94583;

The above Contract was performed by Saboo, Inc., located at 415 Beatrice Ct., Suite H, Brentwood, CA 94513, (“Contractor”) pursuant to its agreement with the San Ramon Valley Unified School District, Montevideo Elementary School, 13000 Broadmoor Drive, San Ramon, CA 94583; owner in fee simple of the Property.

The work of improvement generally consisted of improvements including asphalt paving, drainage, lighting, landscaping, irrigation and fencing.

VERIFICATION

I, the undersigned, declare that I am the Superintendent of the San Ramon Valley Unified School District, and that I have read the foregoing notice and know its contents, and that the same is true to the best of my knowledge and belief.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed at 699 Old Orchard Drive, Danville, California, this 30th day of March 2021.

By: _____
Dr. John Malloy
Superintendent
San Ramon Valley Unified School District

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

DATE: MARCH 17, 2021

**TOPIC: CONSIDERATION OF APPROVAL OF REVISIONS TO THE MEASURE
D MASTER PROGRAM BUDGET**

DISCUSSION: At the March 17, 2021 Facilities Oversight and Advisory Committee (FOAC) meeting, the Finance Subcommittee reviewed the Master Program Budget (MPB) and recommended acceptance by the full committee. The FOAC accepted the amended MPB and the budget changes that are reflected on the MPB Comparison Report and recommends Board approval.

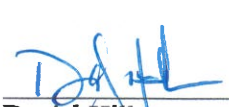
The revised MPB is attached and has been updated to include actual expenditures through February 26, 2021

RECOMMENDATION: Staff recommends the Board approve the revisions to the amended Measure D Master Program Budget which include budget changes that are reflected on the Master Program Budget Comparison Report.

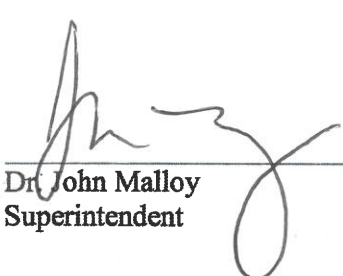
BUDGET IMPLICATIONS: None



Erin Hirst
Assistant Director, Facilities



Daniel Hillman
Assistant Superintendent
Business Operations and Facilities



Dr. John Malloy
Superintendent

**San Ramon Valley USD - Measure D Program Budget
MPB Comparison Report
Prepared: February 26, 2021
Expenditures through 2-26-2021**

FUNDING			
Type of Funding	Previous Funding	Current Funding	Change
Measure D Bond	260,000,000	260,000,000	-
Interest Income	7,653,728	7,723,508	69,778
Developer Fee	404,000	404,000	-
Other Local	800,000	800,000	-
CTE Grant	411,888	411,888	-
Town of Danville	1,450,000	1,450,000	-
Transfer Measure D Interest Revenue to CIP	(7,863,728)	(7,723,508)	(69,778)
Total Funding	263,065,688	\$ 263,065,688	-

Proj ID	Project	Budget			Expenditures		
		Previously Reported 12-31-20	Current	Change	Previously Reported 12-31-20	Current Expenses Thru 2-26-21	Change
Completed Projects/Near Completed							
0604	Bella Vista	32,410,785	32,410,785	-	32,410,785	32,410,785	-
0525	Cal High Bleachers	1,048,442	1,048,442	-	1,048,442	1,048,442	-
0522	Del Amigo Replace Fire Alarm and Intercom	104,088	104,088	-	104,088	104,088	-
0505	DVHS Classroom Building	6,996,915	6,996,915	-	6,996,915	6,996,915	-
0506	DVHS GTAE	-	-	-	-	-	-
0532	Los Carros Restrooms	46,135	46,135	-	46,135	46,135	-
0524	MVHS Bleachers	1,748,764	1,748,764	-	1,748,764	1,748,764	-
0519	MVHS Seismic	1,215,287	1,215,287	-	1,215,287	1,215,287	-
0518	Neil Armstrong Seismic	1,721,845	1,721,845	-	1,721,847	1,721,847	-
0523	SRVHS Bleachers	1,778,036	1,778,036	-	1,778,036	1,778,036	-
0528	SRVHS Pool Solar	43,855	43,855	-	43,855	43,855	-
0534	Tassajara Hills Relocatable Renovation	59,982	59,982	-	59,982	59,982	-
0509	Twin Creeks Administration Building	2,536,537	2,536,537	-	2,536,537	2,536,537	-
0517	Walk Disney Seismic	843,880	843,880	-	843,880	843,880	-
0521	Upgrade Electrical Multiple Sites	151,822	151,822	-	151,822	151,822	-
0536	Cal High Pedestrian Bridge	287,055	287,055	-	287,055	287,055	-
0508	Cal High Science Modernization	3,819,708	3,819,708	-	3,819,708	3,819,708	-
0533	DVMS Special Ed Restroom	181,074	181,074	-	181,074	181,074	-
	San Ramon Valley High School	68,952,478	68,952,478	-	68,952,478	68,952,478	-
0507	SRVHS Classroom Building	65,790,336	65,790,336	-	65,790,336	65,790,336	-
0507	SRVHS Classroom Building-Interim Housing	3,162,142	3,162,142	-	3,162,142	3,162,142	-
0538	SRVHS Classroom Building Phase 2	-	-	-	-	-	-
0520	SRVHS Replace Fire Alarm	-	-	-	-	-	-
	Stone Valley Middle School	43,581,324	43,581,324	-	43,581,324	43,581,324	-
0501	SVMS	40,459,159	40,459,159	-	40,459,159	40,459,159	-
0501	SVMS -Cafeteria Renovation	1,200,000	1,200,000	-	1,200,000	1,200,000	-
0501	SVMS -Interim Housing	1,922,165	1,922,165	-	1,922,165	1,922,165	-
0512	Golden View Modernization	10,022,442	10,022,442	-	10,022,442	10,022,442	-
0513	Montevideo Modernization	9,035,913	9,035,913	-	9,035,913	9,035,913	-
0511	Rancho Romero Modernization	5,888,000	4,888,000	(1,000,000)	4,214,796	4,214,796	-
0510	Vista Grande Modernization	5,097,672	5,097,672	-	4,301,990	4,301,990	1,534
0514	Green Valley Modernization	6,258,800	6,258,800	-	6,081,711	6,160,989	79,258
0515	Sycamore Valley Modernization	8,247,900	8,247,900	-	6,153,960	6,280,549	127,489
Projects In Construction							
0531	Cal High Modernize Commons and Kitchen	2,395,800	2,395,800	-	458,621	471,371	12,750
0530	Alamo Modernize Two Classrooms	1,217,900	1,217,900	-	14,981	19,981	5,000
0516	Charlotte Wood Modernization	10,372,600	10,372,600	-	1,574,249	1,660,863	86,623
0541	Twin Creeks Classroom Modernization	10,654,100	8,854,100	(1,800,000)	1,285,106	1,309,295	24,189
District Wide Projects							
0537	ADA Upgrades District-Wide	1,175,800	1,175,800	-	237,017	237,017	-
CRTECH	CR and Infrastructure Technology	7,500,000	7,500,000	-	7,298,716	7,430,939	134,223
0529	Energy Management Systems	1,405,100	1,405,100	-	1,340,885	1,387,781	27,096
0527	Security Cameras	1,010,400	1,010,400	-	601,300	602,038	738
Program Expenses Subtotal							
0500	Measure D Program Expense	247,598,936	244,796,936	(2,800,000)	208,002,854	210,217,801	2,214,947
	Construction Cost Escalation Reserve	13,065,300	15,265,300	2,200,000	12,168,117	12,488,053	319,936
	District Wide Interim Housing Reserve	-	-	-	-	-	-
	Program Reserve	-	-	-	-	-	-
Program Expenses Subtotal							
		13,065,300	15,265,300	2,200,000	12,168,117	12,488,053	319,936
Total Project & Program							
		260,631,336	260,031,336	(600,000)	220,170,971	222,705,853	2,534,883
Program Balance (Unassigned Budgets)							
		2,434,352	3,034,352	600,000	-	-	-
Total Program							
		263,065,688	263,065,688	0			