



**San Juan**  
Unified School District

**San Juan Unified School District**  
*Regular Meeting of the Board of Education*  
3738 Walnut Avenue, Carmichael, California 95608

Zima Creason, President  
Pam Costa, Vice President  
Saul Hernandez, Clerk  
Ben Avey, Member  
Paula Villescaz, Member  
Tanya Kravchuk, Member  
Vacant, Member

### **PUBLIC PARTICIPATION GUIDELINES**

Board of Education meetings are held in person in the board room located at 3738 Walnut Avenue, Carmichael, California. Alternatively, you can view the board meeting on YouTube from a computer, mobile device or tablet. The YouTube link can be found on the district's [YouTube channel](#) or by visiting <https://www.sanjuan.edu/boardmeeting> where the link will be posted approximately 15 minutes prior to the start of the meeting. The district has taken the following steps to assist the public in offering public comment:

1. **In Person Public Comment.** Public comment may be offered in person during the board meeting at the district office located at 3738 Walnut Avenue, Carmichael, California. Board Bylaw 9323 limits visitor comments to two (2) minutes per speaker, with no more than 30 minutes per single topic. Time will be extended for any speaker who uses an interpreter. Please be aware that public comments, including your name, become part of the public record.
2. **Online Submission of Public Comment.** Members of the public may submit written comments by using the comment form located on the district website at <http://www.sanjuan.edu/boardmeeting>. If you wish to submit a written comment on more than one agenda item, please submit a separate form for each item on which you are commenting. Written comments are limited to 1,500 characters. Comments will be provided to the members of the board.

The business to be considered at this board meeting is on the following agenda:

**Board of Education Agenda**  
**May 23, 2023**

**A. OPEN SESSION/CALL TO ORDER/ANNOUNCEMENT OF CLOSED SESSION TOPICS – 5:30 p.m.**

1. Visitor Comments (for closed session agenda items only)  
Board Bylaw 9323 limits visitor comments to two (2) minutes per speaker, with no more than 30 minutes per single topic. Time will be extended for any speaker who uses an interpreter. Public comments, including your name, become part of the public record.

**B. CLOSED SESSION – 5:30 p.m.**

1. Student expulsion in one case and student enrollment in one case (Education Code section 48918[f]).
2. Conference with Labor Negotiator (Government Code section 54957.6)  
Agency designated representative: Paul Oropallo, Assistant Superintendent, Human Resources  
Unrepresented employee: general counsel
3. Personnel matters (Government Code section 54957)
  - a. Superintendent's evaluation.

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**C. RECONVENE OPEN SESSION/PLEDGE OF ALLEGIANCE – 6:30 p.m.**

**D. APPROVAL OF THE MINUTES – May 9, 2023, regular meeting, pages 2516-2519.**

**E. ORGANIZATIONS/ANNOUNCEMENTS – 6:35 p.m.**

1. **Recognitions**
  - a. National Science Bowl (Mira Loma High School) (Schnepp)
  - b. Action: Adoption of Resolution No. A-428 recognizing retiring Superintendent Kent Kern. (Bassanelli)
2. **Staff Reports**
3. **Board-appointed/District Committees**
4. **Employee Organizations**
5. **Other District Organizations**
6. **Closed Session/Expulsion Actions** (Government Code section 54957.1)

**F. VISITOR COMMENTS – 6:50 p.m.**

Board Bylaw 9323 limits visitor comments to two (2) minutes per speaker, with no more than 30 minutes per single topic. Time will be extended for any speaker who uses an interpreter. Public comments, including your name, become part of the public record.

**G. CONSENT CALENDAR – G-1/G-11 – 7:20 p.m.**

Action: The administration recommends that the consent calendar, G-1 through G-11, regarding regular business items, be approved. Any item may be removed for further discussion and separate action following consideration of remaining agenda items.

1. \*Personnel – appointments, leaves of absence, separations and job description/salary range change.
2. \*Purchasing Report – purchase orders and service agreements, change orders, construction and public works bids and bids/RFPs.
3. \*Business/Financial Report – warrants and payroll.
4. Acceptance of the following gifts:  
**Choices Charter School:** from Cornell Cave – for scholarship fund: \$40; from Kelly Strauch – for scholarship fund: \$50; from Michael and Kristin O'Brien – for scholarship fund: \$100.  
**Northridge Elementary School:** from American Online Giving Foundation (Intel Involved): \$11,875.
5. \*Approval to dispose of surplus property pursuant to Board Policy 3270 and Education Code sections 17545 and 17546.
6. \*Adoption of Resolution No. 4080, approving the fourth amendment to the lease agreement for the Arcade Fundamental Middle School Project No. 001-9512-P1 between San Juan Unified and Clark & Sullivan Builders Inc. dba Clark/Sullivan Construction.
7. \*Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Coleman Elementary School (California Montessori Project Charter) modernization project.
8. \*Approval of the California Environmental Quality Act (CEQA) Notice of Exemption for the Rio Americano High School parking lot expansion project.
9. \*Adoption of Resolution No. 4081 approving the Head Start and Early Head Start grant resolution with Sacramento Employment and Training Agency (SETA) for 2023-2024.
10. \*Approval of the Choices Charter School 2023 High School Scholarship Awards.
11. \*Ratification of one member to the Curriculum, Standards, Instructional and Student Services Committee.

\*Material provided.

**H. CONSENT CALENDAR (continued, if necessary)**

Discussion and action on the items removed from the consent calendar.

**I. BUSINESS ITEMS**

1. **Expanded Learning Opportunities Program Plan – 7:25 p.m.** (Calvin)  
Material provided.

Report: regarding an update on the state funding and district planning for the Expanded Learning Opportunities Program (ELO-P) Plan.

2. **Innovative School Program Update – 7:50 p.m.** (Townsend-Snider)  
Material provided.

Report: regarding an update regarding the design of an innovative elementary K8 and school selection.

**3. Special Education Community Advisory Committee Bylaws – 8:15 p.m.**

(Allen)

Material provided.

Discussion: regarding the proposed revisions to the Special Education Community Advisory Committee bylaws. Action anticipated: 06/13/2023.

**4. District's Initial Bargaining Proposal with California School Employees Association Chapter 127 for Contract Reopeners 2023-2024 – 8:25 p.m.**

(Oropallo)

Material provided. (Discussed: 05/09/2023)

Public Comment/Action: The superintendent is recommending that the board adopt the district's bargaining interests with the California School Employees Association Chapter 127 for contract reopeners for 2023-2024.

**5. District's Initial Bargaining Proposal with San Juan Supervisors Association**

(Oropallo)

**for Contract Reopeners 2023-2024 – 8:30 p.m.**

Material provided. (Discussed: 05/09/2023)

Public Comment/Action: The superintendent is recommending that the board adopt the district's bargaining interests with the San Juan Supervisors Association for contract reopeners for 2023-2024.

**6. District's Initial Bargaining Proposal with San Juan Professional Educators Coalition**

(Oropallo)

**for Contract Reopeners 2023-2024 – 8:35 p.m.**

Material provided. (Discussed: 05/09/2023)

Public Comment/Action: The superintendent is recommending that the board adopt the district's bargaining interests with the San Juan Professional Educators Coalition for contract reopeners for 2023-2024.

**7. Amended Cabinet Contracts – 8:40 p.m.**

(Oropallo)

Material provided.

Action: The superintendent is recommending that the board approve the amended contracts for cabinet members.

**8. General Counsel Contract – 8:45 p.m.**

(Oropallo)

Material provided.

Action: The superintendent is recommending that the board approve the employment contract for general counsel.

**J. BOARD REPORTS – 8:50 p.m.****K. FUTURE AGENDA – 9:00 p.m.**

The board may wish to identify items to be discussed at future meetings and the reasons therefore.

**B. CLOSED SESSION (continued, if necessary)**

Announcement of topics/announcement of actions.

**L. ADJOURNMENT – 9:05 p.m.**

*The Board of Education welcomes and encourages the public's participation at the board meetings and has devoted time throughout the meeting for that purpose. You may comment on items included on this agenda; however, we ask that you limit your comments to two (2) minutes, so that as many people as possible may be heard (Education Code section 35145.5, Government Code section 54954.3). When an item indicates "material provided," the additional information is available prior to the meeting in the Information and Communication Office, 3738 Walnut Avenue, Carmichael, (916) 979-8281, or on the district website at [www.sanjuan.edu](http://www.sanjuan.edu).*

*A person with a disability may contact the Board of Education office at (916) 971-7111, or email [stephanie.cunningham@sanjuan.edu](mailto:stephanie.cunningham@sanjuan.edu) at least 48 hours before the scheduled board meeting to request receipt of an agenda*

*and other distributed writings in an appropriate alternative format, or to request disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public board meeting.*

*Translation and interpretation services will be made available upon request with advance notice. If you wish to utilize these services, please notify the Board of Education office at (916) 971-7111, or email [stephanie.cunningham@sanjuan.edu](mailto:stephanie.cunningham@sanjuan.edu) at least 24 hours before the scheduled board meeting to allow for the scheduling of appropriate translation staff and other resources.*

***NOTE: The times indicated are approximate.***

**Mission Statement**

Valuing diversity and excellence, the San Juan Unified School District's mission is to educate and inspire each student to succeed and responsibly contribute to a radically evolving world by providing innovative, rigorous, student-focused instruction and programs in a safe, caring and collaborative learning community.



San Juan  
Unified School District

D  
05/23/2023

**San Juan Unified School District**  
Board of Education  
3738 Walnut Avenue, Carmichael, California 95608

**Board of Education Minutes**  
**May 9, 2023**

**Regular Meeting**  
Board of Education  
5:30 p.m.

**Open Session/Call to Order/Announcement of Closed Session Topics (A)**

The May 9 regular meeting was called to order by the president, Zima Creason. The board meeting was held in person and was also streamed to the district's YouTube channel.

**Roll Call**

Present:  
Zima Creason, president  
Pam Costa, vice president  
Saul Hernandez, clerk  
Ben Avey, member  
Paula Villescaz, member  
Tanya Kravchuk, member  
Vacant:  
Trustee area 7, member

**Visitor comments: Closed Session (A-1)**

There were no closed session visitor comments.

**Closed Session (B)**

The meeting was then recessed with the board convening in closed session to consider a student expulsion in one case (Education Code section 48918[f]); to discuss with negotiator Daniel Thigpen, Executive Director, Labor Relations and Government Affairs, regarding CSEA Chapter 127 General/Operations support, Chauffeurs/Teamsters Local No. 150 Transportation, Supervisors, Teachers and Certificated Supervisory units; and regarding non-represented groups: management and confidential units (Government Code section 54957.6); and to consider two personnel matters: public employee appointment/employment – assistant superintendent of human resources and superintendent's evaluation (Government Code section 54957).

**Reconvene Open Session/Pledge of Allegiance (C)**

At 6:30 p.m., the meeting was called back to order by the president, Zima Creason. Four members of the Casa Roble Fundamental High School Air Force Jr. ROTC led the group in the Pledge of Allegiance.

**Minutes Approved (D)**

It was moved by Ms. Villescaz, seconded by Ms. Costa, that the minutes of the April 25 regular meeting be approved. MOTION CARRIED 5-0-1 [AYES: Creason, Costa, Hernandez, Villescaz, Kravchuk; NOES: None; ABSTAIN: Avey].

**Recognition: California Day of the Teacher (E-1a)**

It was moved by Ms. Villescaz, seconded by Ms. Kravchuk, to adopt Resolution No. A-425 proclaiming May 10 as California Day of the Teacher. MOTION CARRIED UNANIMOUSLY [Creason, Costa, Hernandez, Avey, Villescaz, Kravchuk].

**Recognition: Classified School Employee Week (E-1b)**

It was moved by Ms. Kravchuk, seconded by Mr. Hernandez, to adopt Resolution No. A-427 proclaiming May 21-27 as Classified School Employee Week. MOTION CARRIED UNANIMOUSLY [Creason, Costa, Hernandez, Avey, Villescaz, Kravchuk].

**Recognition: National Speech Pathologist Day (E-1c)**

It was moved by Ms. Villescaz, seconded by Ms. Costa, to adopt Resolution No. A-426 proclaiming May 18 as National Speech Pathologist Day. MOTION CARRIED UNANIMOUSLY [Creason, Costa, Hernandez, Avey, Villescaz, Kravchuk].

**High School Student Council Reports (E-2)**

High School Student Council representative Nayeli Reyes Guerrero from El Camino Fundamental High School and Tanner Schinderle and Lainey Szejda from Rio Americano High School updated the board on the goals, activities and achievements at their respective schools.

**Closed Session/Expulsion Actions (E-7)**

Mr. Hernandez reported that the board voted unanimously to accept a hearing panel's recommendation of one expulsion in case number M-49. Mr. Hernandez also reported that the board took action in closed session to approve and ratify the employment contract for Rebecca Toto, Assistant Superintendent of Human Resources. The vote was unanimous. Pursuant to the Government Code which requires a verbal summary of compensation and fringe benefits, Ms. Toto's contract is effective June 19, 2023, through June 30, 2025, and provides for compensation for the 2022-2023 fiscal year in the amount of \$190,904 annually, and for the 2023-2024 fiscal year in the amount of \$199,495. Ms. Toto will receive the same health and welfare benefits and salary adjustments as other district administrators.

**Visitor Comments (F)**

Chrystal Bernasconi, chair of the American Indian Education Program Parent Advisory Committee, recommended that oversight of the program be moved to the district's equity department.

Marissa Garcia spoke about her son being bullied at Twin Lakes Elementary School.

**Consent Calendar Approved (G-1/G-8)**

Staff pulled item G-9. It was moved by Mr. Avey, seconded by Ms. Kravchuk, that the consent calendar items G-1 through G-8 be approved. MOTION CARRIED UNANIMOUSLY [Creason, Costa, Hernandez, Avey, Villescaz, Kravchuk].

**Personnel (G-1)**

Appointments, leaves of absence and separations – approved as submitted.

**Purchasing Report (G-2)**

Purchase orders and service agreements, change orders and construction and public works bids – approved as submitted.

**Gifts (G-3)**

Acceptance of gifts to Bella Vista High School, Choices Charter School, Dyer-Kelly Elementary School and McKinney-Vento.

**Surplus Property Report (G-4)**

Approval to dispose of surplus property pursuant to Board Policy 3270 and Education Code sections 17545 and 17546.

**Career Technical Education Advisory Committee Roster (G-5)**

Approval of the 2023 Career Technical Education Advisory Committee Roster.

**Head Start/Early Head Start Cost-of-Living Adjustment and Quality Improvement (G-6)**

Approval of the Head Start and Early Head Start Cost-of-Living Adjustment and Quality Improvement for 2023-2024.

**Resolution No. 4079: Early Childhood Education California State Preschool Program Continued Funding Application (G-7)**

Adoption of Resolution No. 4079 designating Early Childhood Education program manager and administrators to sign the California State Preschool Program Continued Funding Application and related documents.

**High School Scholarships (G-8)**

Approval of the 2022 and 2023 high school scholarship awards for Bella Vista High School, El Camino Fundamental High School, Encina Preparatory High School, Mesa Verde High School and Mira Loma High School.

## **Consent Calendar Continued (H)**

### **Resolution No. 4080: Arcade Fundamental Middle School Lease Amendment No. 4 (G-9)**

Adoption of Resolution No. 4080, approving the fourth amendment to the lease agreement for the Arcade Fundamental Middle School Project No. 001-9512-P1 between San Juan Unified School District and Clark/Sullivan Construction.

Ms. Creason explained that the item is still pending approval from the Division of the State Architect and it would come back for action at the May 23 board meeting.

## **English Learner Update (I-1)**

Associate Superintendent of Educational Services Debra Calvin, Ed.D., introduced Office of Student Learning Assistance Director Gwyn Dellinger, English Learner & Multicultural Education Department Program Manager Genoveva Mendoza-Navarrete, and El Camino Fundamental High School Student Hewad Ahmadzai who gave a presentation on the district's English Learner program. Ms. Dellinger reviewed the program demographics and languages served, shared information about the categories of English learners, and discussed the English Learner Progress Indicator (ELPI). Ms. Mendoza-Navarrete spoke about the programs and actions that are taking place to support English learners, and she also spoke about the program's grants and partnerships. Mr. Ahmadzai shared his personal experiences as an English learner in the district. Mr. Avey made comments about learning another language, the District English Learner Advisory Committee (DELAC) and the diversity of the district, the Seal of Biliteracy recognition where bilingualism was celebrated, and he acknowledged the work of the English Learner department. Ms. Creason spoke about multilingualism and celebrating culture.

## **Elementary Expanded Learning Opportunities Plan Update (I-2)**

Assistant Superintendent of Elementary Education and Programs Amberlee Townsend-Snider introduced the topic and explained some of the Expanded Learning Opportunities (ELO) actions that are taking place at the elementary level. Ms. Townsend-Snider shared information about the additional funding and personnel allocations that were provided to elementary and K-8 schools as part of the ELO grant. Director of Elementary Education and Programs Cassandra Bennett Porter shared data points including i-Ready preliminary reading and math intervention data. Ms. Bennett Porter introduced Del Paso Manor Principal Misha Plummer and Deterding Principal Melanie Allen, who each provided an overview of the supports that are taking place at their respective schools. Ms. Plummer shared examples of social-emotional supports and Ms. Allen shared information about academic intervention supports. Ms. Bennett Porter explained next steps, which includes identification of the top three action items. Ms. Kravchuk shared her concerns about the funds coming to an end, she noted how it is interesting to see the different ways that school sites implement similar strategies, and she appreciates how creative the principals in addressing student needs. Ms. Villescaz expressed appreciation for principals being able to pivot when a particular strategy was not working. Ms. Costa spoke about the positive impact of the funding, local control and elementary leadership. Mr. Avey commented about local control, inquired about tutoring and thanked staff for the reading and math preliminary intervention data. Mr. Hernandez asked a clarifying question regarding the Deterding data. Ms. Creason said she hopes the state legislature will see the need for continued funding, she acknowledged the courage of the school sites to try different strategies and shift as necessary, and she expressed appreciation for the work of site administrators. Superintendent Bassanelli said the district continues to measure the impact of the ELO actions in order to evaluate what can be sustained long term.

## **Public Hearing: Department of Toxic Substance Control Preliminary Endangerment Assessment for Katherine Johnson Middle School (I-3)**

Chief Operations Officer Frank Camarda presented the item. Ms. Creason declared the topic of the Department of Toxic Substance Control Preliminary Endangerment Assessment for Katherine Johnson Middle School a public hearing and invited the public to speak.

### **Public Comment:**

Michael Seaman noted an error in the document and made comments regarding the project.

There being no further questions from the public, Ms. Creason declared the public hearing closed. Ms. Kravchuk inquired about the error, which Mr. Camarda explained it was an immaterial change that would be corrected.

## **California School Employee Association Chapter 127 Initial Proposal for Contract Reopeners 2023-2024 (I-4)**

Executive Director of Labor Relations and Government Affairs Daniel Thigpen presented the bargaining interests of the California School Employee Association Chapter 127 for public comment. There were no requests for public comment.

## **San Juan Supervisors Association Initial Proposal for Contract Reopeners 2023-2024 (I-5)**

Mr. Thigpen presented the bargaining interests of the San Juan Supervisors Association for public comment. There were no requests for public comment.

**San Juan Professional Educators Coalition Initial Proposal for Contract Reopeners 2023-2024 (I-6)**

Mr. Thigpen presented the bargaining interests of the San Juan Professional Educators Coalition for public comment. There were no requests for public comment.

**District's Initial Bargaining Proposal with San Juan Teachers Association for Contract Reopeners 2023-2024 (I-7)**

Mr. Thigpen presented the item. It was moved by Ms. Villescaz, seconded by Mr. Hernandez, that the district's bargaining interests with the San Juan Teachers Association for contract reopeners 2023-2024 be adopted. MOTION CARRIED UNANIMOUSLY [Creason, Costa, Hernandez, Avey, Villescaz, Kravchuk].

**Presentation of District's Initial Bargaining Proposal with California School Employees Association Chapter 127 for Contract Reopeners 2023-2024 (I-8)**

Mr. Thigpen presented the district's bargaining interests with the California School Employees Association Chapter 127 for discussion. There being no questions from the board, the item was scheduled for public comment/action on May 23.

**Presentation of District's Initial Bargaining Proposal with San Juan Supervisors Association for Contract Reopeners 2023-2024 (I-9)**

Mr. Thigpen presented the district's bargaining interests with the San Juan Supervisors Association for discussion. There being no questions from the board, the item was scheduled for public comment/action on May 23.

**Presentation of District's Initial Bargaining Proposal with San Juan Professional Educators Coalition for Contract Reopeners 2023-2024 (I-10)**

Mr. Thigpen presented the district's bargaining interests with the San Juan Professional Educators Coalition for discussion. There being no questions from the board, the item was scheduled for public comment/action on May 23.

**Board Reports (J)**

Ms. Costa shared that she attended the Spirit of San Juan awards, which she said was an amazing event that highlighted many fine representatives of our district.

Mr. Avey reported that during a recent business trip to Washington D.C., he sat in on a business community discussion about Career Technical Education (CTE); that he participated in the Seal of Biliteracy awards ceremony, where a large delegation of San Juan Unified students was honored; that he attended the Kids Helping Kids gala, which was a great event; and he went with his daughter to sixth grade camp at Point Bonita, which was an amazing experience.

**Future Agenda (K)**

There were no items added to the future agenda.

**Adjournment (L)**

At 8:13 p.m., there being no further business, the regular meeting was adjourned.

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Zima Creason, Board President

Melissa Bassanelli, Secretary

Approved: \_\_\_\_\_  
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**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** E-1 (a)

**MEETING DATE:** 05/23/2023

**SUBJECT:** Mira Loma High School 2023

National Science Bowl Award

**CHECK ONE:**

- For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:    
Emergency Action:

**DEPARTMENT:** Division of Teaching and Learning

**ACTION REQUESTED:**

The superintendent is recommending that the board recognize the Mira Loma High School Science Bowl team for taking high honors at the 2023 Northern California Science Bowl.

**RATIONALE/BACKGROUND:**

In late February, Mira Loma High School's Science Bowl team took top honors in the Sacramento Regional Science Bowl. The US Department of Energy's National Science Bowl began in 1991. The Science Bowl aims to encourage students to excel in mathematics and science and pursue careers in these fields.

Mira Loma High School placed first, second, and third in the Sacramento regional competition and moved on to be one of the 68 teams competing in the National Science Bowl in Washington, DC. The Mira Loma High School team placed fifth in the National Competition.

The National Science Bowl brings together thousands of middle and high school students from across the country to compete in a fast-paced, question-and-answer format where they solve technical problems and answer questions on a range of science disciplines, including biology, chemistry, earth and space science, physics, and mathematics.

The Mira Loma High School Science Bowl team is coached by teacher James Hill, who has taken 24 teams to the National Science Bowl.

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT:**

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

Current Year Only  On-going

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Kristan Schnepp, Assistant Superintendent, Secondary Education and Programs <sup>KS</sup>

**APPROVED BY:** Amy L. Slavensky, Ph.D., Interim Deputy Superintendent, Schools and Student Support <sup>AS</sup>  
Melissa Bassanelli, Superintendent of Schools *YMB*

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM: E-1 (b)**

**MEETING DATE: 05/23/2023**

**SUBJECT:** Recognition of Retiring Superintendent Kent Kern

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

**DEPARTMENT:** Administration

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt Resolution No. A-428 recognizing retiring Superintendent Kent Kern for his more than 30 years of service to San Juan Unified School District.

**RATIONALE/BACKGROUND:**

Superintendent Kent Kern will retire at the end of the 2022-23 school year making him the second longest serving superintendent in San Juan Unified history. He has spent his entire professional career serving the students, families and employees of the district and his contributions to the education of individual students, professional growth of colleagues and betterment of the community have been immeasurable.

**ATTACHMENT(S):**

A: Resolution No. A-428

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT:**

Current Budget: \$N/A

Additional Budget: \$N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only  On-going

**PREPARED BY:** Trent Allen, APR, Chief of Staff 

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools 



San Juan Unified School District  
Resolution No. A-428

**Resolution Honoring Kent Kern**

**WHEREAS**, Kent Kern has led a distinguished career as an educator and leader for nearly 35 years; and

**WHEREAS**, Kent is a product of the district having attended San Juan Unified elementary, middle and high schools; and

**WHEREAS**, Kent became a teacher in the district upon graduating from CSU Sacramento and has dedicated his professional career to its students, families, and educators; and

**WHEREAS**, Kent has risen to the opportunities and challenges of the day having served the district and its constituents not only as a teacher practitioner but also as an athletic coach, vice principal, principal, director of schools and programs, director of safe schools, senior director of facilities and planning, assistant superintendent of operations and school support before ultimately accepting the position of superintendent in 2014; and

**WHEREAS**, Kent has been instrumental in securing resources needed for transformational change in San Juan Unified as a driving force behind two facilities bond measures providing more than \$1 billion in needed funds to repair, upgrade and replace schools throughout the district; and

**WHEREAS**, Kent provided leadership that resulted in sound fiscal management of public funds and positive certifications for the district's budget for nearly a decade; and

**WHEREAS**, Kent has strengthened and further developed San Juan Unified's collaborative culture with employee groups resulting in innovative and transformative practices such as the System of Professional Growth to support certificated practitioners' development; and

**WHEREAS**, Kent has proven to be an effective manager of crisis and change as he led the district through the impacts of the COVID-19 pandemic and its aftermath; and

**WHEREAS**, Kent has been a champion for equity through increased student voice in decision making, creation of the Superintendent's Student Advisory Council, investments in equity-based efforts to open access and participation to traditionally underrepresented student, family and staff groups and his personal efforts to form connections and relationships; and

**WHEREAS**, Kent has invested in developing future generations of leaders to help guide the district, its schools and community; and

**WHEREAS**, Kent will retire from service in the district on June 30, 2023.

**NOW, THEREFORE, BE IT RESOLVED** by the San Juan Unified School District Board of Education, that on behalf of a grateful community and organization, we hereby express sincere appreciation to Superintendent Kent Kern for his services to the district and extend our heartfelt best wishes to him for good health and happiness in his retirement.

Attested to this  
23<sup>rd</sup> day of May 2023

Melissa Bassanelli, Superintendent of Schools

Board of Education  
San Juan Unified School District  
Sacramento County, California

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Zima Creason, President

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Pam Costa, Vice President

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Saul Hernandez, Clerk

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Ben Avey, Member

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Paula Villescaz, Member

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Tanya Kravchuk, Member

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Vacant, Member

## HUMAN RESOURCES

The following reports are submitted for board approval

Personnel Pages	Page #
<b>Appointments</b>	
Management	1
Certificated	
Classified	1
<b>Leaves of Absence</b>	
Management	
Certificated	1
Classified	
<b>Separations</b>	
Management	1
Certificated	1
Classified	1
<b>Pre-Retirement Reduced Workload</b>	
<b>Reassignments/Change in Work Year</b>	
<b>Errata</b>	
<b>Job Description/Salary Range Change</b>	
Management	1-8
Certificated	2-9
Classified	2-15
Unrepresented	
<b>Cabinet Contracts/Extension of Contract</b>	
<b>Recommendation to Extend A District Intern Credential</b>	
Certificated	
<b>Credential Approval Recommendations</b>	
Certificated	
<b>Charter School Personnel Actions</b>	
Choices	

Agenda for the May 23, 2023 Board Meeting

**1. APPOINTMENTS**

**MANAGEMENT**

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Zils, Sarah	Prob	Assistant Director, Special Education	Special Education- Kenneth	07/03/23
Promotion	Vaananen, Liliana	Prob	Coordinator, Data and Assessment	District Office	07/01/23

**CLASSIFIED**

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Alsadoon, Israa	Prob	Instructional Assistant II	Charles Peck	05/12/23
New Hire	Cobabe, Denna	Prob	Instructional Assistant I	Mariemont	05/08/23
New Hire	Conner, Patsy	Prob	Instructional Assistant III	Carmichael	04/27/23
New Hire	Graciano, Joel	Prob	Custodian	Orangevale	05/22/23
New Hire	Solorzano, Libni	Prob	Instructional Assistant I	Cameron Ranch	05/01/23
Rehire	Macias, Kathryn	Prob	Youth/Adult Employ Tech	Workability	05/09/23
Rehire	Moore, Hollie	Perm	School Playground Rec Aide	Whitney Avenue	05/01/23

**2. LEAVES OF ABSENCE**

**CERTIFICATED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Unpaid	Borders, Dena	Perm	Tch- CDPT	Early Childhood Education	12/10/22 - 06/07/23

**3. SEPARATIONS**

**CERTIFICATED SUPERVISORY**

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Luhrsen, Petra	Perm	Principal	Northridge	06/13/23

**MANAGEMENT**

Type	Name	Status	Assignment	Location	Effective Date (s)
Retirement	Carlson, Deann	Perm	Director, Human Resources	Human Resources	12/30/23

**CERTIFICATED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Retirement	Harper, Naomi	Perm	Tch- Grade 7/8	Will Rogers	06/07/23

**CLASSIFIED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Abdullah, Muhammad	Prob	Instructional Assistant III	Arcade	05/12/23
Resignation	Anzua-Yanez, Daniela	Prob	Custodian	Will Rogers	05/03/23
Resignation	Flannagan, Azra	Prob	Clerk	Mariposa	05/18/23
Resignation	Grimes, Maleesha	Prob	Campus Monitor	Del Paso Manor	05/26/23
Resignation	Maldonado, Malena	Prob	Expd Lrng Progs Assistant	Pupil Personnel Services	05/03/23
Resignation	Perricone, Isabella	Prob	Facilities Use Technician	Facilities	05/11/23
Suspension	CL-562	Perm	Instructional Assistant III	Teaching and Learning	05/24/23
Suspension	CL-563	Perm	Technology Specialist	Technology Services	05/24/23
Suspension	CL-564	Perm	Custodian	Maintenance & Operations	05/24/23
Dismissal	CL-565	Prob	Nutrition Services Worker	Nutrition Services	04/28/23

**4. JOB DESCRIPTION / SALARY RANGE CHANGE**

**MANAGEMENT**

Class Title	Unit	New/Update	Old Salary Range	New Salary Range	Effective Date (s)
Negotiated Adjustments	CABINET	Update			05/24/23

Agenda for the May 23, 2023 Board Meeting

**4. JOB DESCRIPTION / SALARY RANGE CHANGE (Continued)**

**MANAGEMENT**

<u>Class Title</u>	<u>Unit</u>	<u>New/Update</u>	<u>Old Salary Range</u>	<u>New Salary Range</u>	<u>Effective Date (s)</u>
.75 Allocation-Continuing Education	SJAA	Update			05/24/23

**CERTIFICATED**

<u>Class Title</u>	<u>Unit</u>	<u>New/Update</u>	<u>Old Salary Range</u>	<u>New Salary Range</u>	<u>Effective Date (s)</u>
Athletic Services Stipends	SJT A	Update			05/24/23

**CLASSIFIED**

<u>Class Title</u>	<u>Unit</u>	<u>New/Update</u>	<u>Old Salary Range</u>	<u>New Salary Range</u>	<u>Effective Date (s)</u>
Position Control Analyst, Human Resources	CONF	New			05/24/23

Sr. Analyst, Human Resources	CONF	New		C-35	05/24/23
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San Juan  
Unified School District

SAN JUAN UNIFIED SCHOOL DISTRICT  
Superintendent's Cabinet Salary Schedule  
2022 - 2023 Salary Schedule

Superintendent Cabinet	Paid Days	Daily Rate	Annualized Salary
Deputy Superintendent Schools and Student Support	245*	\$1,043.91	\$ 255,758.00
Chief Financial Officer	245*	\$932.97	\$ 228,577.00
Chief Operations Officer	245*	\$932.97	\$ 228,577.00
Chief of Staff	245*	\$932.97	\$ 228,577.00
Associate Superintendent Educational Services	245*	\$860.83	\$ 210,904.00
General Counsel	245*	\$844.80	\$ 196,975.00
Assistant Superintendent Human Resources	245*	\$779.20	\$ 190,904.00
Assistant Superintendent Secondary Education and Programs	245*	\$779.20	\$ 190,904.00
Assistant Superintendent Elementary Education and Programs	245*	\$779.20	\$ 190,904.00
Executive Director, Labor Relations and Government Affairs	245*	\$779.20	\$ 190,904.00
Senior Director, Technology Services	245*	\$727.35	\$ 178,200.00

\*Vacation days accrued

**ANNIVERSARY/LONGEVITY INCREMENT STEPS**

*For credit toward any anniversary increment, a manager must have worked 75% of each school year.*

1. Two percent (2%) of the base salary after 9 years of completed service in the San Juan Unified School District
2. Four percent (4%) of the base salary after 14 years of completed service in the San Juan Unified School District (the 4% includes the year 9 increment).
3. Six percent (6%) of the base salary after 19 years of completed service in San Juan Unified School District (the 6% includes the 9th year and the 14 year increments).
4. Eight percent (8%) of the base salary after 24 years of completed service in the San Juan Unified School District (the 8% includes the 9 year, 14 year and 19 year increments).

Includes negotiated salary adjustments



San Juan  
Unified School District

SAN JUAN UNIFIED SCHOOL DISTRICT  
Superintendent's Cabinet Salary Schedule  
2023 - 2024 Salary Schedule

Superintendent Cabinet	Paid Days	Daily Rate	Annualized Salary
Deputy Superintendent Schools and Student Support	245*	\$1,090.89	\$ 267,267.00
Chief Financial Officer	245*	\$974.95	\$ 238,863.00
Chief Operations Officer	245*	\$974.95	\$ 238,863.00
Chief of Staff	245*	\$974.95	\$ 238,863.00
Associate Superintendent Educational Services	245*	\$899.57	\$ 220,395.00
General Counsel	245*	\$880.98	\$ 215,839.00
Assistant Superintendent Human Resources	245*	\$814.27	\$ 199,495.00
Assistant Superintendent Secondary Education and Programs	245*	\$814.27	\$ 199,495.00
Assistant Superintendent Elementary Education and Programs	245*	\$814.27	\$ 199,495.00
Executive Director, Labor Relations and Government Affairs	245*	\$814.27	\$ 199,495.00
Senior Director, Technology Services	245*	\$760.10	\$ 186,219.00

\*Vacation days accrued

**ANNIVERSARY/LONGEVITY INCREMENT STEPS**

*For credit toward any anniversary increment, a manager must have worked 75% of each school year.*

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4. Eight percent (8%) of the base salary after 24 years of completed service in the San Juan Unified School District (the 8% includes the 9 year, 14 year and 19 year increments).

Annualized salary includes 4.5% increase effective July 1, 2023



SAN JUAN UNIFIED SCHOOL DISTRICT  
San Juan Administrator Salary Schedule (SJAA)  
2022 - 2023 School Year

**SJAA CLASSIFIED MANAGEMENT POSITIONS**

Salary Range	Class Code	Job Classification	Total Paid Days	A	B	C	D	E	F	Continuing Education
10	787	Coordinator of Advancement and Development	245*	\$ 370.62	\$ 389.15	\$ 408.58	\$ 429.04	\$ 450.49	\$ 473.02	\$ 494.31
	801	Manager, Transportation Operations								
11	774	Coordinator, Business Systems Support	245*	\$ 380.52	\$ 398.56	\$ 417.47	\$ 437.27	\$ 458.02	\$ 479.77	\$ 501.36
12	227	Coordinator, Mental Health	245*	\$ 387.45	\$ 407.99	\$ 426.34	\$ 445.49	\$ 465.56	\$ 486.51	\$ 508.40
	397	Coordinator, Special Programs and Grants								
	435	Coordinator, Trauma Informed School Practices								
	439	Coordinator, Family Engagement								
	445	Manager, Fiscal Services								
	470	Coordinator, Camp Winthers								
	471	Coordinator, Data and Assessment								
	489	Coordinator, Information and Communication								
	509	Manager, Risk Management								
	627	Manager, Payroll								
	652	Coordinator, Facilities Accounting and Compliance								
	773	Coordinator, Fiscal Support & Training								
	785	Coordinator, Family/School Problem Resolution								
13	398	Coordinator, Technology Support	245*	\$ 400.16	\$ 418.17	\$ 436.99	\$ 456.65	\$ 477.20	\$ 498.67	\$ 521.11
	783	Coordinator, Safe Schools Field Operations								
	784	Coordinator, Safe Schools Planning and Training								
14	697	Construction Manager, Facilities	245*	\$ 410.16	\$ 428.63	\$ 447.91	\$ 468.11	\$ 489.14	\$ 511.16	\$ 534.16
	736	Construction Manager, Maintenance and Operations								
	826	Research Specialist I								
15	339	Manager, Safe Schools	245*	\$ 420.42	\$ 439.35	\$ 459.11	\$ 479.79	\$ 501.37	\$ 523.95	\$ 547.53
	481	Applications Architect								
	594	Manager, Maintenance and Operations								
	678	Manager, Expanded Learning and Prevention Programs								
	228	Behavior Support Specialist		\$ 420.42	\$ 439.35	\$ 459.11	\$ 479.79	\$ 501.36	\$ 523.95	\$ 547.53
	231	Special Education Support Specialist								



SAN JUAN UNIFIED SCHOOL DISTRICT  
San Juan Administrator Salary Schedule (SJAA)  
2022 - 2023 School Year

Salary Range	Class Code	Job Classification	Total Paid Days	A	B	C	D	E	F	Continuing Education
20	297	Program Manager, English Learner and Multicultural Education	245*	\$ 475.70	\$ 497.07	\$ 519.45	\$ 542.82	\$ 567.26	\$ 592.76	\$ 619.43
	339	Director, Safe Schools								
	489	Director, Communications								
	568	Director, Business Support Services								
	700	Director, Nutrition Services								
21	341	Director, Facilities Construction and Modernization	245*	\$ 487.55	\$ 509.51	\$ 532.43	\$ 556.40	\$ 581.45	\$ 607.60	\$ 634.94
	600	Director, Maintenance and Operations								
	643	Program Manager, Network and Telecommunications								
	699	Program Manager, Student Information Systems								
	778	Program Manager, Human Resources								
	794	Director, Continuous Improvement/LCAP								
	1187	Project Manager, Technology Services								
22	805	Director, Transportation	245*	\$ 482.76	\$ 504.50	\$ 527.22	\$ 550.95	\$ 575.75	\$ 601.63	\$ 628.70
25	315	Director, Human Resources (Certificated)	245*	\$ 538.16	\$ 562.42	\$ 587.72	\$ 614.14	\$ 641.78	\$ 670.68	\$ 700.86
	322	Director, Admissions and Family Services								
	422	Director, Fiscal Services								
	440	Director, Family Engagement and Partner Development								
	513	Director, Human Resources								
	564	Director, Human Resources (Classified)								
	595	Director, Accountability and Organizational Evaluation								

\*Vacation days accrued

ANNIVERSARY/LONGEVITY INCREMENT

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4. Eight percent (8%) of the base salary after 24 years of completed service in the San Juan Unified School District (the 8% includes the 9 year, 14 year, and 19 year increments).

Board Approval Date: October 25, 2022

10% Retro to July 1, 2022

NOTE: Continuing Education is 3.5% 4.5% of base salary reflective of Step F upon completion of 150 hours of professional development and one-year service in column F

Board Approval Date: TBD .75 Allocation increasing continuing education percentage per Cabinet approval dated May 15, 2023, retro to July 1, 2022



SAN JUAN UNIFIED SCHOOL DISTRICT  
San Juan Administrator Salary Schedule (SJAA)  
2022 - 2023 School Year

**SJAA CERTIFICATED MANAGEMENT POSITIONS**

Salary Range	Class Code	Job Classification	Total Paid Days	A	B	C	D	E	F	Continuing Education
12	471	Coordinator, Data and Assessment	245	\$ 94,925	\$ 99,957	\$ 104,453	\$ 109,144	\$ 114,062	\$ 119,194	\$ 124,558
	772	Coordinator, Equity and Student Achievement	213	\$ 90,547	\$ 94,623	\$ 98,881	\$ 103,325	\$ 107,979	\$ 112,837	\$ 117,915
15	352	Program Specialist, Special Projects	245	\$ 103,003	\$ 107,643	\$ 112,481	\$ 117,550	\$ 122,833	\$ 128,368	\$ 134,145
18	033	Safe Schools Central Review Administrator	208	\$ 102,545	\$ 107,164	\$ 111,979	\$ 117,025	\$ 122,285	\$ 127,788	\$ 133,538
20	297	Program Manager, English Learner and Multicultural Education	245	\$ 116,544	\$ 121,781	\$ 127,265	\$ 132,990	\$ 138,978	\$ 145,228	\$ 151,763
21	293	Program Manager, Title I	245	\$ 119,449	\$ 124,828	\$ 130,449	\$ 136,319	\$ 142,457	\$ 148,859	\$ 155,588
	442	Program Manager, Early Childhood Education								
	443	Program Manager, Student Support Services								
22	232	Assistant Director, Special Education	245	\$ 122,474	\$ 127,993	\$ 133,753	\$ 139,774	\$ 146,066	\$ 152,633	\$ 159,501
	595	Assistant Director, Accountability, Evaluation and Planning								
25	223	Director, Equity and Student Achievement	245	\$ 131,852	\$ 137,794	\$ 143,990	\$ 150,464	\$ 157,240	\$ 164,318	\$ 171,712
	250	Director, Multi-Tiered System of Supports (MTSS)								
	289	Director, Secondary Education								
	290	Director, K-8 Teaching and Learning								
	321	Director, Professional Learning and Innovation								
	331	Director, Special Education								
	335	Director, Student Learning Assistance								
	371	Director, Adult Education/School-to-Career								
	412	Director, Student Support Services								
	794	Director, Continuous Improvement/LCAP								



SAN JUAN UNIFIED SCHOOL DISTRICT  
San Juan Administrator Salary Schedule (SJAA)  
2022 - 2023 School Year

San Juan  
Unified School District

**ANNIVERSARY/LONGEVITY INCREMENT**

For credit toward any anniversary increment, a manager must have worked 75% of each school year.

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**Board Approval Date: October 25, 2022**

10% Retro to July 1, 2022

NOTE: Continuing Education is 3.5% 4.5% of base salary reflective of Step F upon completion of 150 hours of professional development and one-year service in column F

Board Approval Date: TBD .75 Allocation increasing continuing education percentage per Cabinet approval dated May 15, 2023, retro to July 1, 2022



San Juan  
Unified School District

SAN JUAN UNIFIED SCHOOL DISTRICT

Athletic Services Stipends

2023 - 2024 School Year

ACTIVITY	PER SEASON	ACTIVITY	PER SEASON
<b>HIGH SCHOOLS</b>			
Head Coach: Responsible for a minimum of three teams in the same sport.			
<b>BASEBALL</b>		<b>SOCCER</b>	
HS Head Coach	3,557	HS Head Coach	3,557
HS Varsity Coach	2,969	HS Varsity Coach	2,969
HS Assistant Coach	2,374	HS Assistant Coach	2,374
<b>BASKETBALL</b>		<b>SOFTBALL</b>	
HS Head Coach	3,557	HS Head Coach	3,557
HS Varsity Coach	2,969	HS Varsity Coach	2,969
HS Assistant Coach (Soph)	2,374	HS Assistant Coach	2,374
HS Assistant Coach (Frosh)	2,374		
<b>CROSS COUNTRY</b>		<b>SWIMMING</b>	
HS Head Coach	3,557	HS Varsity Coach	2,969
HS Varsity Coach	2,969		
<b>FIELD HOCKEY</b>		<b>TENNIS</b>	
HS Varsity Coach	2,969	HS Varsity Coach	2,969
(Booster stipend only)			
<b>FOOTBALL</b>		<b>TRACK</b>	
HS Head Coach	3,557	HS Head Coach	3,557
HS Varsity Coach	2,969	HS Varsity Coach	2,969
HS Assistant Coach (Varsity)	2,374	HS Assistant Coach (Soph)	2,374
HS Assistant Coach (Head Soph)	2,374	HS Assistant Coach (Frosh)	2,374
HS Assistant Coach (Soph)	2,374		
HS Assistant Coach (Head Frosh)	2,374	<b>VOLLEYBALL</b>	
HS Assistant Coach (Frosh)	2,374	HS Head Coach	3,557
		HS Varsity Coach	2,969
(add'l -- if required to report two weeks before school begins):		<b>WATER POLO</b>	
		HS Varsity Coach	2,969
HS Head Football Coach	667		
HS Assistant Football Coach	446	<b>WRESTLING</b>	
		HS Varsity Coach	2,969
<b>GOLF</b>		HS Assistant Coach (Soph)	2,374
HS Varsity Coach	2,969		
<b>COMPETITIVE CHEER</b>		<b>ACTIVITY</b>	<b>PER EVENT</b>
HS Varsity Coach	2,699	<b>NURSE, HS</b>	
		(Attendance at athletic events)	76
<b>MIDDLE SCHOOLS--PER SPORT</b>			
Head Coach	1327.12	Assistant Coach	1,063.95

Board Approval Date: May 23, 2023



## JOB DESCRIPTION

**Position Code:** TBD  
**Management Group:** CONF  
**Salary Range:** 31  
**Work Calendar:** 01  
Page 1 of 3

**POSITION TITLE:** Position Control Analyst, Human Resources (Confidential)

**DEFINITION:** Under general direction, performs independent, advanced analytical, highly complex tasks to assist in the smooth and efficient operation of the Human Resources Department including position control, salary administration, data gathering, position classification, report preparation, special project assignments, employer-employee relations activities and the recruitment and selection of personnel. Exercises independent judgement in general budget and authorized positions in accordance with established policies and procedures.

**DIRECTLY RESPONSIBLE TO:** Assistant Superintendent, Human Resources or designee

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Sets up and ensures all authorized positions are reflected in the system and establishes job codes as needed.
2. Receives and reviews personnel request forms for accuracy and appropriate approvals.
3. Initiates, maintains and closes all authorized positions in the system in a timely manner and ensures changes made to the positions are updated in the financial system.
4. Reconciles and balances staffing allocations.
5. Works closely with budget and fiscal services to ensure accuracy of position control records and facilitates communication among the departments.
6. Generates reports to verify employees and positions are assigned to the appropriate school site, department and budget code.
7. Runs position control reports.
8. Maintains position control aspect of system and copies the position control definitions from year to year.
9. Initiates and maintains authorized work calendars and salary schedules.
10. Performs annual payline load and generates comparative reports to ensure data accuracy.
11. Develops and presents training for department and other district employees on position control process.
12. Participates with budget and fiscal services in annual year-end closing and audit.
13. Compiles and analyzes documents and coordinate activities related to salary administration, data gathering, report preparation, special project assignments, the interview/selection process and other general human resource practice and procedures.
14. Advises, interprets, trains and orients department and district personnel on appropriate procedures and processes related to bargaining unit contract issues and the impact on negotiated agreements.
15. Compiles information from a variety of sources and prepare independent, advanced, analytical reports required by the district or bargaining units for use in contract negotiations.

16. Performs duties associated with position control, preliminary salary schedule placement, applicant tracking, management information systems, affirmative action, credential monitoring and other areas as assigned.
17. Composes correspondence and reports independently or from directions; prepare letters, memos, forms and other documents as required.
18. Operates a computer to input, output, update and access a variety of records and information; generates reports, records, lists and summaries from computer database.
19. Assembles confidential and sensitive information related to human resources functions.
20. Remains current on human resources laws, court decisions, and trends affecting both education and public sector.
21. Performs other duties as assigned.

**QUALIFICATIONS:**

Education and Experience:

Any combination of training, education, and/or experience equivalent to a Bachelors Degree in human resources, business administration or a closely related field and two years of responsible experience in human resources or a related field; one year of supervisory experience desirable. Any other training, education and experience which would provide the required skills, knowledge and abilities may be substituted.

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of position control management
- Knowledge of current principles, practices and techniques of personnel administration, including position classification, position control and salary administration
- Knowledge of applicable district policies, procedures and bargaining contracts
- Knowledge of California Education Code
- Knowledge of state and federal laws relating to human resources such as the Family Medical Leave Act, the Americans with Disabilities Act, the Fair Labor Standards Act
- Knowledge of interpersonal skills using tact, patience and courtesy
- Knowledge and skill in the use of computers and assorted software programs
- Ability to understand, interpret, apply and explain applicable rules, regulations, policies and procedures
- Ability to work effectively with all levels of district staff, stakeholders and members of the community
- Ability to communicate effectively both verbally and in writing with all levels of district staff, stakeholders and members of the community
- Ability to analyze data and prepare clear and concise written and verbal reports
- Ability to analyze situations and adopt an effective course of action
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to work independently, with minimum direction and make decisions within the framework of established guidelines
- Ability to establish priorities and meet deadlines

**WORKING CONDITIONS:**

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff, students, parents, and the community
- Frequent interruptions and significant distractions
- Contact with dissatisfied and/or uncooperative individuals

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

**Board Approved:** TBD



## JOB DESCRIPTION

**Position Code:** TBD  
**Management Group:** CONF  
**Salary Range:** C-35  
**Work Calendar:** 01  
Page 1 of 3

**POSITION TITLE:** Senior Analyst, Human Resources

**DEFINITION:** Under general direction, supervises, coordinates and performs complex technical and diversified tasks related to position control, preparation and processing of certificated and classified personnel transaction documents, interpretation and application of salary schedules and collective bargaining contracts, teacher credentialing and maintenance of personnel records. Provides direct supervision in designing, planning and implementing the day-to-day operations of the personnel office. Works in close collaboration with human resources directors in coordinating department operations.

**DIRECTLY RESPONSIBLE TO:** Directors, Human Resources

**SUPERVISION OVER:** Classified and certificated staff as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.)

1. Directs and manages the day-to day internal operations of the personnel department including supervision and evaluation of assigned personnel, communication, technology, records, workflow and other areas to ensure smooth and efficient delivery of services that comply with policies, regulations and laws.
2. Works closely with fiscal and budget services to ensure accuracy of position control records.
3. Oversees that all authorized positions are in the financial system in a timely fashion.
4. Provides technical assistance regarding employee attendance and leave of absence.
5. Revises and implements office procedures to assure accurate and timely employee tracking and reporting activity.
6. Serves as the subject matter expert for the leave program under general direction of HR leadership and supports the Americans with Disabilities Act (ADA) interactive process.
7. Identifies training needs for the department and works to create, develop and conduct training and development programs boosting the competencies of our employees.
8. Makes recommendations to the human resources directors regarding employees including appointments, duties, salaries, evaluations and other matters affecting their employment.
9. Assists in the development and monitoring of the district's evaluation process.
10. Establishes schedules, calendars, i.e., human resources' monthly and annual task calendar, and methods for providing optimum efficiency of daily operations.
11. Plans, develops, organizes and implements the district's recruitment programs for certificated and classified programs.

12. Implements policies on recruitment, testing, selections and assignments of all personnel.
13. Provides technical supervision to staff to ensure correct application of regulations, laws, guidelines and collective bargaining contracts.
14. Develops and implements a coordinated workflow of personnel actions to assure accuracy and timely submission to payroll.
15. Supervises the formulation and documentation of internal control procedures and support documents.
16. Supervises the receipt, audit, control and processing of all personnel transaction documents including but not limited to initial hire, contractual salary placement, salary increments, salary corrections, reassignment, leaves, work year changes and terminations.
17. Provides information to administrators and staff on personnel procedures, policies, regulations, collective bargaining contracts, salary schedules, work year calendars or other matters.
18. Creates, prepares and maintains a variety of forms, reports and data bases; operates computer and other standard office machines.
19. Remains current on human resources laws, court decisions and trends affecting both education and public sector.
20. Performs other duties as assigned.

## **QUALIFICATIONS:**

### Education and Experience:

Any combination of training, education, and/or experience equivalent to a Bachelors Degree in human resources, business administration or a closely related field and two years of responsible experience in human resources or a related field; one year of supervisory experience desirable. Any other training, education and experience which would provide the required skills, knowledge and abilities may be substituted.

### Knowledge, Skills, and Abilities:

- Knowledge of current principles, practices and techniques of personnel administration, including recruitment, testing, interviewing, position classification, salary administration, credentials and certification
- Knowledge of applicable district policies, procedures, and bargaining contracts
- Knowledge of California Education Code
- Knowledge of state and federal laws relating to human resources such as the Family Medical Leave Act, the Americans with Disabilities Act, the Fair Labor Standards Act
- Knowledge of interpersonal skills using tact, patience and courtesy
- Knowledge and skill in the use of computers and assorted software programs
- Ability to understand, interpret, apply and explain applicable rules, regulations, policies and procedures
- Ability to work effectively with all levels of district staff, stakeholders and members of the community

- Ability to communicate effectively both verbally and in writing with all levels of district staff, stakeholders and members of the community
- Ability to analyze data and prepare clear and concise written and verbal reports
- Ability to analyze situations and adopt an effective course of action
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to establish priorities and meet deadlines

#### **WORKING CONDITIONS:**

##### Work Environment:

- Indoor office and school environment
- Moderate noise
- Continuous contact with staff, students, parents and the community
- Frequent interruptions and significant distractions
- Contact with dissatisfied and/or uncooperative individuals

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information both in person, in small groups and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about district sites, community business and offices to conduct work, including walking, sitting or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions

##### Other Characteristics:

- Ability to work flexible hours as needed
- Ability to travel locally and to attend evening meetings

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: TBD

APPROVED: J MS  
Jennifer Stahlheber

## Purchasing Contracts Report

The following reports are submitted for board approval/ratification:

	Inc	Page #
Purchase Orders & Service Agreements	✓	1
Change Orders	✓	2
Construction & Public Works Bids	✓	3
Piggyback Contracts	NA	
Zero Dollar Contract	NA	
Bids/RFPs	✓	4
Other	NA	
ERRATA	NA	



**Purchasing Contracts Board Report**  
**Purchase Orders, Service Agreements, and Contracts**

April 26, 2023 - May 9, 2023

PO#	Date	Vendor Name	Description	Amount \$	Site/ Department
307419	4/26/2023	CDW	Chromebook/carts	\$ 836,308.13	252 - Technology
307435	5/1/2003	National Inventors Hall of Fame	Invention Project Kits	\$ 154,800.00	304 - Office of Student Learning Assistance
307529	5/3/2023	Vista Higher Learning	Adopted Curriculum	\$ 314,781.95	700 - Teacher and Learning
307533	5/3/2023	Gateway Education/Savvas	Adopted Curriculum	\$ 256,197.85	700 - Teacher and Learning
307534	5/3/2023	Pasco	Adopted Curriculum	\$ 505,105.20	700 - Teacher and Learning
307537	5/3/2023	Gateway Education/Savvas	Adopted Curriculum	\$ 134,430.35	700 - Teacher and Learning
307539	05/03/23	Cengage Learning	Adopted Curriculum	\$ 173,228.80	700 - Teacher and Learning
307643	05/05/23	Gateway Education/Savvas	Adopted Curriculum	\$ 1,522,086.11	700 - Teacher and Learning
307644	05/05/23	Cengage Learning	Adopted Curriculum	\$ 1,586,437.77	700 - Teacher and Learning
307864	05/05/23	Generac	Lighting Towers (12)	\$ 140,016.97	212 - Maintenance and Operations
307869	04/28/23	SHI International	Nintendo Switch	\$ 136,631.53	700 - Teacher and Learning
TBD	05/09/23	CDW	Chromebook carts	\$ 133,421.44	700 - Teacher and Learning
TBD	04/26/23	Superior Sports	Sports and robotics programs	\$ 14,580.00	309 - Equity
TBD	04/26/23	eCornell University	Instructional programs	\$ 20,700.00	111 - Equity
TBD	05/09/23	Sawyer Educational Consulting	Consulting	\$ 12,000.00	701 - Center for Teacher Support
TBD	05/09/23	US Math Recovery	Professional development	\$ 56,245.44	700 - Teacher and Learning



Purchasing Contracts Board Report  
Change Orders/Amendments

April 26, 2023 - May 9, 2023

**Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility

**Service Agreement Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
302922	5/9/2023	Frontline	Additional services	\$ 100,000.00	\$ -	\$ 150,000.00	\$ 250,000.00	252 - Technology
304572	5/9/2023	Specialized Education	Additional services	\$ 222,300.00	\$ -	\$ 274,902.00	\$ 497,202.00	101 - Special Education
303228	5/9/2023	Northern California Prep	Additional services	\$ 75,000.00	\$ -		\$ 30,000.00	101 - Special Education

**Other Contract Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
304585	5/1/2023	Statewide Education Wrap Up Program	Extend Inc 1 builders' risk for Arcade New Construction project 001-9512-P1	\$ 1,823,241.07	\$ 1,000.00	\$ 248.00	\$ 1,824,489.07	216 - Facilities
208854	5/1/2023	Nacht & Lewis	Additional work for re-bid Mesa Verde MOD (Locker RM) project 210-9495-P1	\$ 138,500.00		\$ 6,925.00	\$ 145,425.00	216 - Facilities
207455	5/1/2023	Nacht & Lewis	Additional scope in LP's proposal for electrical outlets for Mariemont MOD project 130-9495-P1	\$ 29,945.00	\$ 830,645.00	\$ 6,600.00	\$ 867,190.00	216 - Facilities
306947	5/1/2023	Campbell Keller, Inc	Additional furniture for Mariposa Full Site Furniture project 131-9306-J1	\$ 796,612.24		\$ 78,137.10	\$ 874,749.34	216 - Facilities
208850	5/1/2023	DMN Inspection Services, Inc.	Additional for extended work schedule on Mesa Verde Outdoor Learning project 210-9513-P1	\$ 105,000.00		\$ 85,800.00	\$ 190,800.00	216 - Facilities
6768	5/1/2023	Terracon Consultants, Inc.	Additional testing for Mesa Outdoor Learning project 210-9513-P1	\$ 59,100.00	\$ 83,295.00	\$ 79,540.00	\$ 221,935.00	216 - Facilities

**Lease Amendments/Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
							\$ -	

**General Contract Change Orders**

PO#	Date	Vendor Name	Description	Original PO Amount \$	Previous Approved C/O Totals \$	Current C/O for Approval Amount \$	New Contract Amount \$	Responsibility
305470	5/4/2023	Kiz Construction, Inc.	Remediation on weather damage on portable for Encina Portable (Adult Ed) 202-9568-P1	\$ 1,998,000.00		\$ 37,331.00	\$ 2,035,331.00	216 - Facilities



**Purchasing Contracts Board Report  
Construction and Public Works Bids and Contracts**

April 26, 2023 - May 9, 2023

Upon evaluation of the bids/contracts staff has awarded the following in accordance with all legal guidelines.

**General Contract**

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount \$	Responsibility
14	5/4/2023	TBD	23/223	Billy Wayne Martin DBA Sierra Services	New infield for Casa DM (baseball/softball) project 209-9449-23DM	\$ 144,300.00	212 - M&O
26	5/7/2023	TBD	23-224	MCM Roofing Company, Inc.	Roofing for Del Campo Roofing project 207-9605-P1	\$ 2,650,000.00	216 - Facilities

**Other Contracts**

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount \$	Responsibility
26	5/4/2023	TBD	N/A	Sacramento Suburban Water District	Fees for Arcade New Construction project 001-9512-P1	\$ 114,910.00	216 - Facilities

**New Addendum to Master Agreements**

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount \$	Responsibility



**Purchasing Contracts Board Report  
Bids/RFPs**

April 26, 2023 - May 9, 2023

Upon evaluation of the bids staff has awarded the following in accordance with all legal guidelines.

Fund	Date	Bid/RFP #	Vendor Name	Description	Amount \$	Responsibility
All	5/9/2023	23-100	Finalsite YR 2023 (YR28)	Mass Notification System	\$375,678	030 - Communications
All	5/9/2023	23-100	TalkingPoints YR 2023 (YR27)	Two-Way Text Service	\$227,400	030 - Communications

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** G-3  
**MEETING DATE:** 05/23/2023

**APPROVED:**

Jennifer Stahlheber

*[Handwritten signatures]*

## **Business and Financial Report**

The following reports are submitted for board approval/ratification:

	Inc	Page #
Easements/Leases		
Notices of Completion		
Quarterly Investment Report		
Warrants & Payroll	✓	1
Budget Revisions		
E-Rate		
ERRATA		

**SAN JUAN UNIFIED SCHOOL DISTRICT**  
***Accounting Services***

**WARRANTS & PAYROLL**

<b>VENDOR AND CONTRACT WARRANTS</b>		
	<b>Fund</b>	<b>April 2023</b>
01	General Fund	\$ 5,147,105.14
09	Charter Schools	9,353.68
10	Special Ed Pass-Thru	778,824.43
11	Adult Education	25,101.52
12	Child Development	36,542.66
13	Food Service/Cafeteria	722,510.12
14	Deferred Maintenance	68,472.36
21	Building Fund	32,320.37
22	Measure S Building Fund	2,250.00
23	Measure J Building Fund	4,000.00
24	Measure N Building Fund	1,704,135.19
25	Capital Facilities	-
26	Measure P Building Fund	7,626,583.36
35	State Schools Facilities Fund	-
40	Sp Res FD -- Capital Outlay Proj	-
67	Self Insurance	864,209.71
95	Student Body Fund	-
<b>TOTALS</b>		<b>\$ 17,021,408.54</b>

<b>PAYROLL AND BENEFITS</b>		
	<b>All Funds</b>	<b>April 2023</b>
	Certificated Payroll	\$ 22,797,400.72
	Classified Payroll	8,777,278.31
	Benefits	15,438,562.50
<b>TOTALS</b>		<b>\$ 47,013,241.53</b>

**GRAND TOTAL \$ 64,034,650.07**

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** G-5

**MEETING DATE:** 05/23/2023

**SUBJECT:** Surplus Property

**CHECK ONE:**

- For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:   
Emergency Action:

**DEPARTMENT:** Business Support Services

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the disposal of surplus property pursuant to Board Policy 3270.

**RATIONALE/BACKGROUND:**

The Governing Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district. The superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with board policy and the requirements or state law.

The superintendent or designee shall identify to the board all items not needed by the district together with their estimated value and a recommended disposition.

**ATTACHMENT(S):**

A: List of Surplus Property

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT:**

Current Budget: \$ \_\_\_\_\_ N/A

Additional Budget: \$ \_\_\_\_\_ N/A

Funding Source: \_\_\_\_\_ N/A

(unrestricted base, supplemental, other restricted, etc.)

Current Year Only  Ongoing

**LCAP/STRATEGIC PLAN:**

Goal: \_\_\_\_\_ N/A Focus: \_\_\_\_\_ N/A

Action: \_\_\_\_\_ N/A

Strategic Plan: \_\_\_\_\_ N/A

**PREPARED BY:** Jennifer Stahlheber, Chief Financial Officer



**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools



The following District property is unusable, obsolete, or no longer needed. The items are to be disposed of by sale, recycled, donated, or discarded as required by Board Policy 3270 Education Code 17545 and 17546.

Location/Site	Make	Model	Description	Fixed Asset / Serial #	Disposition
Arden	HP	7KW55A	Color Printer	VNB3M21342	eWaste
Arden	HP	BCM943142Y	WiFi WLAN & BlueTooth Chip	3CR52602N8	eWaste
Arden	Apple		MacBook Air	DN 20266084	eWaste
Arden	HP	800	Desktop Computer	MXL7081ZCL	eWaste
Arden	HP		Chromebooks	20214289	eWaste
Arden	HP		Chromebooks	10010304	eWaste
Arden	HP		Chromebooks	20215083	eWaste
Arden	HP		Chromebooks	20218336	eWaste
Arden	HP		Chromebooks	20198981	eWaste
Arden	HP		Chromebooks	20214581	eWaste
Arden	HP		Chromebooks	20204301	eWaste
Arden	HP		Chromebooks	20230632	eWaste
Arden	HP		Chromebooks	20222610	eWaste
Arden	HP		Chromebooks	20208262	eWaste
Arden	HP		Chromebooks	20222919	eWaste
Arden	HP		Chromebooks	2019808	eWaste
Arden	Epson		Projector	20184774	eWaste
Arden	Epson		Projector	201844784	eWaste
Arden	Epson		Projector	2015095	eWaste
Arden			Document Camera	20185448	eWaste
Arden			Document Camera	20191624	eWaste
Arden			Document Camera	611498030	eWaste
Arden			Miscellaneous Cords		eWaste
Choices	HP	M452dn	Color Laser Jet Printer	VNB3B11912	eWaste
Choices	HP	Envy 7640	Printer / Scanner / Fax / Copier	TH4BD25011	eWaste
Choices	Kyocera		B&W Multi Function Printer	E52FA01B2S5K00	eWaste
Choices	HP	M551	Laser Jet Color Printer	CNCCG3D1Z2	eWaste
Del Paso Manor	Apple		Laptop	10008134	eWaste
Del Paso Manor	Apple		Laptop	20187181	eWaste
Del Paso Manor	Apple		Laptop	1100014063	eWaste
Del Paso Manor	Apple		Laptop		eWaste
Del Paso Manor	HP		Laptop	7000054320	eWaste
El Camino	Sony		Monitor	SDMH553	eWaste
El Camino	HP		Computer Tower	80008832	eWaste
El Camino	HP		Computer Tower	80008835	eWaste
El Camino	HP		Computer Tower	80008826	eWaste
El Camino	HP		Computer Tower	80008892	eWaste
El Camino	HP		Computer Tower	80008823	eWaste
El Camino	HP		Computer Tower	80008885	eWaste
El Camino	HP		Computer Tower	20179537	eWaste
El Camino	HP		Computer Tower	100013046	eWaste
El Camino	HP		Computer Tower	20178952	eWaste
El Camino	HP		Computer Tower	20178948	eWaste
El Camino	HP		Computer Tower	20178944	eWaste
El Camino	HP		Computer Tower	1200015374	eWaste
El Camino	HP		Computer Tower	20189127	eWaste
El Camino	HP		Computer Tower	20189128	eWaste
El Camino	HP		Computer Tower	20189110	eWaste
El Camino	HP		Computer Tower	20189130	eWaste
El Camino	HP		Computer Tower	20179848	eWaste
El Camino	HP		Computer Tower	20179851	eWaste
El Camino	HP		Computer Tower	20179849	eWaste
El Camino	HP		Computer Tower	20179852	eWaste
El Camino	HP		Computer Tower	900010726	eWaste
El Camino	HP		Computer Tower	900010721	eWaste
El Camino	HP		Computer Tower	90009850	eWaste
El Camino	HP		Monitor	3CQ94246WR	eWaste
El Camino	HP		Monitor	CNC845PGN8	eWaste
El Camino	HP		Monitor	3CQ9424GWK	eWaste
El Camino	HP		Monitor	CNC816QYW3	eWaste

The following District property is unusable, obsolete, or no longer needed. The items are to be disposed of by sale, recycled, donated, or discarded as required by Board Policy 3270 Education Code 17545 and 17546.

Location/Site	Make	Model	Description	Fixed Asset / Serial #	Disposition
El Camino	HP		Monitor	CNC023QFKN	eWaste
El Camino	HP		Monitor	CNC4022018D	eWaste
El Camino	HP		Monitor	CNC118R8FR	eWaste
El Camino	HP		Monitor	CNC846PGNG	eWaste
El Camino	HP		Monitor	CNC816QY38	eWaste
El Camino	HP		Monitor	3CQ0120253	eWaste
El Camino	HP		Monitor	CN40220177	eWaste
El Camino	HP		Monitor	CN40220185	eWaste
El Camino	HP		Monitor	3CQ1011W8B	eWaste
El Camino	HP		Monitor	CNC816QY3X	eWaste
El Camino	HP		Monitor	CNC846PGN5	eWaste
El Camino	HP		Monitor	CNC846PGN1	eWaste
El Camino	Zenith		TV		eWaste
El Camino	Acer		Monitor		eWaste
El Camino	HP		Laptop	tw20613436	eWaste
El Camino	HP		Laptop	1000011646	eWaste
El Camino	HP		Printer	20179441	eWaste
El Camino	HP		Printer		eWaste
El Camino	Brother		Printer		eWaste
El Camino	Dell		Monitor	MoniCN05Y2327161845CBAJ8	eWaste
El Camino	Dell		Monitor	CN05Y2327161838SAAN4	eWaste
El Camino	Dell		Monitor	CN05Y2327161838SAAMS	eWaste
El Camino	Dell		Monitor	CNC106NVYT	eWaste
El Camino	Dell		Monitor	CN05Y2327161838SAARW	eWaste
El Camino	Dell		Monitor	CN05Y2327161838QAA1H	eWaste
El Camino	Dell		Monitor	CN05Y23271618396AC5Y	eWaste
El Camino	Dell		Monitor	CN05Y2327161838QA058	eWaste
El Camino	Dell		Monitor	3CQ0132JQX	eWaste
El Camino	Dell		Monitor	CN05Y2327161838QABEK	eWaste
El Camino	Dell		Monitor	CNC925PXND	eWaste
El Camino	Dell		Monitor	A6LMTF074362	eWaste
El Camino	Dell		Monitor	A6LMTF074070	eWaste
El Camino	Dell		Monitor	CNK5210JMT	eWaste
El Camino	Dell		Monitor	6CM64400SX	eWaste
El Camino	Dell		Monitor	6CM64400SW	eWaste
El Camino	Dell		Monitor	3CQ9424HHN	eWaste
El Camino	Dell		Monitor	CN05Y2327161838QAA1E	eWaste
El Camino	Dell		Monitor	CN05Y23271618396A674	eWaste
El Camino	Dell		Monitor	CNC925PXNQ	eWaste
El Camino	Dell		Monitor	CN05Y2327161838QAA1F	eWaste
El Camino	Dell		Monitor	CN05Y23271618396A675	eWaste
El Camino	Dell		Monitor	CN05Y2327161838SAAMT	eWaste
El Camino	Dell		Monitor	6CM64400J7	eWaste
El Camino	Dell		Monitor	CN02Y315716184A2ALKG	eWaste
El Camino	Dell		Monitor	CNC824PBWG	eWaste
El Camino	Dell		Monitor	CNC925PXNC	eWaste
El Camino	Dell		Monitor	CN05Y2327161838QAA1L	eWaste
El Camino	Dell		Monitor	CN05Y2327161838PAA4V	eWaste
El Camino	Dell		Monitor	CN05Y2327161838QABZU	eWaste
El Camino	Dell		Monitor	CN05Y2327161838QABE9	eWaste
El Camino	Dell		Monitor	CN05Y2327161838SAAMV	eWaste
El Camino	Dell		Monitor	CN05Y23271618396AC5T	eWaste
El Camino	Dell		Monitor	6CM64400J6	eWaste
El Camino	Dell		Monitor	ETLJ70D001009062518503	eWaste
El Camino	Dell		Monitor	6CM649039W	eWaste
El Camino	Dell		Monitor	CN05Y2327161838SAART	eWaste
El Camino	Dell		Monitor	CN05Y2327161838QAA17	eWaste
El Camino	Dell		Monitor	CN05Y2327161838QABEG	eWaste
El Camino	HP		Computer Tower	10018416	eWaste
El Camino	HP		Computer Tower	10018649	eWaste

The following District property is unusable, obsolete, or no longer needed. The items are to be disposed of by sale, recycled, donated, or discarded as required by Board Policy 3270 Education Code 17545 and 17546.

Location/Site	Make	Model	Description	Fixed Asset / Serial #	Disposition
El Camino	HP		Computer Tower	10016846	eWaste
El Camino	HP		Computer Tower	10018409	eWaste
El Camino	HP		Computer Tower	10017284	eWaste
El Camino	HP		Computer Tower	10016848	eWaste
El Camino	HP		Computer Tower	10018417	eWaste
El Camino	HP		Computer Tower	10017165	eWaste
El Camino	HP		Computer Tower	10018794	eWaste
El Camino	HP		Computer Tower	10017169	eWaste
El Camino	HP		Computer Tower	10018410	eWaste
El Camino	HP		Computer Tower	10018408	eWaste
El Camino	HP		Computer Tower	10018414	eWaste
El Camino	HP		Computer Tower	20179437	eWaste
El Camino	HP		Computer Tower	10017173	eWaste
El Camino	HP		Computer Tower	10016847	eWaste
El Camino	HP		Computer Tower	10017170	eWaste
El Camino	HP		Computer Tower	10017280	eWaste
El Camino	HP		Computer Tower	10016845	eWaste
El Camino	HP		Computer Tower	10018646	eWaste
El Camino	HP		Computer Tower	10018412	eWaste
El Camino	HP		Computer Tower	10017166	eWaste
El Camino	HP		Computer Tower	10017281	eWaste
El Camino	HP		Computer Tower	10018415	eWaste
El Camino	HP		Computer Tower	10018648	eWaste
El Camino	HP		Computer Tower	10016851	eWaste
El Camino	HP		Computer Tower	10017174	eWaste
El Camino	HP		Computer Tower	10017167	eWaste
El Camino	HP		Computer Tower	10016850	eWaste
El Camino	HP		Computer Tower	10018411	eWaste
El Camino	HP		Computer Tower	10018286	eWaste
El Camino	HP		Computer Tower	10018413	eWaste
El Camino	HP		Computer Tower	10017282	eWaste
El Camino	HP		Computer Tower	10017164	eWaste
El Camino	HP		Computer Tower	10017163	eWaste
El Camino	HP		Computer Tower	700004958	eWaste
El Camino	HP		Computer Tower	20180623	eWaste
El Camino	HP		Computer Tower	10017162	eWaste
El Camino			Keyboard	BC2AB0ES9WC1PU	eWaste
El Camino			Keyboard	BC2AB0FVBW98AX	eWaste
El Camino			Keyboard	BAUHPOLCPOLGII	eWaste
El Camino			Keyboard	BCYRU0ACP8IQZN	eWaste
El Camino			Keyboard	BAUHPOMCP0X6U2	eWaste
El Camino			Keyboard	BC3330GVBW1M5	eWaste
El Camino			Keyboard	BC2AB0ES9WC0QO	eWaste
El Camino			Keyboard	BC2AB0FGAWW0OQ	eWaste
Mission	Sony	SDM-S204	Monitor	9259177	eWaste
Mission	Princeton	VL1717	Monitor	14MP1722A00	eWaste
Mission	HP	ProDesk	Desktop Computer	MXL6431LM6	eWaste
Mission	HP		Keyboard & Mouse		eWaste
San Juan HS	HP		20 - Chromebooks		eWaste
Whitney			Fax Machine	655405TAAA	eWaste
Whitney			Color TV	18656198166ACS267	eWaste

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**SUBJECT:** Arcade Fundamental Middle School  
Lease Amendment No. 4

**DEPARTMENT:** Facilities

**AGENDA ITEM:** G-6

**MEETING DATE:** 05/23/2023

**CHECK ONE:**  
For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:   
Emergency Action:

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt Resolution No. 4080, approving the fourth amendment to the lease agreement for the Arcade Fundamental Middle School Project No. 001-9512-P1 between San Juan Unified School District and Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction.

**RATIONALE/BACKGROUND:**

The board approves the revised total base rent in the amount of \$54,149,496.00, authorizes the issuance of lease amendment #4 to the facilities lease and authorizes district staff to issue a notice to proceed with construction.

**ATTACHMENT(S):**

- A. Resolution No. 4080
- B. Lease Amendment No. 4

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT:**

Current Budget: N/A

Additional Budget: N/A

Funding Source: Measure P

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only  Ongoing:

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Nicholas Arps, Director, Facilities, Construction & Modernization 

**APPROVED BY:** Frank Camarda, Chief Operations Officer   
Melissa Bassanelli, Superintendent of Schools 

**RESOLUTION NO. 4080**

**RESOLUTION BEFORE THE SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION APPROVING LEASE AMENDMENT #4 FOR THE  
ARCADE FUNDAMENTAL MIDDLE SCHOOL PROJECT  
SJUSD PROJECT #001-9512-P1**

**WHEREAS**, sections 17406 of the Education Code authorize school districts, including the San Juan Unified School District (“District”), to use the lease-leaseback procurement process; and

**WHEREAS**, the District Board of Education (“Board”) previously approved the award of the Site Lease and Facilities Lease to Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction for this project, per resolution #4019; and

**WHEREAS**, Clark/Sullivan Construction has completed the development of the Total Base Rent for Increment #2 of the Project, including development of the Total Base Rent for this Increment, and has provided the district with objectively verifiable information and a written rationale for this Total Base Rent, together with supporting documents; and

**WHEREAS**, the District has carefully considered the information supporting the Total Base Rent for the Project; and

**WHEREAS**, the Division of the State Architect (“DSA”) has provided the required approvals for Increment 2 of the Project.

**NOW, THEREFORE**, the San Juan Unified School District Board of Education does hereby resolve as follows:

**Section 1.** The foregoing recitals are hereby adopted as true and correct.

**Section 2.** The Board approves the revised Total Base Rent in the amount of \$54,149,496.00 for Increment #2, authorizes the issuance of Facilities Lease Amendment #4, and authorizes District staff to issue a notice to proceed with construction of the Project. Clark/Sullivan Construction demonstrated that it will satisfy the skilled and trained workforce availability, as defined in Public Contract Code section 2601

Original Total Base Rent Sum – Preconstruction	\$74,800.00
Amendment #1 – OCIP	\$0.00
Amendment #2 – Pre-Safety	\$1,813,624.00
Amendment #3 – Inc #1	\$5,673,069.00
<b>Net Change by Amendment #4 – Inc #2</b>	<b>\$46,588,003.00</b>
<b>Revised Total Base Rent</b>	<b>\$54,149,496.00</b>

The foregoing findings and decision to award were made by the San Juan Unified School District Board of Education at a meeting of the Board on May 23, 2023, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

---

**Zima Creason, President**  
**San Juan Unified School District**  
**Board of Education**

**Attest:**

---

**Saul Hernandez, Clerk**  
**San Juan Unified School District**  
**Board of Education**



## San Juan Unified School District

### *Facilities Business Department*

5320 Hemlock Street, Sacramento, California 95841

Telephone 916- 971-7283

Internet Web Site: [www.sanjuan.edu](http://www.sanjuan.edu)

Melissa Bassanelli, Superintendent of Schools  
Frank Camarda, Chief Operations Officer

**Lease Amendment #04  
Arcade MS - New Construction  
DSA App. # 02 – 120476 / Facilities Lease Agreement# 208553  
SJUSD Project # 001-9512-P1**

Effective **May 23, 2023**, the Facilities Lease Agreement dated **May 10, 2022**, between the San Juan Unified School District and **Clark/Sullivan Construction** for the **Arcade Fundamental MS – New Construction** is amended as follows:

This amendment is to incorporate **Increment 2 work's** Total Base Rent into Clark/Sullivan Facilities Lease Agreement.

The Facilities Lease Agreement is modified as follows:

- A. Section 4.2 Terms of Facilities Lease: '*The Term of this Facilities Lease total of the time shall not be modified for Increment 2 and remain as stated in Increment 1*'.
- B. 4.4.2 Total Base Rent: *The TBR for the lease of the Project's Increment 2 is to be Forty-Six Million Five Hundred Eighty-Eight Thousand Three Dollars (\$ 46,588,003.00) for a combined total of Fifty-Four Million One Hundred Forty-Nine Thousand Four Hundred Ninety-Six Dollars and zero cents (54,149,496.00) for Preconstruction, Pre-safety, Increment 1 and Increment 2, subject to the provisions of any Contingency Funds set forth in this Article 4*'.
- C. Section 4.4.2.4.1 The Total Base Rent includes: '*Construction Contingency fund for Increment 2 in the amount of One Million Two Hundred Fifty-Three Thousand Four Hundred Eighty-Two Dollars and no cents (\$ 1,253,482.00)*'.
- D. Section 4.4.2.4.2 Specific Allowances for Increment 2: '*Owner Allowance – OT/ Shift Work (summer 2025 push) in the amount of Seventy-Five Thousand Dollars and no cents (\$75,000)*'.
- E. Section 4.4.2.4.3: Specific Contingencies for Increment 2: '*District Contingency in the amount of One Million Two Hundred Fifty-Three Thousand Four Hundred Eighty-Two Dollars and no cents (\$ 1,253,482.00)*'.

*DSA, Design & Escalation Reconciliation Contingency for Increment 2 in the amount of Six Hundred Twenty-Six Thousand Seven Hundred Forty-One and no cents (\$626,741).*

*VE Design & Buyout Contingency in the amount of Two Hundred One Thousand Three Hundred Forty-Five Dollars and no cents (\$201,345)*'.

- F. Exhibit C ‘Lease Payment Schedule / TBR Calculator for New Construction # 001-9512-P1 – Replace in its entirety with:

<b>22-218 Arcade Middle School New Construction - Increment 2</b>		
<b>EXHIBIT C</b>		
<b>LEASE PAYMENT SCHEDULE</b>		
A	B	C
Item No	Month	Lease Payment
	<b>Ph 1 - Preconstruction</b>	
		\$ 74,800
	<b>Ph 2 - Pre-Safety</b>	
		\$ 1,813,624
	<b>Ph 3 - Increment 1</b>	
		\$ 5,673,069
	<b>Ph 4 - Increment 2</b>	
1	May 2023 Lease Payment	\$ 2,211,054
2	June 2023 Lease Payment	\$ 1,808,221
3	July 2023 Lease Payment	\$ 1,808,221
4	August 2023 Lease Payment	\$ 1,808,221
5	September 2023 Lease Payment	\$ 1,808,221
6	October 2023 Lease Payment	\$ 1,808,221
7	November 2023 Lease Payment	\$ 1,808,221
8	December 2023 Lease Payment	\$ 1,808,221
9	January 2024 Lease Payment	\$ 1,808,221
10	February 2024 Lease Payment	\$ 1,808,221
11	March 2024 Lease Payment	\$ 1,808,221
12	April 2024 Lease Payment	\$ 1,808,221
13	May 2024 Lease Payment	\$ 1,808,221
14	June 2024 Lease Payment	\$ 1,808,221
15	July 2024 Lease Payment	\$ 1,808,221
16	August 2024 Lease Payment	\$ 1,808,221
17	September 2024 Lease Payment	\$ 1,808,221
18	October 2024 Lease Payment	\$ 1,808,221
19	November 2024 Lease Payment	\$ 1,808,221
20	December 2024 Lease Payment	\$ 1,808,221
21	January 2025 Lease Payment	\$ 1,808,221
22	February 2025 Lease Payment	\$ 1,808,221
23	March 2025 Post Construction Payment	\$ 249,522
24	April 2025 Post Construction Payment	\$ 249,522
25	May 2025 Post Construction Payment	\$ 249,522
26	June 2025 Post Construction Payment	\$ 249,522
27	July 2025 Post Construction Payment	\$ 249,522
28	August 2025 Post Construction Payment	\$ 249,522
29	September 2025 Post Construction Payment	\$ 249,522
30	October 2025 Post Construction Payment	\$ 249,521
31	November 2025 Post Construction Payment	\$ 249,521

32	December 2025 Post Construction Payment	\$ 249,521
33	January 2026 Post Construction Payment	\$ 249,521
34	February 2026 Post Construction Payment	\$ 249,521
	<b>Total Lease Payments</b>	<b>\$ 43,177,953</b>
	<b><u>Contingencies:</u></b>	
1	Construction Contingency 3% - Inc 2	\$ 1,253,482
	<b>Total Construction Contingency</b>	<b>\$ 1,253,482</b>
2	District Contingency - 3.0%	\$ 1,253,482
3	DSA, Design, & Escalation Reconciliation Contingency - 1.5%	\$ 626,741
4	VE Design & Buyout Contingency	\$ 201,345
5	Owner Allowance - OT/ Shift Work	\$ 75,000
	<b>Total Owner Contingency</b>	<b>\$ 2,156,568</b>
	Total Contingencies	\$ 3,410,050
	<b>Increment 2 work Amendment 4 TBR</b>	<b>\$ 46,588,003</b>
	Ph-1 - Pre-construction Services	\$ 74,800
	Ph-2 - Pre-Safety Work	\$ 1,813,624
	Ph-3 - Increment 1	\$ 5,673,069
	<b>Total Value of Services</b>	<b>\$ 54,149,496</b>

G. Exhibit C ‘San Juan Unified School District Qualifications & Assumptions’ and ‘Exclusions & Work not Included’ related to **Inc 2**:

#### QUALIFICATIONS AND ASSUMPTIONS:

- We have included a DSA reconciliation allowance for all changes that may occur during the DSA approval process for Increment 2, including RFC responses. Remainder of any unused reconciliation allowance to be returned to District in full. Any overage will be funded by Owner Contingency.
- 2 It is assumed the existing power and water on-site shall be provided to C/S Construction at no cost.

We have included Crown SST-II Bi\_Fold Overhead Glass System as an alternate product for the OH folding doors. Specified product does not meet the wind load.

  - 4 It is assumed standard work hours to be Monday - Friday from 7:00 am to 3:30 pm.
  - 5 Landscape maintenance by Owner for existing school site during construction, including pre-safety fields.

Currently the project does not have approved drawings from any local entities including but not limited to the County, SMUD, Comcast, AT&T and PG&E. Any changes from these drawings will be funded through the Owner.

  - 7 Roofing materials will be stored on the ground covered, not in containers as the specifications call for due to limited space onsite.
  - 8 Decorative metal fence is quoted to be Merchant Metals, not Monumental.
  - 9 The 6' & 8' chain link fence is quoted to be galvanized w/ slats, not vinyl coated. The 4' is vinyl coated as called out on the plans.
  - 10 There is a discrepancy between the C & L sheets on the seat walls & mow bands vs curbs. We include the site per the L sheets
  - 11 We include spread footings at the lunch canopy

We include four (4) single post USA Shade structures and one (1) 20'x80' Porter Poligon shade structure. The design documents do not provide a PC option that matches the site plan.

  - 13 We include tackable wall panels manufactured by QTS as an equal to the base of design

Off-haul per contract documents qualified in Bid Box 01; anything beyond this will utilize the off-haul allowance/Owner Contingency.

  - 15 Value engineering pricing will be confirmed when revised contract documents are received. A contingency has been made (10%) of current assumed pricing to help with any incorrect assumptions made during this re-pricing process.

Warranty for the building will commence once Owner takes occupancy. Site components that are later phases will follow Owner-occupancy.

  - 17 Removal of any hazardous or unusable materials including any contaminated soils, hard/soft/wet soil, lime treated soils, asbestos, lead paints, or all other hazardous materials that may be found in transit buried pipelines, paint materials on buildings or any other structure or surface is not included in this TBR and shall be funded through Owner Contingency.

<b>EXCLUSIONS:</b>	
1	Transformer and primary feeders by SMUD.
2	Builders risk insurance. OCIP project.
3	Testing or removal of asbestos containing materials not shown in bid documents.
4	Header board around Bioswales.
5	Off-site improvements not shown.
6	Winterization measures due to rain; will be utilized via Owner Contingency. Inspections, fees & permits required to perform the work in this TBR; all by Owner. Such as: DSA permits, local entity permits, encroachment permits, CEQA permits, 3rd party inspectors, DSA inspectors, local utility fees and inspections. C/S to complete 7 inspection requests to assist with scheduling of the inspections.
8	Locks at the casework, none are shown.
9	Electronic message display listed in spec 11 66 00 (add \$55,000 for Daktronics LVN-3000)
10	High impact drywall, cannot find on plans.
11	Aluminum parapet ladders, we have include steel parapet ladders.
12	Fibermesh in site walks & concrete paving.
13	Teaching wall in classrooms is OFOI, all components of system are excluded.
14	Mitel phones excluded.
15	ERRCS excluded.
16	Skate deterrents listed in specification 10 00 00 3.05 E. None shown on plans.
17	Metal perforated panels listed in specification 10 00 00 3.05 F. None shown on plans.
18	Fluid applied membrane air barriers, listed in the TOC of the spec book but no spec provided.
19	Cement stabilization treatment specification, not shown on plans. No full time security guard included in GMP. Site security is Verkada Camera System. If any additional security is needed, CS to use
20	Owner Contingency to fund.
21	Overtime is not included in base TBR. If deemed necessary for project schedule and not directed by Owner, C/S to utilize contractor contingency. If directed by Owner, OT will be funded through owner contingency.
22	Concrete crack-replacement per SJUSD specification.
23	Manual operated window shades have been removed from the project at the owner's request.
24	Escalation costs will be covered by DSA/Design Reconciliation contingency.

H. Exhibit D ‘General Construction Terms and Conditions’ updated to read for **Inc 2:**  
***General Construction Terms and Conditions are to remain as stated for Increment 1.***

Original Total Base Rent Sum	\$ 74,800
Change by prior Amendment #_1-3	\$ 7,486,693
Total Current Amendment # 4	\$ 46,588,003
Revised Total Base Rent Amount	\$ 54,149,496

In all other respects, the terms and conditions of said Facilities Lease, including the exhibits thereto, remain in full force and effect.

**San Juan Unified School District,**

A school district organized and existing under the laws of the State of California

**Clark/Sullivan Construction,**

A California Corporation

By: \_\_\_\_\_

**Nicholas Arps**

Title: Director of Facilities, Construction & Modernization

By: \_\_\_\_\_

**Ted Foor**

Title: President/ CA Operations

By: \_\_\_\_\_

**Frank Camarda**

Title: Chief Operations Officer

Federal Tax Identification Number:

88-0493821

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** G-7

**MEETING DATE:** 05/23/2023

**SUBJECT:** CEQA Notice of Exemption for Coleman Elementary School (CMP Charter) Modernization Project

CHECK ONE:  
For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:   
Emergency Action:

**DEPARTMENT:** Facilities

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the California Environmental Quality Act (CEQA) Notice of Exemption for the Coleman Elementary School (CMP Charter) Modernization Project.

**RATIONALE/BACKGROUND:**

Sitewide modernization includes ADA path of travel and parking; landscaping; ornamental iron fencing; modifications to administration office spaces and classrooms; roofing removal and replacement; new HVAC; electrical and low voltage upgrades; exterior re-paint, and site and building accessibility improvements as required by the Division of the State Architect.

**ATTACHMENT(S):**

A: CEQA Notice of Exemption

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT:**

Current Budget: N/A

Additional Budget: N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only  On-going

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Nicholas Arps, Director, Facilities, Construction & Modernization *NA*

**APPROVED BY:** Frank Camarda, Chief Operations Officer *FC*  
Melissa Bassanelli, Superintendent of Schools *MB*

**Notice of Exemption****Appendix E**

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

**From:** (Public Agency): San Juan Unified School District  
6135 Sutter Ave., Carmichael, CA 95608

County Clerk

County of: Sacramento  
8239 E Stockton Blvd  
Sacramento, CA 95828

(Address)

Project Title: California Montessori Project: AKA Thomas Coleman Elementary

Project Applicant: San Juan Unified School District

Project Location - Specific:

6545 Beech Ave, Orangevale, CA 95662-4011

Project Location - City: Carmichael Project Location - County: Sacramento

Description of Nature, Purpose and Beneficiaries of Project:

The project scope of work includes new accessible parking and site concrete replacement for ADA compliance, landscaping and new iron security fencing, re-purposing building space into administrative offices, classroom interior upgrades, roofing removal and replacement, HVAC upgrades and Fire Alarm Upgrades.

Name of Public Agency Approving Project: San Juan Unified School District

Name of Person or Agency Carrying Out Project: San Juan 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: 15314 Class14, 15301 Class 1
- Statutory Exemptions. State code number:

Reasons why project is exempt:

See Attached Narrative:

15314, Class 14 - addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less.

15301, Class 1 - minor alteration involving negligible or no expansion of existing or former use.

Lead Agency  
Contact Person: Nicholas Arps Area Code/Telephone/Extension: 916.971.5780

**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: Director of Facilities

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_

# CATEGORICAL EXEMPTION FOR THE CALIFORNIA MONTESSORI PROJECT: AKA THOMAS COLEMAN ELEMENTARY

SAN JUAN UNIFIED SCHOOL DISTRICT

May 2023



## ORANGEVALE CAMPUS

California Montessori Project AKA Thomas Coleman Elementary  
6545 Beech Ave, Orangevale, CA 95662-4011  
Orangevale, CA 95608

## PROJECT DESCRIPTION

The project scope of work includes new accessible parking and site concrete replacement for ADA compliance, landscaping and new iron security fencing, repurposing building space into administrative offices, classroom interior upgrades, roofing removal and replacement, HVAC upgrades and Fire Alarm Upgrades.

## CATEGORICAL EXEMPTION AND EVIDENCE

The proposed project qualifies for a categorical exemption under **Article 19, Section 15314 and 15301** of the California Environmental Quality Act (CEQA).

**15314. Minor Additions to Schools:** Class 14 consists of 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.

**15301. Existing Facility Repairs:** Class 1 consists of 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 existing or former use.

## Evidence and Findings

The project would not create any new standard classrooms that would provide for an increase in student capacity where the added classrooms would increase student capacity more than 25% of the original student capacity. For these reasons, the proposed project is categorically exempt as the ten relocatable buildings are characterized as a minor addition to an existing school within existing school grounds.

## Exceptions to Categorical Exemptions

Section 15300.2 of the CEQA Guidelines lists exceptions that would prohibit a project from qualifying for a Categorical Exemption, even if the project satisfies the requirements for one or more of the exemption classes. The school district's CEQA consultant, School Site Solutions Inc. conducted an independent review and evaluation of the proposed project, conducted independent research, and reviewed project plans prepared by the school district's architect. Based on its review, School Site Solutions, Inc. concluded that none of the exceptions listed in CEQA

Guidelines section 15300.2 (a-f) apply to the proposed project (discussed below).

Therefore, a Categorical Exemption is appropriate pursuant to CEQA Guidelines section 15314.

- a) **Location.** Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located - a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

*Discussion. The project qualifies for a Class 14 exemption and therefore, the location exception does not apply to the project.*

- b) **Cumulative Impact.** All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

*Discussion. The school district is not planning successive projects of the same type in the same place. Therefore, there is no cumulative impact that would be significant.*

- c) **Significant Effect.** A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

*Discussion. Neither the school district nor the school district's consultants are aware of any unusual circumstances associated with the project such that the project would result in a reasonable possibility of resulting in a significant effect on the environment.*

- d) **Scenic Highways.** A categorical exemption shall not be used for 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. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

*Discussion. According to the Caltrans Scenic Highway System Map website and the Sacramento County General Plan, the nearest officially designated State of California scenic highway to the project site is SAC - 160, which is approximately 5.5 miles southwest of the project site. No portions of SAC - 160 are visible from or in the vicinity of the California*

*Montessori Project: AKA Thomas Coleman Elementary.*

- e) **Hazardous Waste Sites.** A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

**Discussion.** *The proposed project is not located on a site that is included on any list compiled pursuant to Section 65962.5 of the Government Code. The site is not located on the California Environmental Protection Agency's Cortese List (Health and Safety Code Section 25187.5). The State Water Resources Control Board's GeoTracker (Health and Safety Code Section 25295 and Water Code Sections 13273 and 13301) does not indicate any hazardous sites within the project site. The project site is also not listed on the California Environmental Protection Agency's list of solid waste sites identified by the Water Board with waste constituents above hazardous waste levels outside the waste management unit (Health and Safety Code Section 116395).*

- f) **Historical Resources.** A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

**Discussion.** *According to the Sacramento County Register of Historic Resources (updated June 2022), California Montessori Project: AKA Thomas Coleman Elementary is not listed as a historical resource and is not located within or near County-designated historic districts. Additionally, the project does not include any project scope that would cause a change in the significance of a historical resource.*

END OF DOCUMENT

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** G-8

**MEETING DATE:** 05/23/2023

**SUBJECT:** CEQA Notice of Exemption for Rio Americano High School Parking Lot Expansion Project

CHECK ONE:  
For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:   
Emergency Action:

**DEPARTMENT:** Facilities

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the California Environmental Quality Act (CEQA) Notice of Exemption for the Rio Americano High School parking lot expansion project.

**RATIONALE/BACKGROUND:**

The project consists of alterations to two existing parking areas to expansion, added parking, re-seal, and stripe. Addition of one new parking lot to include lighting, minor landscape, striping, electric vehicle charging stations and parking. Also, site accessibility improvements as required by the Division of the State Architect.

**ATTACHMENT(S):**

A: CEQA Notice of Exemption

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT:**

Current Budget: \$N/A

Additional Budget: \$N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only  On-going

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Nicholas Arps, Director, Facilities, Construction & Modernization 

**APPROVED BY:** Frank Camarda, Chief Operations Officer   
Melissa Bassanelli, Superintendent of Schools 

**Notice of Exemption****Appendix E**

**To:** Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

County Clerk  
County of: Sacramento  
600 8th Street  
Sacramento, CA 95814

**From:** (Public Agency): San Juan United School District  
3738 Walnut Avenue  
Carmichael, CA 95608

(Address)

Project Title: Rio Americano High School 2023 Parking Lot Upgrades Project

Project Applicant: San Juan Unified School District

Project Location - Specific:

Rio Americano High School, 4540 American River Drive, Carmichael, CA 95864

Project Location - City: Carmichael Project Location - County: Sacramento

Description of Nature, Purpose and Beneficiaries of Project:

The project would consist of expanded parking, re-paving and re-painting of certain lanes and parking areas, additional lighting and security features, improved drainage features, and new Electric-Vehicle (EV) parking. A primary result of the project is expected to be less traffic on American River Drive during the school year.

Name of Public Agency Approving Project: San Juan Unified School District

Name of Person or Agency Carrying Out Project: San Juan 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: Minor Additions to Schools (Class 14)
- Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

Project would not result in a significant environmental impact, is not disqualified by any of the exceptions to CEQA Exemptions, nor would the project result in any additional classrooms or student capacity.

Lead Agency

Contact Person: Nicholas Arps Area Code/Telephone/Extension: 916-971-5780

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: Director of Facilities, Construction

Signed by Lead Agency  Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_



Like many school-maintenance projects (that do not involve additional classrooms or student capacity), the proposed project is not expected to result in any significant environmental impacts under CEQA. **Table 1** provides an abbreviated CEQA checklist, explaining why the implementation of the proposed project would not result in any significant environmental impacts.

**Table 1. Abbreviated CEQA Environmental Checklist**

Impact Category	Description
Aesthetics	The project would not result in impacts related to scenic vistas, state-listed scenic highways. Any new lighting associated with the proposed project would be consistent with previous conditions and would not result in an impact on Aesthetics.
Agriculture and Forestry Resources	The proposed project would not involve agricultural lands or Prime Farmland.
Air Quality	The proposed project would not result in the exposure of pollutants or odors to sensitive receptors. Although Sacramento County is in nonattainment status for PM-2.5 (2006) and 8-Hour Ozone (2015) criteria pollutants, the proposed project would not result in a significant net increase of such pollutants, nor would the project conflict with the Sacramento Metropolitan Air Quality Management District (SMAQMD)'s ability to comply with any applicable State Implementation Plan (SIP).
Biological Resources	The project area is not expected to provide habitat for federally- or state-listed species, nor would it affect an HCP, NCCP, or other sensitive biological resources. The school campus is not expected to contain <i>Sambucus sp.</i> ; however, a pre-construction survey will be necessary to ensure habitat for Valley Elderberry Longhorn Beetle habitat is not present. Additional project commitments include a pre-construction nesting bird survey or limiting tree removal to outside of the migratory period to avoid non-compliance with the Migratory Bird Treaty Act. If active nests are to be found during a nesting bird survey, no-work buffer areas would be established in consultation with CDFW. Additionally, a biological monitor shall be present during ground-disturbing or vegetation removal activities, to mitigate for potential effects on Valley Elderberry Longhorn Beetle, California Tiger Salamander, or other state- or federally-listed species.
Cultural Resources	The project does not contain known historic properties and is not suspected to contain archeological artifacts. In the event that archeological or cultural resources are discovered onsite, work would cease immediately until



consultation and approval to continue work was provided by a qualified archeologist.

**Energy** The proposed project would not result in an impact related to the wasteful or inefficient use of energy.

**Geology and Soils** The proposed project would not result in geological impacts. The project construction would take place on existing parking lots and would not result in new construction in unsafe soils.

**Greenhouse Gas Emissions** Although greenhouse gases would be emitted during project construction, it would not result in a significant impact on the environment, nor would it conflict with a plan, policy, or regulation aimed to reduce greenhouse gas emissions. The availability of additional parking spaces is likely to reduce the amount of time it takes students and faculty to park their vehicles, which may reduce localized greenhouse gas emissions associated with Rio Americano High School's parking lots.

**Hazards and Hazardous Materials** The proposed project would not involve the use or release of potentially hazardous substances. Abatement of Hazardous Materials Plan (AHMP) will be created prior to project construction to handle potential unexpected encounters with hazardous materials.

**Hydrology and Water Quality** Local water quality impacts would be avoided by the usage of routing stormwater Best Management Practices (BMPs) during construction and material staging activities.

**Land Use and Planning** The proposed project would not divide an established community, nor would it result in a conflict with a land use plan or zoning ordinance.

**Mineral Resources** The proposed project would not involve Mineral Resources.

**Noise** The proposed project would not result in the exposure of excessive noise levels. Construction would not take place during the school year. Further, measures such as limiting construction to daytime hours and complying with County noise ordinances would avoid temporary construction-related noise impacts. The project would not result in any permanent noise impacts.



<b>Population and Housing</b>	The proposed project would not involve housing or population growth.
<b>Public Services</b>	The proposed project would not negatively affect public services, but instead would improve the high school's ability to service the community, and may result in reduced traffic on American River Drive.
<b>Recreation</b>	The proposed project would not lead to the deterioration of existing recreational facilities, nor would it involve the construction of new facilities that would result in an adverse physical environmental consequence.
<b>Transportation</b>	The proposed project would not have a significant effect on transportation, because construction would occur outside of the school year when student traffic patterns would not be affected by the work. Further, after project implementation, it is anticipated to take less time for students and faculty to park on campus, thereby potentially reducing traffic concerns in the future.
<b>Tribal Cultural Resources</b>	The proposed project would not have the capability to impact a listed or eligible resource
<b>Wildfire</b>	The proposed project does not involve Wildfire Hazards.
<b>Mandatory Findings of Significance</b>	The proposed project does not have the potential to substantially degrade or reduce the habitat of a species. The project would not result in a cumulatively considerable contribution to a cumulative impact.

**Exceptions (Cal. Code Regs. tit. 14 § 15300.2)**

It should be noted that six (6) exceptions are described, which if applicable to a project, would disqualify the project from the usage of a Categorical Exemption. These exceptions are:

(a) *Location*. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located – a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

(b) *Cumulative Impact*. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.



(c) *Significant Effect.* A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

(d) *Scenic Highways.* A categorical exemption shall not be used for 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. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

(e) *Hazardous Waste Sites.* A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

(f) *Historical Resources.* A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

**Categorical Exemption Class XIV – Minor Additions to Schools (Cal. Code Regs. tit. 14 § 15314)**

Class 14 projects are described in § 15314 as “*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.*” The project would take place entirely within Rio Americano High School’s existing property and would not involve the addition of any new classrooms, nor would it affect the school’s student capacity. The proposed project fits the description provided in Cal. Code Regs. tit. 14 § 15314.

**Summary:**

The proposed project would not result in any significant impacts to the environment (please see **Table 1**). The activities that make up the proposed project (expansion of and repaving existing parking lots, installation of utilities, improved drainage systems, vegetation removal, landscaping, installation of safety lights and cameras, etc.) meet both the description of a Class 14-exempt project as well as the criteria listed in the Exceptions to CEQA Categorical Exemptions. The project area is not located on a hazard waste site or other environmental feature of critical concern. The proposed project would not result in a significant impact, nor would it result in a cumulatively considerable contribution to a significant cumulative impact.

The long-term effects of the project are likely to be beneficial for traffic on American River Drive. The project site is not in the vicinity of a Scenic Highway, and the project would not be expected to impact historical resources. No historic properties are known to exist in the project area; if artifacts were to be found during construction, work would stop immediately, and a qualified archeologist would be consulted with before work were to resume.

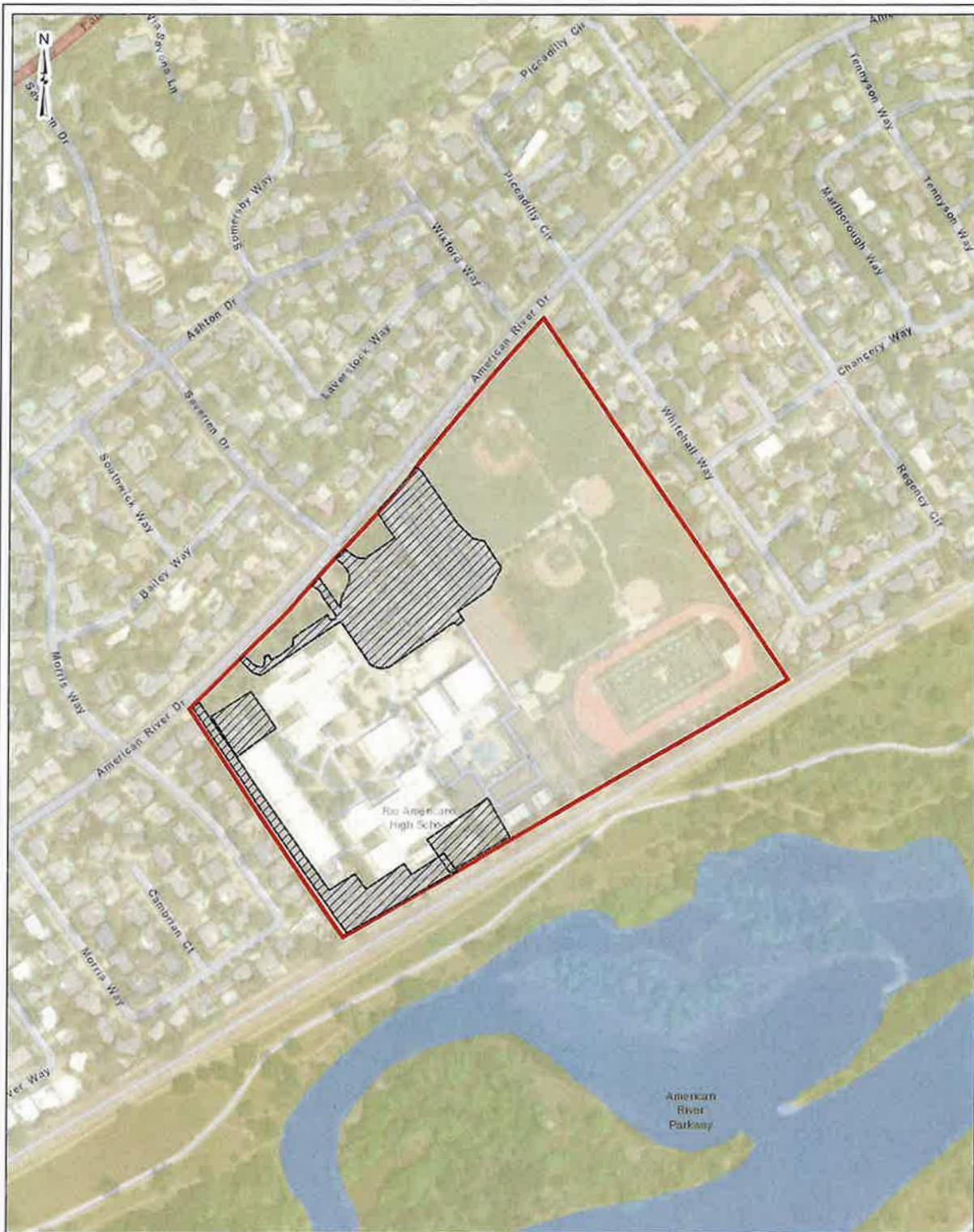
Avoidance and minimization measure would be incorporated to avoid impacts to biological resources. Such measures include limiting tree removal to outside of the nesting season (Feb 1 through Aug 1). Alternatively, if vegetation removal was needed during the nesting period, a nesting bird survey would be required. If nesting or migratory birds were found, the San Juaquin Unified School District would be responsible for establishing no-work buffers, as necessary, with the input of CDFW, before the commencement of construction or tree removal activities. Additional, a biological monitor would perform a pre-construction survey for listed species habitat, and be present for ground-disturbing and vegetation removal activities, to avoid impacts on state- or federally-listed species.



Considering the data summarized in this memorandum, it is Terracon's opinion that the Rio Americano High School 2023 Parking Lot Upgrades Project is Categorically Exempt from CEQA documentation.

**Enclosures:**

- Exhibit 1 – Project Location
- Notice of Exemption (NOE) Form



0 150 300 600  
1:3,600 1 inch equals 300 feet

#### Legend

- Project Area (Approx. 6 ac)
- Site Boundary (Approx. 40 ac)

DATA SOURCES  
ESRI WMS - World Aerial Imagery, OpenStreetMap



Project No.: NB237195
Date: May 2023
Drawn By: CP
Reviewed By: HW

**Terracon**  
Explore with us  
50 Goldenland Ct., Suite 100 Sacramento, CA 95834  
PH (916) 928-4690 [terracon.com](http://terracon.com)

SITE MAP	
CEQA Categorical Exemption Rio Americano High School Parking Lot Upgrades Project Sacramento County, CA	

Exhibit
1

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** G-9

**MEETING DATE:** 05/23/2023

**SUBJECT:** Head Start (HS) and Early Head Start (EHS) Grant  
Resolution Fiscal Year 2023-24

**DEPARTMENT:** Early Childhood Education

CHECK ONE:  
For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:   
Emergency Action:

**ACTION REQUESTED:**

The superintendent is recommending the board adopt Resolution No. 4081 approving the Head Start and Early Head Start grant resolution with Sacramento Employment and Training Agency (SETA).

**RATIONALE/BACKGROUND:**

The annual HS and EHS grant resolution is an agreement to implement the HS and EHS funding for fiscal year 2023-24. HS and EHS are comprehensive programs designed to meet the needs of pregnant women and children from infancy through five years of age, including infant, toddler, and preschool programs.

**ATTACHMENT(S):**

A: Resolution No. 4081

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT:**

Current Budget: Head Start \$ 7,877,810  
Early Head Start \$ 2,467,950  
Total Current Budget: \$10,345,760  
Funding Source: Federal-Health & Human Services  
Current Year Only  On-going

**LCAP/STRATEGIC PLAN:**

Goal: 1,2 Focus: NA  
Action: N/A  
Strategic Plan: 1,2

**PREPARED BY:** Lisa Teal, Program Manager, Early Childhood Education

**APPROVED BY:** Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education and Programs *AS*  
Amy L. Slavensky, Ph.D., Interim Deputy Superintendent, Schools and Student Support *AS*  
Melissa Bassanelli, Superintendent of Schools *MBS*

RESOLUTION NO. 4081

RESOLUTION AUTHORIZING EXECUTION OF DELEGATE AGENCY AGREEMENT  
FROM THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
(GOVERNMENTAL ENTITY)

WHEREAS, San Juan Unified School District,  
(Legal Name of Entity)  
a California local governmental entity (hereinafter referred to as "DELEGATE"), desires to enter into an AGREEMENT with the SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, a Joint Powers Agency and Head Start Grantee (hereinafter referred to as "SETA"), for the operation of a Head Start Program under the Head Start Act, 42 U.S.C. Section 9801, et seq., as amended;

THEREFORE, BE IT RESOLVED THAT the Governing Body of DELEGATE hereby authorizes the execution of AGREEMENT # 24C6651S0 by and between DELEGATE and SETA; and

BE IT FURTHER RESOLVED THAT any individual employed by DELEGATE in the position(s) of:

Title

1. Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education & Programs
2. Lisa Teal, Program Manager, Early Childhood Education
3. \_\_\_\_\_

is/are hereby authorized on behalf of and in the name of DELEGATE and as its official act and deed to sign and otherwise enter into AGREEMENT # 24C6651S0 with SETA; and

BE IT FURTHER RESOLVED THAT any individual employed by DELEGATE in the position(s) of:

Title

1. Stacey Shorey, Administrator, Early Childhood Education
2. Meghan Jorgensen, Administrator, Early Childhood Education
3. \_\_\_\_\_

shall be authorized to act on behalf of DELEGATE with respect to this AGREEMENT

# 24C6651S0 by and between DELEGATE and SETA and that SETA may rely upon any communication or act, including telephone communication, made by the individuals authorized to act on behalf of DELEGATE pursuant to this resolution; and

BE IT FURTHER RESOLVED THAT the following individuals comprise the entire Governing Body of DELEGATE\*\*\*:

<u>Name</u>	<u>Address</u>	<u>City, Zip Code</u>
1. <u>Zima Creason, President</u>	<u>3738 Walnut Avenue</u>	<u>Carmichael, 95608</u>
2. <u>Pam Costa, Vice President</u>	<u>3738 Walnut Avenue</u>	<u>Carmichael, 95608</u>
3. <u>Saul Hernandez, Clerk</u>	<u>3738 Walnut Avenue</u>	<u>Carmichael, 95608</u>
4. <u>Ben Avey, Member</u>	<u>3738 Walnut Avenue</u>	<u>Carmichael, 95608</u>
5. <u>Paula Villescaz, Member</u>	<u>3738 Walnut Avenue</u>	<u>Carmichael, 95608</u>
6. <u>Tanya Kravchuk, Member</u>	<u>3738 Walnut Avenue</u>	<u>Carmichael, 95608</u>
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____

\*\*\* Add additional pages if necessary

AND BE IT FURTHER RESOLVED THAT the authority conferred pursuant to this resolution and the representations contained herein shall remain in full force and effect until written notice of the revocation thereof shall have been received by SETA.

I, Saul Hernandez, Clerk,  
(Name/Title)  
of San Juan Unified School District, a California  
(Legal Name of Entity)  
local governmental entity, do hereby certify and declare that the foregoing is a full, true and  
complete copy of a resolution duly passed and adopted by the Governing Body of said entity at a  
meeting of said Body duly and regularly called, noticed and held, at  
3738 Walnut Ave, Carmichael, Ca 95608, on the 23 day of May, 2023, at  
which meeting a quorum of the Governing Body was present and a majority of which quorum  
voted in favor of said resolution, and that said resolution is now in full force and effect.

I have executed this Resolution on this 23 day of May, 2023.

San Juan Unified School District  
(Name of Entity)

BY: \_\_\_\_\_  
(Signature)

Saul Hernandez  
(Typed Name)

Clerk, Board of Education  
(Title)

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM: G-10**

**MEETING DATE: 05/23/2023**

**SUBJECT:** Choices Charter School  
2023 High School Scholarship Awards

**CHECK ONE:**

- |                   |                                     |
|-------------------|-------------------------------------|
| For Discussion:   | <input type="checkbox"/>            |
| For Action:       | <input checked="" type="checkbox"/> |
| Report:           | <input type="checkbox"/>            |
| Workshop:         | <input type="checkbox"/>            |
| Recognition:      | <input type="checkbox"/>            |
| Emergency Action: | <input type="checkbox"/>            |

**DEPARTMENT:** Admissions and Family Services

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the following Choices Charter School Scholarships:

**Continuing Education 2023 Scholarship Award – Allison Graycen and Shawn Perry**  
**Marie Pflugrath Exemplary Student Scholarship – Maddy McCarthy**  
**Gayle Robles “Build Your Best Self” Scholarship – Tyler Menn**

**RATIONALE/BACKGROUND:**

Pursuant to Education Code section 44015 and Administrative Regulation 1150, expenses per individual award shall not exceed \$200 unless expressly approved by the Governing Board. Choices Continuing Education Scholarship is a \$1,000 award. Marie Pflugrath Exemplary Student Scholarship is \$1,500. Gayle Robles “Build Your Best Self” Scholarship is \$700.

**ATTACHMENT(S):**

A: Choices Charter School Scholarship Criteria

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT:**

Current Budget: \$4,250

Additional Budget: \$ N/A

Funding Source: \$ Choices Charter Donations

Current Year Only  Ongoing

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Brian T. Ginter, Director, Admissions and Family Services

**APPROVED BY:** Debra Calvin, Associate Superintendent, Educational Services  
Melissa Bassanelli, Superintendent of Schools *MB*

*PC*

## Choices Charter School Scholarship Criteria

- **Choices Continuing Education Scholarship Criteria: \$1,000**

- Student enrolled for at least one semester at CCS
- Student has a minimum of a 2.5 GPA **OR** has shown substantial academic improvement while attending CCS
- Student will be attending a 4-year University, Community College or Vocational school or has already been accepted to one
- Student has a financial need that could prevent them from pursuing a higher education
- Student demonstrates academic honesty, strong character/morals, and is personable
- Application and video required

- **Marie Pflugrath Exemplary Student Award Scholarship Criteria: \$1500**

- Student enrolled for at least 2 years at CCS
- Student has a 3.5 GPA while attending CCS
- Student will attend a 4-year college or university in the fall Student is involved in their community, i.e., Community Service
- Student demonstrates academic honesty, strong character/morals, and is personable
- Application required

- **Gayle Robles “Build Your Best Self” Scholarship Criteria: \$750**

- Student enrolled for at least 1 year at CCS
- Student has a 2.0 GPA while attending CCS
- Student has a solid plan to enroll in a trade/vocational program, community college, or join the military
- Student achieved dramatic personal growth in their academic and emotional intelligence
- staff nomination

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** G-11

**MEETING DATE:** 05/23/2023

**SUBJECT:** Ratification of Committee Member

**CHECK ONE:**

- |                   |                                     |
|-------------------|-------------------------------------|
| For Discussion:   | <input type="checkbox"/>            |
| For Action:       | <input checked="" type="checkbox"/> |
| Report:           | <input type="checkbox"/>            |
| Workshop:         | <input type="checkbox"/>            |
| Recognition:      | <input type="checkbox"/>            |
| Emergency Action: | <input type="checkbox"/>            |

**DEPARTMENT:** Administration

**ACTION REQUESTED:**

The superintendent is recommending that the board ratify the selection of John Kane to serve as a committee member on the Curriculum, Standards, Instructional and Student Services Committee.

**RATIONALE/BACKGROUND:**

Board member Tanya Kravchuk has appointed John Kane to serve on the Curriculum, Standards, Instructional and Student Services Committee through December 2023. Per the committee bylaws, each individual board member shall appoint committee members subject to ratification by a majority vote of the board.

**ATTACHMENT(S):**

N/A

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**FISCAL IMPACT:**

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(Unrestricted base, supplemental, other restricted, etc.)

Current Year Only:  Ongoing:

**LCAP/STRATEGIC PLAN:**

Goal: N/A

Focus: N/A

Action: N/A

Strategic Plan: N/A

**APPROVED BY:**      Melissa Bassanelli, Superintendent of Schools *M.B.*

:sc

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-1

**SUBJECT:** Expanded Learning Opportunities Program  
(ELO-P) Plan

**MEETING DATE:** 05/23/2023

**DEPARTMENT:** Division of Teaching and Learning

CHECK ONE:  
For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:   
Emergency Action:

**ACTION REQUESTED:**

The superintendent is recommending the board receive an update from the Division of Teaching and Learning regarding state funding and district planning for the Expanded Learning Opportunities Program (ELO-P) Plan.

**RATIONALE/BACKGROUND:**

The purpose of this report is to update the board on state funding for the Expanded Learning Opportunities Program (ELO-P). Expanded Learning programs provide academic support and enrichment, as well as social emotional learning and growth to thousands of SJUSD students outside of traditional school hours. Expanded Learning programs, historically funded by the After School Education and Safety (ASES) and 21<sup>st</sup> Century grants, have been expanded with ELO-P funds to offer increased access to before and after school programs districtwide for students most in need.

**ATTACHMENT(S):**

- A. ELO-P PowerPoint
- B. Expanded Learning Comparative Attendance Report
- C. Expanded Learning Student, Parent and Staff Survey Results

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT**

Current Budget: \$4.96 million (grant funded)

**LCAP/STRATEGIC PLAN**

Goal: 1 Focus: 2, 3, 4  
Goal: 2 Focus: 1, 2, 3, 4

Additional Budget: \$19 million

Strategic Plan: 1, 2, 3

Funding Source: CDE ELO-P

Current Year Only:  On-going:

**PREPARED BY:**

Dominic Covello, Director, Student Support Services  
Debbie Middleton, Manager, Expanded Learning and Prevention Programs

**APPROVED BY:**

Debra Calvin, Ed.D., Associate Superintendent, Educational Services  
Melissa Bassanelli, Superintendent of Schools

*DC*

*MBS*



# Expanded Learning Opportunities Program (ELO-P) Board Update

Debra Calvin, Ed.D., Associate Superintendent, Educational Services

Dominic Covello, Director, Student Support Services

Debbie Middleton, Manager, Expanded Learning and Prevention Programs

**San Juan Unified School District  
May 23, 2023**

1



## Agenda

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ELO-P Background

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Review: Program Requirements

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2022-23 ELO-P Program Updates

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Program Measurements

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Next Steps

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Q & A

2



# Expanded Learning Opportunities Program (ELO-P)



AB130/AB167: State funding for district expanded learning programs (outside traditional school hours for enrichment)



Districts with the highest percentage of students on free/reduced lunch (at or over 75%) receive the largest proportion of state funding



San Juan Unified (50.8% free/reduced in 2021-22) currently resulted in ~\$19 million/annually in ELO-P funding. The 2022-23 increase in free/reduced lunch (54.2%) will likely increase district allocation for next year.



*The ELO-P program is not associated with ELO/ESSER Grant funding provided for supplemental academic and social emotional supports for students.*

3



## Key ELO-P Program Requirements

**Provide access to unduplicated (Foster Youth, McKinney-Vento/homeless, Free/Reduced lunch, English learner) TK-6<sup>th</sup> grade students**

**Provide enrichment and educational opportunities = After School Education and Safety (ASES) Grant**

**Offer Additional 30-Days (Intersession)**

**Staffing Ratios**  
20:1 (1st-6th)  
10:1 (TK/K)

**9-Hour Day (School Hours + Expanded Learning)**

4



# 2022-23 ELO-P Plan Updates

## STAFFING

- Reclassifications Completed**

- Manager, Expanded Learning and Prevention Programs
- 3 Expanded Learning Supervisors
- 3 Expanded Learning Programs Specialists
- 29 Expanded Learning Site Facilitators

- Newly Hired Positions**

- 38 Expanded Learning Programs Assistants have been hired. Program recruitment and hiring continues on a regular basis.
- 3 Expanded Learning Programs Specialists
- 6 Expanded Learning Site Facilitators

## PROGRAM EXPANSION

- Added 8 new expanded learning sites (Arlington Heights, Cowan, Oakview, Schweitzer, Sierra Oaks, Trajan, Woodside and Arcade)
- Expanded seats in Bridges After School Programs per site as staffing has allowed
- Approximately 2,800 students currently participating in districtwide Bridges programs
- Over 4,200 total students served with ELO-P funding in districtwide programs and school clubs

5



# 2022-23 ELO-P Plan Updates

## DISTRICT COLLABORATION

- Discovery Club (DC) Unduplicated Student Fee Waiver**

- Waive fees for 129 unduplicated students (grades TK/K-6th) attending DC site programs

- Visual and Performing Arts and Physical Education Student Clubs**

- 37 sites, 985 students participating in site-based clubs (i.e. choir, band, art, drumline, guitar, dance, soccer, running, etc.)

- Math Student Clubs**

- 6 sites, 115 students participating (Math Hoops)
- Purchased Lego kits and Esports technology for future after school site clubs

- Family and Community Engagement (FACE)**

- Shared funding for a Facilitator (FACE) – responsible for supporting field trips and community engagement

6



# 2022-23 ELO-P Plan Updates

## Community Partnerships

- **California Teaching Fellows Foundation (CTFF)**
  - Builds program capacity with part-time staffing from local junior college and university students interested in a career in education
  - 78 part-time staff currently working in district ELO-P programs
- **YMCA Before/After School Programs at 3 sites**
  - Cowan (32 am/46 pm), Del Paso Manor (16 am YMCA/96 pm Bridges), Oakview (16 am/20 pm)
- **Sacramento Aerospace Museum Summer Camp**
  - 250 student slot fees waived for summer programs (June/July), with staffing and transportation
- **S.T.O.R.M. (Special Team of Role Models)**
  - After school funding allocated for student mentorship at 7 sites with district Equity Department

7

San Juan  
Unified School District

## Key Measures: Average Daily Attendance

- Enrollment in after school programs consistently show improved daily school attendance.
- On average, students enrolled for 30+ days in Bridges After School attended **13.15** more school days in 2021-22 than students not enrolled.

Example Schools	Students <u>Not</u> Enrolled in Bridges - Average School Days Attended	Students Enrolled in Bridges - Average School Days Attended	Difference (School Days Attended)
Cameron Ranch Elem.	140	164	+24
Ottoman Elem.	149	164	+15
Kingswood K-8	139	161	+22
Lichen K-8	151	162	+11
Churchill MS	152	166	+14
Will Rogers MS	135	144	+9

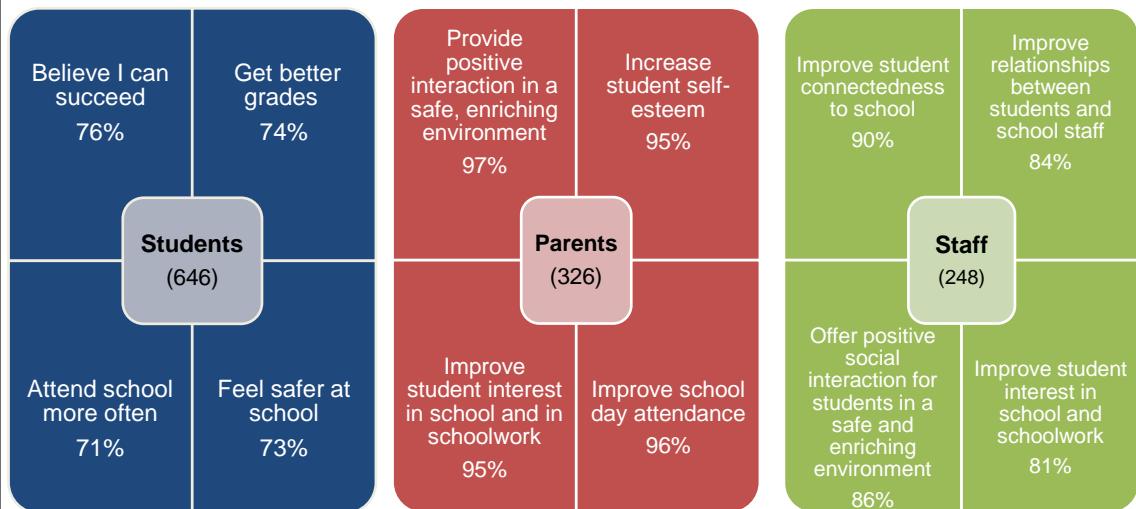
8

San Juan  
Unified School District

Full School Attendance Report – Attachment B

## Key Measures: Student Engagement

**"This after school program has helped..." (% agree or strongly agree)**



Student, Parent and Staff Survey Data (2022) Full Survey Results – Attachment C



## Next Steps

Continue to build capacity to serve as many eligible and interested students as possible (increased district staffing and CTFF partnership)

ELO-P Enrollment Interest Form (Bridges and DC) sent to the families of ~12,000 qualified students districtwide (based on unduplicated status)

Increased summer ELO-P offerings districtwide (Bridges, DC, Sacramento Aerospace)

Finalize contract with community partner - Project SAYS (Sacramento Area Youth Speaks)

Add additional "early start" Bridges programs for TK/K students

Program Audit Prep based on guidelines currently being created (expected by July 1, 2023)



# Board Discussion and Questions



11



## Attachment B

### Bridges Average Attendance with District Comparison 2021-22

	Number of Non-Bridges Students Attending Regular Day 30 Days or More	Regular Day Average Attendance of Non-Bridges Students Attending Regular Day 30 Days or More	Number of Bridges Students Participating in Bridges 30 Days or More	Regular Day Average Attendance of Bridges Students Participating in Bridges 30 Days or More	Difference (Days Attended) +/-
Cameron Ranch Elementary (K - 5)	385	140	46	164	24
Carmichael Elementary (K - 5)	309	140	52	151	11
Carriage Drive Elementary (K - 5)	391	144	59	150	6
Charles Peck Elementary (K - 5)	295	127	57	143	16
Cottage Elementary (K - 5)	472	140	58	153	13
Coyle Avenue Elementary (K - 5)	292	140	50	157	17
Del Paso Manor Elementary (K - 6)	678	151	73	162	11
Dyer-Kelly Elementary (K - 5)	751	142	67	148	6
Grand Oaks Elementary (K - 5)	201	141	89	163	22
Greer Elementary (K - 5)	676	129	64	151	22
Howe Avenue Elementary (K - 5)	798	134	67	141	7
Katherine Johnson Middle (6 - 8)	599	111	62	122	11
Kingswood Elementary (K - 8)	478	139	56	161	22
Lichen K-8 School (K - 8)	390	151	77	162	11
Mariposa Avenue Elementary (K - 5)	260	141	52	157	16
Mary Deterding Elementary (K - 6)	599	153	79	160	7
Northridge Elementary (K - 6)	313	147	40	152	5
Ottomon Way Elementary (K - 5)	187	149	81	164	15
Pasadena Avenue Elementary (K - 5)	306	132	48	157	25
Skycrest Elementary (K - 5)	369	147	54	161	14
Starr King K-8 (K - 8)	836	134	51	142	8
Sylvan Middle School (6 - 8)	684	137	64	146	9
Thomas Edison Language Institute (K - 8)	790	137	70	150	13
Thomas Kelly Elementary (K - 5)	311	146	54	155	9
Whitney Avenue (K - 5)	392	128	68	140	12
Will Rogers Middle School (6 - 8)	600	135	59	144	9
Winston Churchill Middle School (6 - 8)	897	152	61	166	14

Attendance Increase Compared to Districtwide Average: 13.15

Bridges After-School/ASSETs Program  
Student Survey Findings - Spring 2016-2022

Attachment C

Elementary Programs- Grades 4th-6th	Percent of students that reported, all/most of the time; helped a lot/little; is very/pretty much true.			
	2016-17	2017-18	2018-19	2021-22
I help make rules or choose activities during this after-school program.	43%	40%	41%	54%
This after-school program has helped me feel safer at school.	76%	73%	77%	73%
This after-school program has helped me to attend school more often.	75%	75%	76%	71%
This after-school program has helped me to do better on my homework.	79%	82%	81%	77%
This after-school program has helped me to get better grades.	78%	77%	78%	74%
This after-school program has helped me believe I can succeed.	81%	78%	80%	76%
Staff in this after-school program really care about me.	81%	79%	80%	78%

Bridges After-School/ASSETs Program  
Student Survey Findings - Spring 2016-2022

Attachment C

Secondary/K-8 Programs -Grades 6th-12th	Percent of students that reported, all/most of the time; helped a lot/ little; very/mostly true.			
	2016-17	2017-18	2018-19	2021-22
I help make rules or choose activities during this after-school program.	52%	43%	42%	59%
This after-school program has helped me feel safer at school.	69%	60%	63%	69%
This after-school program has helped me feel more like part of the school.	77%	67%	70%	84%
This after-school program has helped me to do better on my homework.	74%	66%	70%	78%
This after-school program has helped me to get better grades.	73%	69%	69%	77%
This after-school program has helped me to feel more positive about my future.	75%	65%	66%	70%
Staff in this after-school program really care about me.	78%	74%	74%	82%
I am happy to be in this after-school program.	81%	69%	74%	82%

Bridges After-School/ASSETs Program  
Parent Survey Findings - Spring 2016-2022

Attachment C

Elementary Programs	Percent of parents/guardians that reported, very/somewhat successful			
	2016-17	2017-18	2018-19	2021-22
How successful was the after-school program in...				
Improving school day attendance?	94%	93%	93%	96%
Providing positive interaction in a safe, enriching environment?	95%	94%	96%	97%
Helping students' complete better quality homework assignments?	93%	92%	94%	96%
Increasing students' self-esteem?	94%	93%	94%	95%
Improving students' interest in school and in school work?	94%	92%	93%	95%
Academic/Homework component of the program?	94%	93%	94%	95%
Recreation component of the program?	92%	98%	98%	98%
Parent/staff communication?	96%	96%	97%	99%

Bridges After-School/ASSETs Program  
Parent Survey Findings - Spring 2016-2022

Attachment C

Secondary Programs	Percent of parents/guardians that reported, very/somewhat successful			
	2016-17	2017-18	2018-19	2021-22
How successful was the after-school program in...				
Improving school day attendance?	94%	92%	79%	96%
Increasing students' self-esteem?	94%	91%	86%	96%
Providing positive interaction in a safe enriching environment?	96%	94%	85%	100%
Improving students' interest in school and in school work?	94%	89%	73%	96%
Academic/Homework component of the program?	94%	91%	88%	100%
Recreation component of the program?	97%	94%	92%	98%
Parent/staff communication?	96%	94%	82%	100%

Bridges After-School/ASSETs Program  
 Staff Survey Findings - Spring 2022 (First Year of Survey)

Attachment C

Elementary Programs- Grades 4th-6th	Percent of staff that reported very or somewhat successful:				
	2021-22				
Success in helping students complete quality homework assignments.	84%				
Success in improving student attendance.	87%				
Success in improving student connectedness to school.	90%				
Success in improving student interest in school and school work.	81%				
Success in improving relationships between students and school staff.	84%				
Success at improving student self-esteem.	85%				
Success in increasing student ability to better handle their emotions.	76%				
Success at offering positive social interaction for students in a safe and enriching environment.	86%				
Success at academic support/homework; enrichment activities and recreational activities (all three categories averaged together).	86%				
Success at parent/staff communication.	83%				

Bridges After-School/ASSETs Program  
 Staff Survey Findings - Spring 2022 (First Year of Survey)

Attachment C

Secondary/K-8 Programs -Grades 6th-12th	Percent of staff that reported very or somewhat successful:				
	2021-22				
Success in helping students complete quality homework assignments.	95%				
Success in improving student attendance.	81%				
Success in improving student connectedness to school.	90%				
Success in improving student interest in school and school work.	88%				
Success in improving relationships between students and school staff.	90%				
Success at improving student self-esteem.	93%				
Success in increasing student ability to better handle their emotions.	90%				
Success at offering positive social interaction for students in a safe and enriching environment.	95%				
Success at academic support/homework; enrichment activities and recreational activities (all three categories averaged together).	94%				
Success at parent/staff communication.	90%				

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**SUBJECT:** Innovative School Program Update

**AGENDA ITEM:** I-2

**MEETING DATE:** 05/23/2023

**DEPARTMENT:** Division of Teaching and Learning

CHECK ONE:  
For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:   
Emergency Action:

**ACTION REQUESTED:**

The superintendent is recommending that the board receive a report regarding the design of an innovative elementary K8 and school selection.

**RATIONALE/BACKGROUND:**

Towards the end of the 21-22 school year, it was decided that San Juan Unified School District would like to embark upon a design process for an innovative program to reside at one of our existing elementary or K-8 schools. After this decision, a leadership team comprised of labor partners and district staff was formed. Shortly thereafter, an Innovative School design team comprised of San Juan Unified School District practitioners and an administrator was established. The charge of the Innovative School design team is to learn about the design process, engage with and gather community and staff input and develop innovative school prototypes for consideration and testing.

To date, an extensive outreach and input gathering process has been conducted. The process consisted of more than 18 community and staff meetings at each elementary and K-8 school in Citrus Heights to identify each community's interests and level of readiness to engage in innovative design work. Using the data collected from the community and staff outreach meetings, Woodside K-8 was selected to house the Innovative School program. Through this presentation, we will share a high-level overview of the purpose, site selection, design process and next steps. This will be the first of a few presentations and updates that will be shared as the design and implementation process continues.

**ATTACHMENT(S):**

A: Innovative School Update Presentation

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT:**

Current Budget: \$167,000

Additional Budget: N/A

Funding Source: Educator Effectiveness Block Grant

Current Year Only  On-going

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education and Programs *ATS*

**APPROVED BY:** Amy L. Slavensky, Ph.D., Interim Deputy Superintendent, Schools and Student Support *AS*  
Melissa Bassanelli, Superintendent of Schools *MBS*

# Innovative School Update

May 23, 2023

San Juan Unified School District

Board of Education

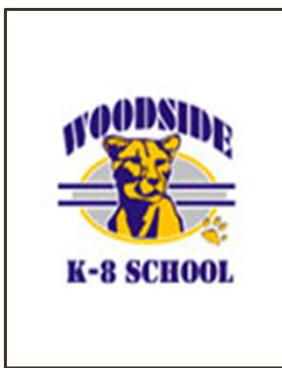
Presented by:

Amberlee Townsend, Barry Roth and Nina Mancina

1



## Woodside K8 Selected



2

Photo taken from CH Sentinel

# Ambiguity

A situation in which something has more than one possible meaning. Ambiguity typically creates a feeling of vagueness, uncertainty, or even confusion. This can make a reader or audience feel doubt, suspense, and an active desire for clarity or resolution.

3

# Innovative School Purpose



**Student Support**

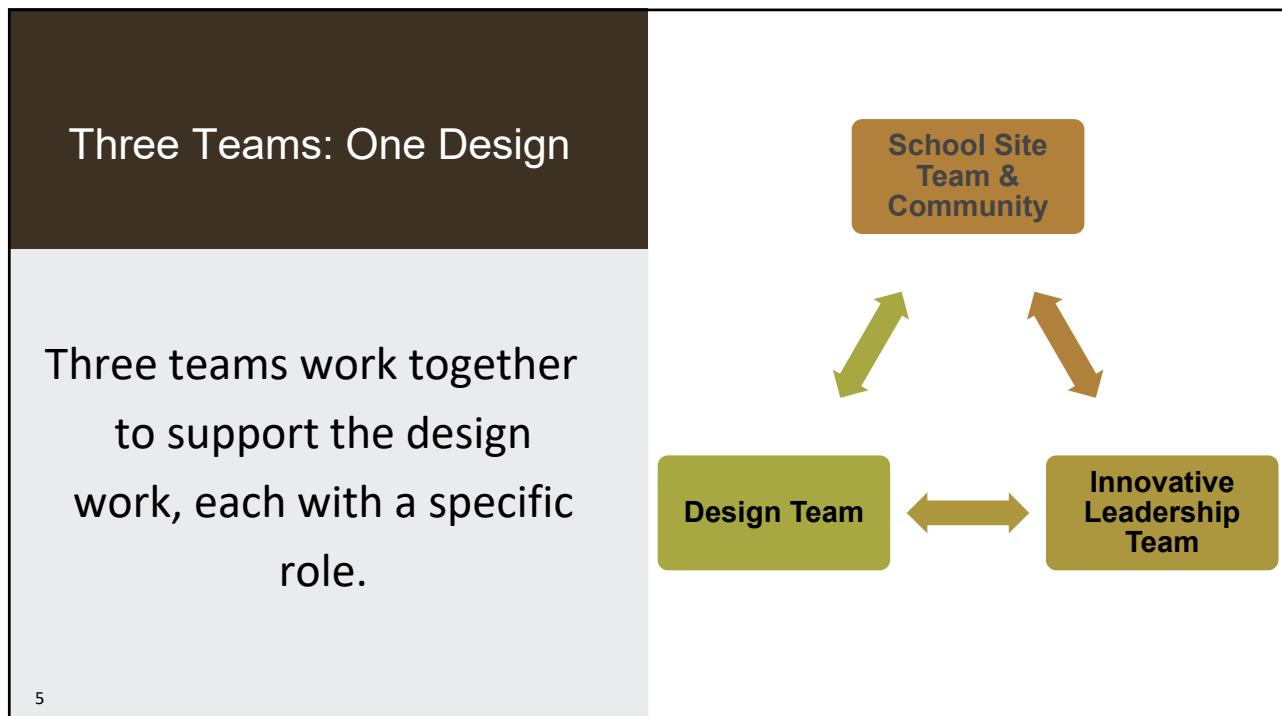


**Community Need and Interest**



**Build Community Through a Unique Program**

4



# Innovative School Design Team

## **Practitioners:**

Matthew Schupp  
Anna Lisa Storey  
Christy Germany  
Ilana Lang  
Deanna Victor  
Raytese Reeves

## **Not pictured:**

Nina Mancina, Consultant  
Suzy Landuyt, Administrator

7



# Community Input

- 9 School Communities
- 18 In-Person Gatherings
- 1:1 Interviews
- Survey Responses

8



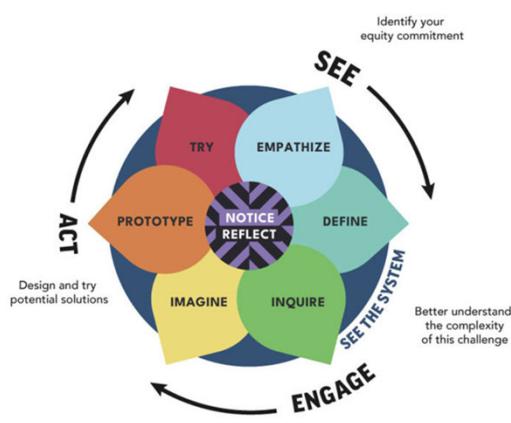
# World Café: A Protocol for Gathering Innovative Ideas From the Community

- Participants divide into small groups.
- A question is posed to generate conversation.
  - What are ideas we should try?
  - What is your greatest hope?
  - What are our strengths as a school right now?
- Participants jot and chat then move as a group to the next question until they have been asked all questions.
- Participants review thoughts and add any lingering ideas or questions.

9

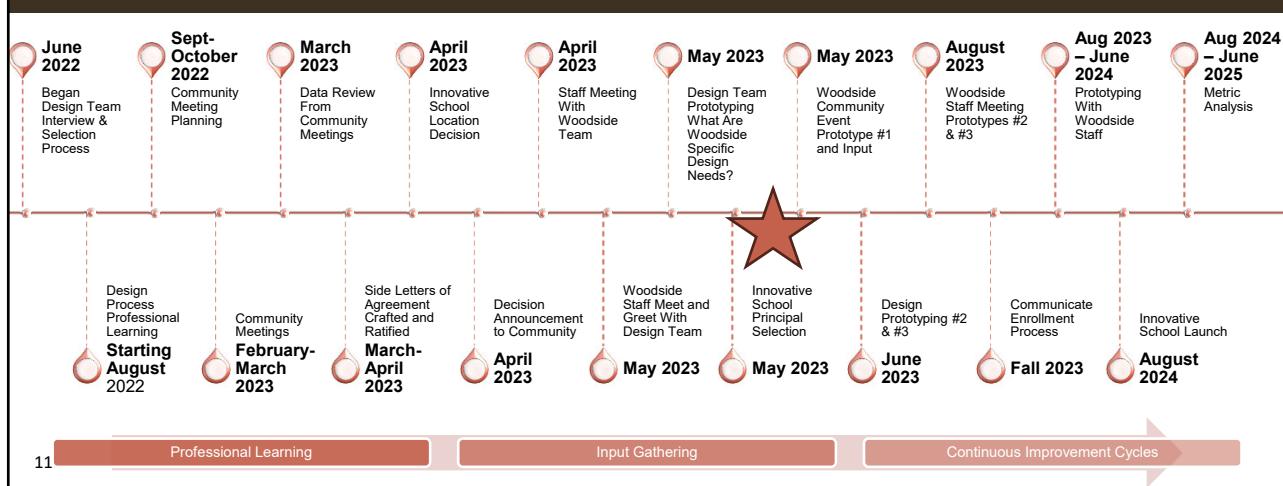


## Overview: Engaging in Design Process and the Timelines

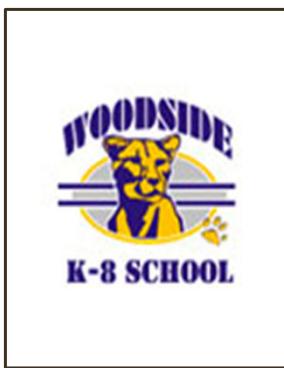


10

# Timeline



## Indicators for Selection



12

# Next Steps



COMMUNICATION



PRINCIPAL  
SELECTION



FACILITIES  
NEEDS  
ASSESSMENT



PROTOTYPING  
STAFF & DESIGN  
TEAM INTERACTION



ENROLLMENT

13

# Questions

Thank You

14

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-3

**MEETING DATE:** 05/23/2023

**SUBJECT:** Special Education Community Advisory Committee  
Bylaw Revision

CHECK ONE:  
For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:   
Emergency Action:

**DEPARTMENT:** Administration

**ACTION REQUESTED:**

The superintendent is recommending a discussion of proposed revisions to the Special Education Community Advisory Committee bylaws.

**RATIONALE/BACKGROUND:**

The Special Education Community Advisory Committee bylaws were last updated in 2014. Recent legislative changes now allow for the committee to operate under the state's Greene Act rather than the Brown Act while the board has expressed an interest to align practices and standards between committees to better establish expectations and the ability for members of the public to participate. The proposed revisions call out the committee's use of the Greene Act and the district's rules of order; reaffirms the authority, charge and function of the committee to provide input and feedback on the creation and updating of the special education local plan; and aligns practices on meeting dates, staff liaison support, membership selection, terms, officer election, annual organizational meeting, agenda development, public comments during meetings and processes for amendments with those of other board appointment committees. The proposed changes would move membership selection from a pure application process to an appointment by board member and superintendent process mirroring what is used for the LCAP Parent Advisory Committee. In reviewing initial drafts of the proposal, committee members expressed concern over limits to serving on only one committee, had questions around limits to three terms, and expressed a desire to ensure there were appropriate roles for maintaining parent majorities on the committee. Due to the significance of changes proposed, a redline version of the bylaws is not being provided.

**ATTACHMENTS:**

- A: Proposed Special Education Community Advisory Committee Bylaws  
B: Current Special Education Community Advisory Committee Bylaws

**BOARD COMMITTEE ACTION/COMMENT:**

- Special Education CAC – 01/18/2023  
Special Education CAC – 03/08/2023  
Special Education CAC – 05/24/2023 ANTICIPATED

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**FISCAL IMPACT:**

Current Budget: \$N/A

Additional Budget: \$N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only  On-going

**PREPARED BY:** Trent Allen, APR, Chief of Staff 

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools 

**DRAFT**

SAN JUAN UNIFIED SCHOOL DISTRICT  
SPECIAL EDUCATION COMMUNITY ADVISORY COMMITTEE

1      I. Name

2      The name of the committee shall be the Special Education Community Advisory Committee (CAC).

3      II. Authority

4      The Special Education Community Advisory Committee, hereinafter referred to as "the committee,"  
5      is a standing committee of the San Juan Unified School District Board of Education as mandated by  
6      California Education Code sections 56190-56193. The committee shall operate in compliance with  
7      the state's open-meeting laws including the Greene Act and Education Code section 35147 and the  
8      requirements of these bylaws. In this regard, any number of committee members may meet outside  
9      a district-scheduled committee meeting at the same time and place to hear, discuss, or deliberate  
10     upon any matter within the function of the committee, but shall not take any action on any item of  
11     business outside of a district scheduled committee meeting with a quorum of members present.

12     When members of the committee wish to meet and discuss CAC business outside of a district-  
13     scheduled committee meeting in which a quorum of members is present:

- 14     A. Meetings will be open to the public.  
15     B. Public notice of the meeting will be provided at least 72 hours in advance and will include the  
16         date, time, and location of the meeting.  
17     C. Minutes will be taken of each meeting that will include the subject matter(s) discussed, a record  
18         of those in attendance, the location, time and date of each meeting.  
19     D. Minutes shall be provided to the committee secretary, chair, and staff liaison who will include the  
20         minutes as an informational item on the agenda of the next scheduled committee meeting.  
21     E. No action shall be taken on any item of business outside of any district-scheduled committee  
22         meeting with a quorum of members present.

23      III. Charge

24      In alignment with Education Code section 56194, the committee:

- 25     A. Advises the Board of Education, superintendent, and director of special education regarding the  
26         development, amendment, and review of the special education local plan area ("SELPA" or "the  
27         plan").  
28     B. Recommends annual priorities to be addressed by the plan.  
29     C. Assists in parent education and in recruiting parents and other volunteers who may contribute to  
30         the implementation of the plan.  
31     D. Encourages community involvement in the development and review of the plan.  
32     E. Supports activities on behalf of individuals with exceptional needs.  
33     F. Assists in parent/guardian awareness of the importance of regular school attendance.  
34     G. Supports community involvement in the Local Control and Accountability Plan Parent Advisory  
35         Committee established pursuant to Education Code section 52063 to encourage the inclusion of  
36         parents/guardians of individuals with exceptional needs to the extent the students also fall within  
37         one or more of the definitions in Education Code section 42238.01.

47  
48     IV. Function

49     The committee is considered one of multiple educational partners that the special education  
50     department, superintendent and board consult with and seek advice from in the development and  
51     revision of the Local Plan. It is the board's expectation that the committee shall fulfill its charge  
52     pursuant to California Education Code. In doing so, the work of the committee shall be aligned with  
53     board priorities and available resources, including staff time. At the board or superintendent's  
54     direction, the committee may meet and share information, interpretations or recommendations with  
55     other committees and district administration pertaining to special education services and actions  
56     contained within the plan.

57  
58     The committee shall also provide written and/or oral presentations to the board as requested, or at  
59     the committee's initiative.

60  
61     V. Meetings

- 62       A. Regular committee meetings shall be scheduled during the committee's annual organizational  
63       meeting (see section XIII).  
64       B. Additional meetings of the committee may be called if deemed necessary by the committee  
65       chair and staff liaison to ensure adequate time is provided to meet the committee's charge to  
66       provide input on the development, amendment and review of the local plan. The superintendent  
67       or designee may also call a committee meeting if deemed necessary.  
68       C. All meetings shall be properly agendized and meet posting and public access requirements of  
69       these bylaws, district policies and state law including the Greene Act.  
70       D. All meeting locations must comply with district policy and state and federal laws.  
71       E. Meetings shall be conducted using the San Juan Unified Rules of Order as detailed in the  
72       appendix of the Board of Education's Governance Handbook.

73  
74     VI. Voting and Quorum

75     For the purposes of taking action, a quorum shall consist of a simple majority of the appointed  
76     members of the committee, and a quorum shall be present at the time of the agenda item vote. No  
77     action may be taken if a quorum is not present. Taking action shall only occur at district-scheduled  
78     committee meetings.

79  
80     VII. Staff Liaison

- 81       A. The director of special education, or designee, shall serve as staff liaison to the committee and  
82       as a non-voting member.  
83       B. The staff liaison shall serve as a resource providing information and materials to the committee,  
84       as well as feedback to district administrators and the board from the committee.  
85       C. The staff liaison, or designee, shall prepare and post agendas as required for the committee as  
86       well as compile minutes of each meeting for the committee's approval.  
87       D. The staff liaison and other district staff serve under the direction of the superintendent, who  
88       prioritizes their time and other resources. Individual committee members shall not direct staff or  
89       contact staff to request data or other information. Such requests will come from the committee  
90       chairperson to the staff liaison who will determine if staff resources are available and if the  
91       request aligns with the charge of the committee and the priorities of the superintendent, board  
92       and state law.

94      **VIII. Board Liaison**

- 95      A. One board member will serve as a liaison to the committee and will be a non-voting member.  
96        The board may also appoint an alternate board member to serve as a liaison in case of  
97        absence.  
98      B. At their discretion, the board liaison may provide a brief update at committee meetings when  
99        properly agendaed.  
100     C. The board liaison will provide clarification to the committee at their discretion and as deemed  
101        appropriate.

102      **IX. Composition**

103      The composition of the committee shall consist of eighteen (18) members.

- 104     A. Each member of the Board of Education shall appoint two (2) members.  
105        1. Appointments are subject to ratification by a majority vote of the board.  
106        2. One appointee of each board member must reside within the trustee area of the board  
107        member.  
108        3. Committee members may only serve on one board-appointed advisory committee.  
109        4. Board members are encouraged to appoint parents/guardians of students receiving  
110        special education services but may appoint any individual who is eligible for service.  
111     B. The superintendent shall appoint four (4) members.  
112        1. Two (2) members appointed by the superintendent shall be students who receive special  
113        education services from the district. If two (2) or more student members have already  
114        been appointed by board members, the superintendent may appoint up to four (4) non-  
115        students.  
116        2. Appointments are subject to ratification by a majority vote of the board.  
117        3. Members appointed by the superintendent may only serve on one board-appointed  
118        committee.  
119        4. The superintendent is encouraged to make appointments that provide a representation  
120        of staff and community voice to the committee but may appoint any individual who is  
121        eligible for service.  
122     C. A majority of the committee shall be parents/guardians of students who receive special  
123        education services from the district. Appointments that would cause a majority of the committee  
124        to be composed of non-parents/guardians of students who receive special education services  
125        are not allowed.  
126     D. Staff or community members appointed to the committee shall be providers of special education  
127        services or otherwise engaged in the special education community as determined by the  
128        appointing board member/superintendent.

132    X. Selection of Members

133    Selection of committee members shall be determined by the board and superintendent as follows:

- 136    A. The staff liaison will inform the board administrative assistant of all committee vacancies.
- 137    B. The board administrative assistant will inform the appropriate board member and
- 138    superintendent of vacancies.
- 139    C. Interested individuals will submit an application to the board administrative assistant.
- 140    Applications can be submitted at any time even if an opening is not currently available and will
- 141    be kept on file for the current school year.
- 142    D. Each board member and the superintendent shall select individuals to appoint to the committee
- 143    from those who have applied by notifying the board administrative assistant who shall schedule
- 144    the appointment for ratification by the board.
- 146    E. The appointment becomes effective upon ratification of a majority of the board.

148    XI. Term

- 149    A. Committee members shall serve two-year terms.
- 150    B. A committee member may only serve up to three consecutive full terms for a total of six years.
- 151    Members who are appointed to fill a vacancy may complete up to three full consecutive terms if
- 152    reappointed. Board members must notify the board administrative assistant of their intent to
- 153    reappoint and reappointments must be ratified by majority vote of the board.
- 154    C. Terms will begin on August 1 and end on July 31. Terms shall be staggered such that nine (9)
- 155    members' terms will expire in even-numbered years and nine (9) members' terms will expire in
- 156    odd-numbered years.
- 157    D. All members should be prepared to attend all regularly scheduled committee meetings. Two
- 158    unexcused absences from district-scheduled committee meetings within the academic school
- 159    year will initiate a notice to the appointing board member or superintendent. The appointing
- 160    individual will determine whether the committee member should continue on the committee.
- 161    E. Newly elected board members will be given the option to appoint their own committee members
- 162    or continue with current appointee. New appointments are subject to ratification vote by the
- 163    board.
- 164    F. The board member or superintendent who appoints a committee member may remove that
- 165    committee member at any time and make a new appointment. New appointments are subject to
- 166    ratification vote by the board.
- 167    G. Civil and appropriate behavior are expected of all committee participants. Committee members
- 168    who fail to meet the requirements of board policy 0201 and the district's volunteer code of
- 169    conduct are subject to removal by majority vote of the board.
- 170    H. Any existing committee members who become ineligible to serve upon adoption of these bylaws
- 171    shall be allowed to complete the remainder of their term, subject to removal by their original
- 172    appointing board member or removal by majority vote of the board.

174      **XII. Vacancies**

- 175      A. The staff liaison and board administrative assistant shall collaborate to promptly identify any  
176      vacancies on the committee and ensure notification of the appropriate board member(s) or  
177      superintendent.
- 178      B. The appropriate board member or the superintendent shall appoint a replacement committee  
179      member to serve the remainder of the vacant term. If the board member or superintendent fails  
180      to make an appointment within thirty (30) days after notification, the board president will serve a  
181      written reminder notice of the need to fully staff the committee to the appropriate board member  
182      or superintendent.
- 183

184      **XIII. Organizational Meeting**

185      The annual organizational meeting of the committee shall occur at the committee's first meeting of each  
186      academic year. The committee shall do all of the following at its organizational meeting:

- 187      A. Establish an annual schedule of regular meetings.  
188      B. Review the committee bylaws and receive training on the Greene Act.  
189      C. Elect committee officers (see section XIV).
- 190

193  
194 XIV. Elections

195 Elections shall be held during the committee's organizational meeting, and the committee shall:

196 A. Seek nominations from all eligible members.

197 B. With a quorum at the organizational meeting, the committee shall elect by majority vote the  
198 following officers:

200 1. A chairperson who shall be elected for one year and be eligible for re-election for one  
201 additional year. The chairperson shall:

- 202 a. Preside at all meetings.
- 203 b. Coordinate with the staff liaison in developing each meeting's agenda.
- 204 c. Work with the staff liaison to ensure compliance with the Greene Act and these  
205 bylaws.
- 206 d. Review a draft of meeting minutes prior to their presentation to the committee.
- 207 e. Prepare or delegate the preparation of the annual summary report and any  
208 committee reports.
- 209 f. Sign all letters, reports and other communications representing the committee.
- 210 g. Meet with the board liaison, staff liaison, superintendent and/or board president  
211 as needed.

212 2. A vice chairperson who shall be elected for one year and be eligible for re-election for  
213 one additional year. The vice chairperson shall assume the duties of the chair in the  
214 chair's absence.

215 3. A membership officer who shall be elected for one year and be eligible for re-election for  
216 one additional year. The membership officer shall:

- 217 a. Welcome and help orient new members to the committee.
- 218 b. Support the recruitment of new members when vacancies occur.
- 219 c. Lead a sub-committee to review and provide feedback to staff on recruitment  
220 practices used to solicit new committee members with an emphasis on ensuring  
221 the participation of parents and guardians of students who receive special  
222 education services from the special education local plan area (SELPA).
- 223 d. Chair sub-committees as directed by the chairperson or committee vote.

224 4. An engagement officer who shall be elected for one year and be eligible for re-election  
225 for one additional year. The engagement officer shall work collaboratively with the staff  
226 liaison and other committee members to:

- 227 a. Serve as a resource for members of the public seeking information.
- 228 b. Create opportunities for learning and engagement on topics related to special  
229 education and the actions contained within the local plan.
- 230 c. Chair sub-committees as directed by the chairperson or committee vote.

231 C. If the committee cannot have an election or does not reach a decision, the board liaison(s) shall  
232 select a chairperson to serve until the committee elects a successor.

233 D. If an officer position becomes vacant during the course of a year, the chairperson may appoint  
234 any eligible member in good standing to fill the remaining term of the position. If both the  
235 chairperson and the vice chairperson become vacant at the same time, the board liaison shall  
236 appoint officers to fill the vacancies until such time that the committee can elect new officers at a  
237 regularly scheduled meeting.

238 E. Training for officers shall be held annually.

240 XV. Agendas

241 To provide consistency in how the public may expect to engage with district committees, the  
242 committee's agenda and minutes format will mirror that of the school board and other appointed  
243 committees.

244 A. Visitor comments

- 246 1. General visitor comments regarding topics not on the agenda shall be heard prior to  
247 regular committee discussion or action items.
- 248 2. Visitor comments related to an agendized item shall be heard after the item is presented  
249 but prior to discussion by the committee to allow for consideration of comments in the  
250 discussion.
- 251 3. Visitor comments will be limited to two minutes. Time shall be extended for those who  
252 use a translator or need other communication supports.
- 253 4. Visitors must submit a speaker card to the designated committee member or staff  
254 person at the meeting informing the committee of their interest to speak.

255 B. Agenda Items

- 256 1. Agenda item requests from committee members shall be forwarded to the committee  
257 chairperson and staff liaison. If the chairperson and staff liaison jointly determine that the  
258 topic meets the charge of the committee, is aligned with current board priorities and staff  
259 resources are available, the item shall be placed on a future agenda. The superintendent  
260 or superintendent's designee may also place an item on the committee agenda in  
261 preparation for a future board discussion.
- 262 2. If the chairperson and staff liaison are not in agreement that a requested agenda item  
263 meets the charge of the committee, is aligned with current board priorities or can be met  
264 with available staff resources, the question may be appealed to the superintendent who  
265 shall make a final determination.
- 266 3. To determine if a majority of the board would like committee input on a topic, the  
267 committee may, after majority vote, request that the board liaison present the topic to the  
268 board president and superintendent. At the discretion of the board president and  
269 superintendent, the item may be placed on a board agenda for discussion. A majority of  
270 the board, through action or consent, may or may not refer the topic back to the  
271 committee for further research and discussion.

272 C. Posting Requirements

- 273 1. Agendas for all meetings must be posted to the committee's webpage at least 72 hours  
274 prior to the meeting.
- 275 2. Members of the public who require agendas in an alternative format may request  
276 accommodations through the committee's staff liaison.

278  
279 XVI. Annual and Board Reports

- 280 A. The committee chairperson will prepare an annual summary report for the board no later than  
281 June 15 of each year.
- 282 1. The report should compare committee activities and products with its charge and  
283 function.
- 284 2. The report should be concise and of one to two letter-size pages.
- 285 3. The report will outline work in progress, unforeseen issues and provide a summary of  
286 input and feedback collected by and generated from the committee.
- 287 B. The committee chairperson may provide update reports to the board on topics and business  
288 directly related to the committee's work.
- 289 1. Written updates may be delivered to board members via email.
- 290 2. Time is provided on each regular agenda of the board of education for board-appointed  
291 and other district committees to provide updates. Because the specific committees and  
292 topics provided under this agenda item are not agendized in advance for public  
293 consideration, updates provided should be brief in nature and for the purpose of  
294 informing members of the board. If a topic requires or would benefit from significant  
295 board discussion or public participation, it must be agendized as a business item on the  
296 board agenda and should not be presented as a committee update report. As a  
297 courtesy, the committee chair should notify the staff liaison of their intent to provide an  
298 update at a board meeting no later than noon on the day of the meeting.

300 XVII. Budget

301 The board will determine the budget, which will cover the operating cost of all board advisory  
302 committees.

303 XVIII. Amendments

304 As the authorizing and appointing body, the Board of Education must approve changes to the  
305 committee bylaws. Amendments can be made in one of two ways:

- 306 A. A majority of the committee at a scheduled and agendized committee meeting, may vote to  
307 recommend changes. The staff liaison will present changes supported by a majority vote of the  
308 committee to the superintendent for consideration and recommendation to the board.
- 309 B. District staff may propose revisions to align the bylaws with Board of Education interests,  
310 current practices or changes to legal requirements when necessary. Such recommendations will  
311 be presented to the committee for input and feedback prior to being placed on the board agenda  
312 for consideration.

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313 Adopted by the Board of Education June 13, 2023

## **SAN JUAN UNIFIED SCHOOL DISTRICT COMMUNITY ADVISORY COMMITTEE, SPECIAL EDUCATION**

### **BYLAWS**

#### **Article I – Name of Committee**

- 1.1 The name of the committee shall be the San Juan Unified School District Community Advisory Committee, Special Education. (CAC)

#### **Article II – Purpose**

- 2.1 The purpose of the CAC is to advise and advocate for effective Special Education programs and services to the Board of Education and Special Education Administration.
- 2.2 CAC shall represent broad interests in the community and promote a maximum degree of interaction with the Department of Special Education, School District and parents of students with special needs.

#### **Article III – Duties**

- 3.1 Advising the administration of the San Juan Unified School District regarding the development and review of the local plan: The San Juan School District shall review and consider comments from the CAC.
- 3.2 The CAC will use information gained from parent and community assessments in making recommendations on annual priorities to be assessed under the plan.
- 3.3 The CAC will assist in parent education regarding Special Education laws and responsibilities and recruit parents and other volunteers who may contribute to the implementation of the plan.
- 3.4 The CAC will facilitate communication between school, parents and community.
- 3.5 The CAC will inform and advise district staff regarding community conditions, aspirations and goals for individuals with special needs.
- 3.6 CAC will provide support and activities to parents, teachers, students and community for any program that affects individuals with special needs.
- 3.7 The CAC will become familiar with the new Federal and State guidelines and the Local Plan for Special Education.

#### **Article IV – Composition of Members**

- 4.1 EC 56191 - The members of the community advisory committee shall be appointed by, and responsible to, the governing board of each participating district or county office, or any combination thereof participating in the local plan. Appointment shall be in accordance with a locally determined selection procedure that is described in the local plan. Where appropriate, this procedure shall provide for selection of representatives of

groups specified in Section 56192 by their peers. Such procedure shall provide that terms of appointment are for at least two years and are annually staggered to ensure that no more than one half of the membership serves the first year of the term in any one year. 4.2

- 4.2 EC 56192 The community advisory committee shall be composed of parents of individuals with exceptional needs enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs.
- 4.3 EC 56193 At least the majority of such committee shall be composed of parents of pupils enrolled in schools participating in the local plan, and at least a majority of such parents shall be parents of individuals with exceptional needs.
- 4.4 The Director of Special Education and staff liaisons of Special Education shall be continuing non-voting members.

#### Article V – Nomination, selection and approval of members

- 5.1 The nomination committee will seek nominees who have varying interests so as to maintain a committee, which will represent a broad range of conditions in special Education.
- 5.2 Anyone interested in membership shall attend two meetings before applying for membership.
- 5.3 A person applying for membership will be presented to the San Juan Unified School District Board of Education for appointment as members.
- 5.4 The members of the CAC shall be approved by, and responsible to the San Juan Unified School District Board of Education.

#### Article VI – Terms of Membership

- 6.1 Each member shall be entitled to one (1) vote on each matter submitted to a vote of the CAC. Members must be present to vote.
- 6.2 A member who is absent from regular meetings for five (5) consecutive months may be contacted by the chairperson or secretary as to continued membership.
- 6.3 A member may be terminated for cause by a majority vote of the total membership of the CAC.
- 6.4 A member may resign by filling out a written resignation to the chairperson or the CAC.
- 6.5 All members shall have full rights and obligations as described in these bylaws.

## Article VII – Responsibilities

- 7.1 EC56194 The community advisory committee shall have the authority and fulfill the responsibilities that are defined for it in the local plan. The responsibilities shall include, but need not be limited to, all the following:
- 7.2 Advising the policy and administrative entity of the special education local plan area regarding the development, amendment, and review of the local plan. The entity shall review and consider comments from the community advisory committee.
- 7.3 Recommending annual priorities to be addressed by the plan.
- 7.4 Assisting in parent education and in recruiting parents and other volunteers who may contribute to the implementation of the plan.
- 7.5 Encouraging community involvement in the development and review of the local plan.
- 7.6 Supporting activities on behalf of individuals with exceptional needs.
- 7.7 Assisting in parent awareness of the importance of regular school attendance.

## Article VIII – Officers of the Community Advisory Committee

- 8.1 The officers shall be a Chairperson, Vice Chairperson, Secretary, Parliamentarian and other officers the committee may deem necessary.
- 8.2 All officers shall be members.
- 8.3 Officers shall be elected annually and shall serve for a term of one (1) year. The term shall be from May to May with Nominations in April and elections in May.
- 8.4 There must be a majority of members present to have an election.
- 8.5 When a vacancy occurs in any office, other than the chairperson for any reason, a member shall be appointed by the chairperson to fill the vacancy of the unexpired term.
- 8.6 In the event the chairperson position becomes vacant, the vice chairperson will succeed as the chairperson.
- 8.7 The officers are as follows:

**CHAIRPERSON** – The chairperson must be a parent of an individual with exceptional needs currently being served by the local plan and shall not be a district employee. The chairperson shall preside at all meetings of the Community Advisory Committee and shall sign all letters, reports and other communication. The chairperson shall open the meeting by calling the meeting to order. The chairperson shall announce the business to be acted upon, recognize members entitled to the floor, state and put to vote all questions, which are regularly moved, and announce the result of the vote.

**VICE-CHAIRPERSON** - The vice chairperson must meet the same election requirements as those of the chairperson and shall preside in the absence of the chairperson.

**SECRETARY** - The District shall be responsible for the minutes of all committee meetings and shall arrange transmittal of a copy to each of the members. The duties also include keeping a register or roll of the members, and to call the roll when

required. The CAC secretary shall have at each meeting a list of all standing and special committees. The CAC secretary shall be responsible for all correspondence as directed by the committee. The Community Advisory Committee may request services from the District.

**PARLIAMENTARIAN** - The parliamentarian shall have a copy of Robert's Rules of Order, committee bylaws, and a current copy of the local plan.

#### Article VIII – Meetings

- 9.1 The committee shall meet monthly during the school year September through May or June.
- 9.2 Special meetings may be called by the chairperson or by a majority vote of the committee.
- 9.3 Notice of all regular meetings shall be in writing. Notices will state the day, time and location and shall be communicated to each member not less than five (5) days before said meeting.
- 9.4 A copy of the agenda shall be available not less than 72 hours before the meeting.
- 9.5 All the decisions of the committee shall be by majority vote of the membership consisting of a quorum.
- 9.6 A quorum is a majority of the membership.
- 9.7 All regular and special meetings of the committee shall be conducted using Roberts Rules of Order. The Parliamentarian's interpretation of Roberts Rules of order shall be binding for that meeting.

#### Article X – Subcommittees and nomination committee

- 10.1 The committee may establish or abolish standing or special committees. These committees may not exceed the responsibility delegated by the Community Advisory Committee.
- 10.2 The chairperson shall designate members and community volunteers for the various subcommittees, unless otherwise specified by the committee and bylaws.
- 10.3 A member shall chair all subcommittees.
- 10.4 The vice chairperson shall be the chairperson of the nominating committee.
- 10.5 The nomination committee shall be composed of the vice chairperson and one other member.
- 10.6 For general election of officers, this committee may ask all members if they want to serve,
- 10.7 A list of nominees will be presented at the regular committee meeting in May. Nominations may be made from the floor at the said meeting.

**THESE BYLAWS MAY BE AMENDED BY A MAJORITY OF THE MEMBERSHIP**

REVISED 11/2014

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-4

**MEETING DATE:** 05/23/2023

**SUBJECT:** Presentation of San Juan Unified School District (District) Proposal/Interests for Contract Negotiations With the California School Employees Association, Chapter 127 (CSEA) Reopeners for 2023-2024

**DEPARTMENT:** Labor Relations and Government Affairs

**CHECK ONE:**

- |                   |                                     |
|-------------------|-------------------------------------|
| For Discussion:   | <input type="checkbox"/>            |
| For Action:       | <input checked="" type="checkbox"/> |
| Report:           | <input type="checkbox"/>            |
| Workshop:         | <input type="checkbox"/>            |
| Recognition:      | <input type="checkbox"/>            |
| Emergency Action: | <input type="checkbox"/>            |

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt, pursuant to Government Code section 3540 et seq. and district Board Policy (BP) 4243.1, the bargaining interests with the California School Employees Association, Chapter 127 (CSEA) for 2023-2024.

**RATIONALE/BACKGROUND:**

The board and representatives of CSEA have agreed to engage in an interest-based, collaborative approach to negotiations. As part of the model of negotiations, the parties identify their respective interests for public sunshining.

**ATTACHMENT(S):**

A:San Juan Unified School District (District) Initial Bargaining Proposal/Interests for Contract Negotiations with the California School Employees Association, Chapter 127 (CSEA) Reopeners for 2023-2024.

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 04/24/2023

Board of Education: CSEA presented their bargaining interests on 04/25/2023 and 05/09/2023.

Board of Education: District presented its bargaining interest on 05/09/2023 and 05/23/2023.

**FISCAL IMPACT:**

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only  On-going

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Daniel Thigpen, Executive Director, Labor Relations and Government Affairs *DT*

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools *MBS*

**SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
INITIAL BARGAINING PROPOSAL/INTERESTS  
FOR CONTRACT NEGOTIATIONS  
WITH THE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 127 (CSEA)  
REOPENERS FOR 2023-2024**

The San Juan Unified School District (District) intends to negotiate the following Articles of the California School Employees Association, Chapter 127 (CSEA) General and Operations support contract(s) for the 2023-24 reopeners.

**Article 1      Recognition**

- The district's interest is in continuing a multi-year contract term.

**Article 2      Check Off and Organizational Security**

- The district's interest is to examine potential impacts of the implementation of a new financial information system.
- The district's interest is to clarify contractual language as needed.

**Article 3      Employer/Employee rights**

- No change.

**Article 4      Grievance Procedure**

- No change.

**Article 5      Hours and Overtime**

- The District's interest is to revisit Article 5.20 and to explore alternatives to the process for requesting reviews and potential updates to job descriptions.
- The district's interest is to clarify contractual language as needed.

**Article 6      Salary**

- If agreed-upon reopener language is triggered, as outlined in the Sept. 20, 2022 Memorandum of Understanding (MOU) between CSEA and the district, the district's interests are to attract and retain high quality employees; balance the district's income and our expenditures while maintaining an appropriate level of reserve; and continue developing a shared understanding of total compensation.
- The district's interest is to examine potential impacts of the implementation of a new financial information system.
- The district's interest is to review the implementation of 6.10 and examine potential changes to this article.
- The district's interest is to clarify contractual language as needed.

**Article 7      Fringe Benefits**

- The district's interest is to continue dialogue regarding pension plan rates, costs, and their effect on the district's overall budget.

- The district's interest is to examine potential impacts of the implementation of a new financial information system.
- The district's interest is to provide quality benefits and affordable options for all employees while realizing cost containment for both employees and the district.
- The district's interest is to ensure that employees recognize that benefits are part of an employee's overall compensation program.
- The district's interest is to clarify contractual language as needed.

## **Article 8      Holidays**

- The district's interest is to add the new state holiday of Juneteenth to this article.

## **Article 9      Vacations**

- No change.

## **Article 10     Leaves**

- The district's interest is to correct contract language in 10.5.1 regarding the probationary period for employees to align with California Education Code.
- The district's interest is to clarify contractual language as needed.

## **Article 11     Transfers**

- The district's interest is to identify barriers and discuss options related to this article that will allow the district to attract and hire the best candidates available in the most timely manner possible.
- The district's interest is to clarify contractual language as needed.

## **Article 12     Safety**

- The district's interest is to explore options for fostering more consistent and effective school safety training.
- The district's interest is to review the purpose and function of the District Safety Committee as outlined in 12.4.
- The district's interest is to clarify contractual language as needed.

## **Article 13     Contract**

- No change.

## **Article 14     Definitions**

- No change.

## **Article 15     Layoff**

- The district's interest is to identify barriers and discuss options related to this article that will allow the district to retain the best candidates available in the most timely manner possible.

- The district's interest is to clarify contractual language as needed.

## **Article 16 Retirement**

- The district's interest is to revisit 16.2 and review intent and implementation, opportunities for clarification, and other potential improvements in language.
- The district's interest is to clarify contractual language as needed.

## **Article 17 Evaluation**

- The district's interest is to correct contract language in 17.1 regarding the probationary period for employees to align with California Education Code.
- The district's interest is to clarify contractual language as needed.

## **Article 18 Professional Growth**

- The District's interest is to review implementation of this article and examine current system needs since its implementation in July 2002.
- The district's interest is to clarify contractual language as needed.

## **Article 19 Joint Committee**

- The district's interest is to review all existing contractual joint agreements and examine current system needs since their inception.
- The district's interest is to clarify contractual language as needed.

## **Article 20 Budget Transparency**

- No change.

## **Article 21 The Classified School Employee Summer Assistance Program (CSESAP)**

- The district's interest is to review data collected from the 2022-23 pilot program.

## **APPENDICES A-D**

- The district's interest is to review all appendices for applicability, compatibility with current contract language, potential revisions, or other needed clarifications.

*\*\*In addition to the specific terms in the articles above, the district's interest is to engage CSEA in a review of all Side Letters of Agreement (SLAs) and Memorandums of Understanding (MOUs) reached since January of 2020. The goal of this review is to determine which elements of these agreements should be continued, discontinued, or incorporated into the Collective Bargaining Agreement.*

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-5

**MEETING DATE:** 05/23/2023

**SUBJECT:** Presentation of San Juan Unified School District (District) Proposal/Interests for Contract Negotiations With the San Juan Supervisors Association (SJS) Reopeners for 2023-2024

**DEPARTMENT:** Labor Relations and Government Affairs

**CHECK ONE:**

- |                   |                                     |
|-------------------|-------------------------------------|
| For Discussion:   | <input type="checkbox"/>            |
| For Action:       | <input checked="" type="checkbox"/> |
| Report:           | <input type="checkbox"/>            |
| Workshop:         | <input type="checkbox"/>            |
| Recognition:      | <input type="checkbox"/>            |
| Emergency Action: | <input type="checkbox"/>            |

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt, pursuant to Government Code section 3540 et seq. and district Board Policy (BP) 4243.1, the bargaining interests with the San Juan Supervisors Association (SJS) for 2023-2024.

**RATIONALE/BACKGROUND:**

The board and representatives of SJS have agreed to engage in an interest-based, collaborative approach to negotiations. As part of the model of negotiations, the parties identify their respective interests for public sunshining.

**ATTACHMENT(S):**

A: San Juan Unified School District (District) Initial Bargaining Proposal/Interests for Contract Negotiations with the San Juan Supervisors Association (SJS) Reopeners for 2023-2024.

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 04/24/2023

Board of Education: SJS presented their bargaining interests on 04/25/2023 and 05/09/2023.

Board of Education: District presented its bargaining interest on 05/09/2023 and 05/23/2023.

**FISCAL IMPACT:**

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only  On-going

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Daniel Thigpen, Executive Director, Labor Relations and Government Affairs

*DT*

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools *MBS*

**SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
INITIAL BARGAINING PROPOSAL/INTERESTS  
FOR CONTRACT NEGOTIATIONS  
WITH THE  
SAN JUAN SUPERVISORS ASSOCIATION (SJS)  
REOPENERS FOR 2023-2024**

The San Juan Unified School District (District) intends to negotiate the following Articles of the San Juan Supervisors Association (SJS) contract for the 2023-24 reopeners.

**Article 1      Recognition**

- No change.

**Article 2      Contract Provisions**

- The district's interest is in continuing a multi-year contract term.

**Article 3      Organizational Security and Rights**

- The district's interest is to examine potential impacts of the implementation of a new financial information system.
- The district's interest is to clarify contractual language as needed.

**Article 4      Conditions of Employment**

- The district's interest is to review the purpose, function, and implementation of Article 4.8.
- The district's interest is to review Article 4.10, identify barriers, and discuss options related to this article that will allow the district to attract and hire the best candidates available in the most timely manner possible.
- The district's interest is to clarify contractual language as needed.

**Article 5      Salary**

- If agreed-upon reopener language is triggered, as outlined in the Sept. 20, 2022 agreement between SJS and the district, the district's interests are to attract and retain high quality employees; balance the district's income and our expenditures while maintaining an appropriate level of reserve; and continue developing a shared understanding of total compensation.
- The district's interest is to examine potential impacts of the implementation of a new financial information system.
- The district's interest is to clarify contractual language as needed.

**Article 6      Fringe Benefits**

- The district's interest is to continue dialogue regarding pension plan rates, costs, and their effect on the district's overall budget.
- The district's interest is to examine potential impacts of the implementation of a new financial information system.
- The district's interest is to provide quality benefits and affordable options for all employees while realizing cost containment for both employees and the district.

- The district's interest is to ensure that employees recognize that benefits are part of an employee's overall compensation program.
- The district's interest is to clarify contractual language as needed.

## **Article 7 Leaves**

- The district's interest is to clarify contractual language as needed.

## **Article 8 Vacation**

- The district's interest is to clarify contractual language as needed.

## **Article 9 Holidays**

- The district's interest is to add the new state holiday of Juneteenth to this article.

## **Article 10 Evaluation**

- No change.

## **Article 11 Safety Conditions**

- The district's interest is to explore options for fostering more consistent and effective school safety training.
- The district's interest is to review the purpose and function of the District Safety Committee as outlined in Articles 11.2 and 11.3.
- The district's interest is to clarify contractual language as needed.

## **Article 12 Supervisor Grievance Procedure**

- No change.

## **Article 13 Layoff**

- The district's interest is to identify barriers and discuss options related to this article that will allow the district to retain the best candidates available in the most timely manner possible.
- The district's interest is to clarify contractual language as needed.

## **Article 14 Retirement (New)**

- The district's interest is to renew dialogue on the potential components of a new Article 14 (Retirement).

## **EXHIBITS A-B**

- The district's interest is to review these exhibits for accuracy and any potential updates.

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-6

**MEETING DATE:** 05/23/2023

**SUBJECT:** Presentation of San Juan Unified School District (District) Proposal/Interests for Contract Negotiations With the San Juan Professional Educators Coalition (SJPEC) Reopeners for 2023-2024

**DEPARTMENT:** Labor Relations and Government Affairs

**CHECK ONE:**

- |                   |                                     |
|-------------------|-------------------------------------|
| For Discussion:   | <input type="checkbox"/>            |
| For Action:       | <input checked="" type="checkbox"/> |
| Report:           | <input type="checkbox"/>            |
| Workshop:         | <input type="checkbox"/>            |
| Recognition:      | <input type="checkbox"/>            |
| Emergency Action: | <input type="checkbox"/>            |

**ACTION REQUESTED:**

The superintendent is recommending that the board adopt, pursuant to Government Code section 3540 et seq. and district Board Policy (BP) 4243.1, the bargaining interests with the San Juan Professional Educators Association (SJPEC) for 2023-2024.

**RATIONALE/BACKGROUND:**

The board and representatives of SJPEC have agreed to engage in an interest-based, collaborative approach to negotiations. As part of the model of negotiations, the parties identify their respective interests for public sunshining.

**ATTACHMENT(S):**

A: San Juan Unified School District (District) Initial Bargaining Proposal/Interests for Contract Negotiations with the San Juan Professional Educators Coalition (SJPEC) Reopeners for 2023-2024.

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 04/24/2023

Board of Education: SJPEC presented their bargaining interests on 04/25/2023 and 05/09/2023.

Board of Education: District presented its bargaining interest on 05/09/2023 and 05/23/2023.

**FISCAL IMPACT:**

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

(Unrestricted Base, Supplemental, other restricted, etc.)

Current Year Only  On-going

**LCAP/STRATEGIC PLAN:**

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

**PREPARED BY:** Daniel Thigpen, Executive Director, Labor Relations and Government Affairs *DT*

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools *MBS*

**SAN JUAN UNIFIED SCHOOL DISTRICT (District)  
INITIAL BARGAINING PROPOSAL/INTERESTS  
FOR CONTRACT NEGOTIATIONS  
WITH THE  
SAN JUAN PROFESSIONAL EDUCATORS COALITION (SJPEC)  
REOPENERS FOR 2023-2024**

The San Juan Unified School District (District) intends to negotiate the following Articles of the San Juan Professional Educators Coalition (SJPEC) contract for the 2023-24 reopeners.

**Article 1 General Provisions**

- The district's interest is in continuing a multi-year contract term.

**Article 2 Management Rights**

- No change.

**Article 3 Organization Rights**

- No change.

**Article 4 Grievance Procedure**

- No change.

**Article 5 Evaluation of Job Performance**

- The district's interest is to review the process and supports needed to benefit members' professional growth.
- The district's interest is to clarify contractual language as needed.

**Article 6 Leaves of Absence**

- No change.

**Article 7 Transfers**

- The district's interest is to review data collected during the 2022-23 pilot of the Request for Transfers process (as outlined in the Dec. 2, 2022 Side Letter of Agreement, which made temporary adjustments to Article 7.3).
- The district's interest is to clarify contractual language as needed.

**Article 8 Discrimination and Harassment**

- No change.

**Article 9 Work Year and Hours**

- The district's interest is to jointly review existing minimum staffing ratios as outlined in Article 9.6 and current needs.
- The district's interest is to clarify contractual language as needed.

## **Article 10 Safety**

- The district's interest is to explore options for fostering more consistent and effective school safety training.

## **Article 11 Discipline**

- The district's interest is to clarify contractual language as needed.

## **Article 12 Salary**

- If agreed-upon reopener language is triggered, as outlined in the Sept. 15, 2022 agreement between SJPEC and the district, the district's interests are to attract and retain high quality employees; balance the district's income and our expenditures while maintaining an appropriate level of reserve; and continue developing a shared understanding of total compensation.
- The district's interest is to review data collected from the 2023 Summer School Administrator pilot (as outlined in the March 8, 2023 Side Letter of Agreement).
- The district's interest is to examine potential impacts of the implementation of a new financial information system.
- The district's interest is to clarify contractual language as needed.

## **Article 13 Fringe Benefits**

- The district's interest is to continue dialogue regarding pension plan rates, costs, and their effect on the district's overall budget.
- The district's interest is to examine potential impacts of the implementation of a new financial information system.
- The district's interest is to provide quality benefits and affordable options for all employees while realizing cost containment for both employees and the district.
- The district's interest is to ensure that employees recognize that benefits are part of an employee's overall compensation program.
- The district's interest is to clarify contractual language as needed.

## **APPENDICES A-H**

- The district's interest is to review all appendices for applicability, compatibility with current contract language, potential revisions, or other needed clarifications.

***\*\*In addition to the specific terms in the articles above, the district's interest is to engage SJPEC in a review of all Side Letters of Agreement (SLAs) and Memorandums of Understanding (MOUs) reached since January of 2020. The goal of this review is to determine which elements of these agreements should be continued, discontinued, or incorporated into the Collective Bargaining Agreement.***

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-7

**MEETING DATE:** 05/23/2023

**SUBJECT:** Amended Cabinet Contracts

CHECK ONE:  
For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:   
Emergency Action:

**DEPARTMENT:** Human Resources

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the attached amended contracts for cabinet members.

**RATIONALE/BACKGROUND:**

Per current legislation, cabinet contracts are amended annually when the cabinet member has received a positive evaluation resulting in a year on their contract, and brought to the board for approval.

**ATTACHMENT(S):**

- A: Addendum to Employment Contract, Chief of Staff
- B: Addendum to Employment Contract, Chief Operations Officer
- C: Addendum to Employment Contract, Assistant Superintendent, Educational Services
- D: Addendum to Employment Contract, Assistant Superintendent, Elementary Education and Programs
- E: Addendum to Employment Contract, Assistant Superintendent, Secondary Education and Programs
- F: Addendum to Employment Contract, Senior Director, Technology
- G: Addendum to Employment Contract, Assistant Superintendent, Human Resources
- H: Addendum to Employment Contract, General Counsel
- I: Addendum to Employment Contract, Chief Financial Officer
- J: Addendum to Employment Contract, Executive Director, Labor Relations and Government Affairs

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**PREPARED BY:** Paul Oropallo, Assistant Superintendent, Human Resources *Pao*

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools *MB*

**SAN JUAN UNIFIED SCHOOL DISTRICT**  
**ADDENDUM TO EMPLOYMENT CONTRACT**  
**CHIEF OF STAFF**

The following shall amend the contract of employment, dated July 1, 2021, between the Governing Board of the San Juan Unified School District ("Board" or "District") and Trent Allen ("Allen"), Chief Of Staff.

The District and Allen mutually agree to amend Allen's Employment Contract as follows:

**1. TERM OF CONTRACT**

The term of this Employment Contract shall be extended to June 30, 2025.

**2. SALARY**

Allen shall be paid an annual base salary for the 2022-2023 year and entitled to continuing longevity provisions, based on the 2022-2023 cabinet salary schedule for chief of staff, and shall be paid an annual base salary for the 2023-2024 year and entitled to continuing longevity provisions based, on the 2023-2024 cabinet salary schedule for chief of staff.

**4. DUTIES AND RESPONSIBILITIES**

C. Allen shall continue to render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

**7. EVALUATION**

Allen's evaluation for the 2022-2023 school year is "satisfactory." Based on the satisfactory evaluation, Allen will receive an extension of this Employment Contract through June 30, 2025.

**Except as modified above,** all other terms of the Employment Contract previously agreed to and identified above between Allen and the Governing Board shall remain in effect.

Date: 5/15/23

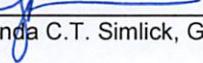
Date: \_\_\_\_\_

  
Trent Allen  
Chief of Staff

Melissa Bassanelli  
Superintendent  
San Juan Unified School District

Approved by the Board of Education  
Date: May 23, 2023

Reviewed and Approved as to Form:

  
Linda C.T. Simlick, General Counsel

**SAN JUAN UNIFIED SCHOOL DISTRICT**  
**ADDENDUM TO EMPLOYMENT CONTRACT**  
**CHIEF OPERATIONS OFFICER**

The following shall amend the contract of employment, dated July 1, 2021, between the Governing Board of the San Juan Unified School District ("Board" or "District") and Frank Camarda ("Camarda"), Chief Operations Officer.

The District and Camarda mutually agree to amend Camarda's Employment Contract as follows:

**1. TERM OF CONTRACT**

The term of this Employment Contract shall be extended to June 30, 2025.

**2. SALARY**

Camarda shall be paid an annual base salary for the 2022-2023 year and entitled to continuing longevity provisions, based on the 2022-2023 cabinet salary schedule for chief operations officer, and shall be paid an annual base salary for the 2023-2024 year and entitled to continuing longevity provisions based on the 2023-2024 cabinet salary schedule for chief operations officer.

**4. DUTIES AND RESPONSIBILITIES**

C. Camarda shall continue to render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

**7. EVALUATION**

Camarda's evaluation for the 2022-2023 school year is "satisfactory." Based on the satisfactory evaluation, Camarda will receive an extension of this Employment Contract through June 30, 2025.

**Except as modified above,** all other terms of the Employment Contract previously agreed to and identified above between Camarda and the Governing Board shall remain in effect.

Date: 05/16/2023

*Frank Camarda*

Frank Camarda  
Chief Operations Officer

Date: \_\_\_\_\_

Melissa Bassanelli  
Superintendent  
San Juan Unified School District

Approved by the Board of Education  
Date: May 23, 2023

Reviewed and Approved as to Form:

*Linda C.T. Simlick*, General Counsel

**SAN JUAN UNIFIED SCHOOL DISTRICT**

**ADDENDUM TO EMPLOYMENT CONTRACT**

**ASSOCIATE SUPERINTENDENT, EDUCATIONAL SERVICES**

The following shall amend the contract of employment, dated December 1, 2022, between the Governing Board of the San Juan Unified School District ("Board" or "District") and Debra Calvin ("Calvin"), Associate Superintendent, Educational Services.

The District and Calvin mutually agree to amend Calvin's Employment Contract as follows:

**1. TERM OF CONTRACT**

The term of this Employment Contract shall be extended to June 30, 2026.

**2. SALARY**

Calvin shall be paid an annual base salary for the 2022-2023 year and entitled to continuing longevity provisions, based on the 2022-2023 cabinet salary schedule for associate superintendent, educational services, and shall be paid an annual base salary for the 2023-2024 year and entitled to continuing longevity provisions based on the 2023-2024 cabinet salary schedule for associate superintendent, educational services.

**4. DUTIES AND RESPONSIBILITIES**

C. Calvin shall continue to render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

**7. EVALUATION**

Calvin's evaluation for the 2022-2023 school year is "satisfactory." Based on the satisfactory evaluation Calvin will receive an extension of this Employment Contract through June 30, 2026.

**Except as modified above,** all other terms of the Employment Contract previously agreed to and identified above between Calvin and the Governing Board shall remain in effect.

Date: 5/15/2023

Date: \_\_\_\_\_

Debra L. Calvin  
Debra Calvin  
Associate Superintendent  
Educational Services

Melissa Bassanelli  
Superintendent  
San Juan Unified School District

Approved by the Board of Education  
Date: May 23, 2023

Reviewed and Approved as to Form:

Linda C.T. Simlick, General Counsel

## SAN JUAN UNIFIED SCHOOL DISTRICT

### ADDENDUM TO EMPLOYMENT CONTRACT

#### **ASSISTANT SUPERINTENDENT, ELEMENTARY EDUCATION AND PROGRAMS**

The following shall amend the contract of employment, dated July 1, 2021, between the Governing Board of the San Juan Unified School District ("Board" or "District") and Amberlee Townsend-Snider ("Townsend-Snider"), Assistant Superintendent, Elementary Education and Programs.

The District and Townsend-Snider mutually agree to amend Townsend-Snider's Employment Contract as follows:

#### **1. TERM OF CONTRACT**

The term of this Employment Contract shall be extended to June 30, 2025.

#### **2. SALARY**

Townsend-Snider shall be paid an annual base salary for the 2022-2023 year and entitled to continuing longevity provisions, based on the 2022-2023 cabinet salary schedule for assistant superintendent, elementary education and programs, and shall be paid an annual base salary for the 2023-2024 year and entitled to continuing longevity provisions based on the 2023-2024 cabinet salary schedule for assistant superintendent, elementary education and programs.

#### **4. DUTIES AND RESPONSIBILITIES**

C. Townsend-Snider shall continue to render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

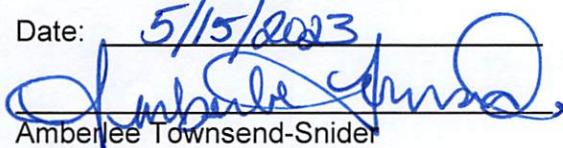
#### **7. EVALUATION**

Townsend-Snider's evaluation for the 2022-2023 school year is "satisfactory." Based on the satisfactory evaluation Townsend-Snider will receive an extension of this Employment Contract through June 30, 2025.

**Except as modified above,** all other terms of the Employment Contract previously agreed to and identified above between Townsend-Snider and the Governing Board shall remain in effect.

Date:

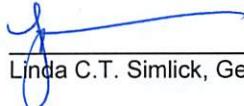
5/5/2023

  
 Amberlee Townsend-Snider  
 Assistant Superintendent  
 Elementary Education and Programs

Approved by the Board of Education  
 Date: May 23, 2023

Reviewed and Approved as to Form:

Date: \_\_\_\_\_

  
 Melissa Bassanelli  
 Superintendent  
 San Juan Unified School District

Linda C.T. Simlick, General Counsel

**SAN JUAN UNIFIED SCHOOL DISTRICT****ADDENDUM TO EMPLOYMENT CONTRACT****ASSISTANT SUPERINTENDENT, SECONDARY EDUCATION AND PROGRAMS**

The following shall amend the contract of employment, dated July 1, 2021, between the Governing Board of the San Juan Unified School District ("Board" or "District") and Kristan Schnepp ("Schnepp"), Assistant Superintendent, Secondary Education and Programs.

The District and Schnepp mutually agree to amend Schnepp's Employment Contract as follows:

**1. TERM OF CONTRACT**

The term of this Employment Contract shall be extended to June 30, 2025.

**2. SALARY**

Schnepp shall be paid an annual base salary for the 2022-2023 year and entitled to continuing longevity provisions, based on the 2022-2023 cabinet salary schedule for assistant superintendent, secondary education and programs, and shall be paid an annual base salary for the 2023-2024 year and entitled to continuing longevity provisions based on the 2023-2024 cabinet salary schedule for assistant superintendent, secondary education and programs.

**4. DUTIES AND RESPONSIBILITIES**

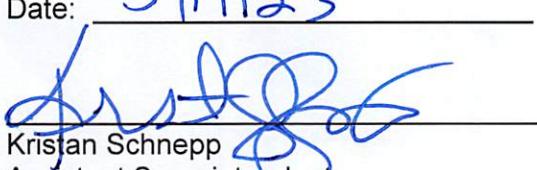
C. Schnepp shall continue to render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

**7. EVALUATION**

Schnepp's evaluation for the 2022-2023 school year is "satisfactory." Based on the satisfactory evaluation Schnepp will receive an extension of this Employment Contract through June 30, 2025.

**Except as modified above,** all other terms of the Employment Contract previously agreed to and identified above between Schnepp and the Governing Board shall remain in effect.

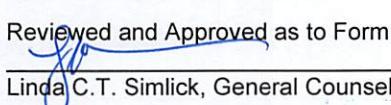
Date: 5/17/23

  
Kristan Schnepp  
Assistant Superintendent  
Secondary Education and Programs

Date: \_\_\_\_\_

  
Melissa Bassanelli  
Superintendent  
San Juan Unified School District

Approved by the Board of Education  
Date: May 23, 2023

Reviewed and Approved as to Form:  


Linda C.T. Simlick, General Counsel

**SAN JUAN UNIFIED SCHOOL DISTRICT**  
**ADDENDUM TO EMPLOYMENT CONTRACT**  
**SENIOR DIRECTOR, TECHNOLOGY**

The following shall amend the contract of employment, dated July 1, 2021, between the Governing Board of the San Juan Unified School District ("Board" or "District") and Peter Skibitzki ("Skibitzki"), Senior Director, Technology.

The District and Skibitzki mutually agree to amend Skibitzki's Employment Contract as follows:

**1. TERM OF CONTRACT**

The term of this Employment Contract shall be extended to June 30, 2025.

**2. SALARY**

Skibitzki shall be paid an annual base salary for the 2022-2023 year and entitled to continuing longevity provisions, based on the 2022-2023 cabinet salary schedule for senior director, technology, and shall be paid an annual base salary for the 2023-2024 year and entitled to continuing longevity provisions based on the 2023-2024 cabinet salary schedule for senior director, technology.

**4. DUTIES AND RESPONSIBILITIES**

C. Skibitzki shall continue to render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

**7. EVALUATION**

Skibitzki's evaluation for the 2022-2023 school year is "satisfactory." Based on the satisfactory evaluation Skibitzki will receive an extension of this Employment Contract through June 30, 2025.

**Except as modified above, all other terms of the Employment Contract previously agreed to and identified above between Skibitzki and the Governing Board shall remain in effect.**

Date:

May 15, 2023

Peter Skibitzki  
Senior Director, Technology

Date:

                                  
Melissa Bassanelli  
Superintendent  
San Juan Unified School District

Approved by the Board of Education  
Date: May 23, 2023

Reviewed and Approved as to Form:

Linda C.T. Simlick, General Counsel

**SAN JUAN UNIFIED SCHOOL DISTRICT**  
**ADDENDUM TO EMPLOYMENT CONTRACT**  
**ASSISTANT SUPERINTENDENT, HUMAN RESOURCES**

The following shall amend the contract of employment, dated July 1, 2015, between the Governing Board of the San Juan Unified School District ("Board" or "District") and Paul Oropallo ("Oropallo"), General Counsel.

The District and Oropallo mutually agree to amend Oropallo's Employment Contract as follows:

**1. TERM OF CONTRACT**

The term of this Employment Contract shall be through June 30, 2023.

**2. SALARY**

Oropallo shall be paid an annual base salary, including longevity, of \$206,176.32, for the 2022-2023 year.

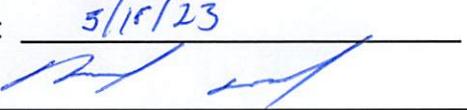
**4. DUTIES AND RESPONSIBILITIES**

C. Oropallo shall continue to render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

**7. EVALUATION**

Oropallo's evaluation for the 2022-2023 school year is "satisfactory."

**Except as modified above,** all other terms of the Employment Contract previously agreed to and identified above between Oropallo and the Governing Board shall remain in effect.

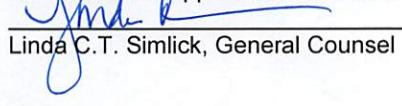
Date: 5/15/23  


Paul Oropallo  
Assistant Superintendent  
Human Resources

Date: \_\_\_\_\_  


Melissa Bassanelli  
Superintendent  
San Juan Unified School District

Approved by the Board of Education  
Date: May 23, 2023

Reviewed and Approved as to Form:  


Linda C.T. Simlick, General Counsel

**SAN JUAN UNIFIED SCHOOL DISTRICT**  
**ADDENDUM TO EMPLOYMENT CONTRACT**  
**GENERAL COUNSEL**

The following shall amend the contract of employment, dated July 1, 2010, between the Governing Board of the San Juan Unified School District ("Board" or "District") and Linda C. T. Simlick ("Simlick"), General Counsel.

The District and Simlick mutually agree to amend Simlick's Employment Contract as follows:

**1. TERM OF CONTRACT**

The term of this Employment Contract shall be extended to September 15, 2023.

**2. SALARY**

Simlick shall be paid an annual base salary, including longevity, of \$208,793.50 for the 2022-2023 year, and shall be paid an annual base salary, including longevity, of \$228,789.34 for the 2023-2024 year.

**4. DUTIES AND RESPONSIBILITIES**

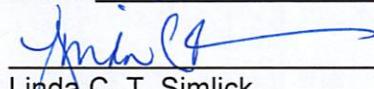
C. Simlick shall continue to render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

**7. EVALUATION**

Simlick's evaluation for the 2022-2023 school year is "satisfactory." Based on the satisfactory evaluation, Simlick will receive an extension of this Employment Contract through September 15, 2023.

**Except as modified above,** all other terms of the Employment Contract previously agreed to and identified above between Simlick and the Governing Board shall remain in effect.

Date: 05/22/2023

  
\_\_\_\_\_  
Linda C. T. Simlick  
General Counsel

Date: \_\_\_\_\_

\_\_\_\_\_  
Melissa Bassanelli  
Superintendent  
San Juan Unified School District

Approved by the Board of Education  
Date: May 23, 2023

**SAN JUAN UNIFIED SCHOOL DISTRICT**

**ADDENDUM TO EMPLOYMENT CONTRACT**

**CHIEF FINANCIAL OFFICER**

The following shall amend the contract of employment, dated July 1, 2021, between the Governing Board of the San Juan Unified School District ("Board" or "District") and Jennifer Stahlheber ("Stahlheber"), Chief Financial Officer.

The District and Stahlheber mutually agree to amend Stahlheber's Employment Contract as follows:

**1. TERM OF CONTRACT**

The term of this Employment Contract shall be extended to June 30, 2025.

**2. SALARY**

Stahlheber shall be paid an annual base salary for the 2022-2023 year and entitled to continuing longevity provisions, based on the 2022-2023 cabinet salary schedule for chief financial officer, and shall be paid an annual base salary for the 2023-2024 year and entitled to continuing longevity provisions based, on the 2023-2024 cabinet salary schedule for chief financial officer.

**4. DUTIES AND RESPONSIBILITIES**

C. Stahlheber shall continue to render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

**7. EVALUATION**

Stahlheber's evaluation for the 2022-2023 school year is "satisfactory." Based on the satisfactory evaluation, Stahlheber will receive an extension of this Employment Contract through June 30, 2025.

**Except as modified above,** all other terms of the Employment Contract previously agreed to and identified above between Stahlheber and the Governing Board shall remain in effect.

Date: 5/15/23

Jennifer Stahlheber  
Chief Financial Officer

Date: \_\_\_\_\_

Melissa Bassanelli  
Superintendent  
San Juan Unified School District

Approved by the Board of Education  
Date: May 23, 2023

Reviewed and Approved as to Form:

Linda C.T. Simlick, General Counsel

## SAN JUAN UNIFIED SCHOOL DISTRICT

### ADDENDUM TO EMPLOYMENT CONTRACT

#### **EXECUTIVE DIRECTOR, LABOR RELATIONS AND GOVERNMENT AFFAIRS**

The following shall amend the contract of employment, dated December 1, 2022, between the Governing Board of the San Juan Unified School District ("Board" or "District") and Daniel Thigpen ("Thigpen"), Executive Director, Labor Relations and Government Affairs.

The District and Thigpen mutually agree to amend Thigpen's Employment Contract as follows:

#### **1. TERM OF CONTRACT**

The term of this Employment Contract shall be extended to June 30, 2026.

#### **2. SALARY**

Thigpen shall be paid an annual base salary for the 2022-2023 year and entitled to continuing longevity provisions, based on the 2022-2023 cabinet salary schedule for executive director, labor relations and government affairs, and shall be paid an annual base salary for the 2023-2024 year and entitled to continuing longevity provisions based on the 2023-2024 cabinet salary schedule for executive director, labor relations and government affairs.

#### **4. DUTIES AND RESPONSIBILITIES**

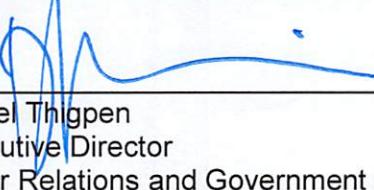
C. Thigpen shall continue to render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

#### **7. EVALUATION**

Thigpen's evaluation for the 2022-2023 school year is "satisfactory." Based on the satisfactory evaluation Thigpen will receive an extension of this Employment Contract through June 30, 2026.

**Except as modified above,** all other terms of the Employment Contract previously agreed to and identified above between Thigpen and the Governing Board shall remain in effect.

Date: 5-15-23



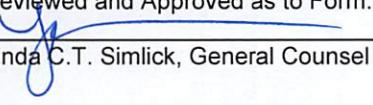
Daniel Thigpen  
Executive Director  
Labor Relations and Government Affairs

Date: \_\_\_\_\_

Melissa Bassanelli  
Superintendent  
San Juan Unified School District

Approved by the Board of Education  
Date: May 23, 2023

Reviewed and Approved as to Form:

  
Linda C.T. Simlick, General Counsel

**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA ITEM:** I-8

**MEETING DATE:** 05/23/2023

**SUBJECT:** General Counsel Contract

CHECK ONE:  
For Discussion:   
For Action:   
Report:   
Workshop:   
Recognition:   
Emergency Action:

**DEPARTMENT:** Human Resources

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the attached employment contract for general counsel.

**RATIONALE/BACKGROUND:**

Per current legislation, the general counsel contract for Fhanysha Clark Gaddis must be brought to the board for approval.

**ATTACHMENT(S):**

A: Employment Contract

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 05/15/2023

**PREPARED BY:** Paul Oropallo, Assistant Superintendent, Human Resources *Pao*

**APPROVED BY:** Melissa Bassanelli, Superintendent of Schools *MB*

**SAN JUAN UNIFIED SCHOOL DISTRICT****EMPLOYMENT CONTRACT****GENERAL COUNSEL**

This Employment Contract is made and entered into, effective July 1, 2023, by and between the San Juan Unified School District, located in Sacramento County, State of California, hereinafter referred to as "District," and Fhanysha Clark Gaddis, hereinafter referred to as "Gaddis."

The District and Gaddis mutually agree as follows:

**1. TERM OF EMPLOYMENT CONTRACT**

The District hereby employs Gaddis as **GENERAL COUNSEL**, subject to the terms and conditions stated herein. Gaddis hereby accepts such employment and agrees to perform the duties of said office during the term of this Employment Contract. The term of this Employment Contract shall be for a period of two (2) years, beginning July 1, 2023, and terminating June 30, 2025, unless terminated earlier pursuant to this Employment Contract. This term may be extended by mutual agreement of the parties, so long as the term does not exceed four (4) years, pursuant to Education Code section 35031. Continuation of this Employment Contract shall be subject to satisfactory job performance and evaluations.

**2. SALARY**

A. Gaddis shall be paid an annual base salary of two hundred fifteen thousand, eight hundred thirty-nine dollars (\$215,839.00) paid in twelve (12) equal monthly installments, through June 30, 2025.

B. As an employee under contract, Gaddis shall not be eligible to receive Continuing Education benefits afforded to other District management personnel.

C. Gaddis shall be entitled to the same longevity provisions as are provided to other District management personnel upon meeting the years of District service requirement, and which shall be calculated using her base salary.

D. Gaddis shall be entitled to receive, and be paid in the same manner, any cost-of-living adjustments ("COLA") that are provided to the District's administrators/management employees (San Juan Administrators Association – "SJAA") during the term of this Employment Contract. Other salary improvements may be considered and determined annually by the Board, based upon recommendations of the Superintendent or designee. Such salary increases shall not be deemed to constitute a new contract or an extension of the term of the existing contract.

**3. FRINGE BENEFITS**

A. Gaddis shall be afforded all health and welfare fringe benefits of employment which are granted to the District's management personnel, including any health and welfare benefit improvements provided to other District management personnel generally, during the term of this contract.

B. Gaddis is required to have a personal automobile to conduct District business. As an employee under contract, Gaddis shall not receive reimbursement for any travel or mileage expenses she incurs for attendance within District boundaries at meetings, luncheons, dinners, ceremonies, and other events as required in the official performance of the duties and responsibilities of her office. Gaddis will be entitled to reimbursement for actual and necessary conference or meeting expenses, as well as reimbursement for all approved travel, mileage, and related expenses that are incurred outside of District boundaries, in accordance with District procedures for District management personnel.

C. Gaddis shall be covered by PERS and the District shall make whatever contributions are required by law.

D. Gaddis shall be covered by the District's workers' compensation insurance and liability insurance.

E. Gaddis shall be provided with a District credit card to make such business-related purchases as are authorized by District procedures.

#### **4. DUTIES AND RESPONSIBILITIES**

A. Gaddis shall serve under the primary supervision of the Superintendent or designee, as the General Counsel. She shall faithfully fulfill the duties and responsibilities of the job description for said position, which may from time-to-time be modified by the Board of Education.

B. All powers and duties which are lawfully delegated to Gaddis are to be performed and executed by her in accordance with direction from the Superintendent or designee, policies and regulations adopted by the Board, California law, and subject to the approval of the Board.

C. Gaddis shall render 245 working days during each twelve (12) months of full and regular service to the District for the period covered by this Employment Contract, exclusive of vacation and holidays.

D. Gaddis shall endeavor to maintain and improve her professional competence by all available means, including subscription to and reading of appropriate periodicals, maintenance of membership in appropriate professional organizations, and attendance at professional meetings at local and state levels. Upon approval of the Superintendent or designee, the expense of said subscriptions, memberships in, and attendance at such professional meetings, is to be at District expense. Gaddis shall request permission from the Superintendent or designee to attend meetings requiring two (2) or more days away from the County of Sacramento and shall periodically report to the Superintendent and board her appraisal of any meetings she attends.

#### **5. OUTSIDE PROFESSIONAL ACTIVITIES**

With prior approval of the Superintendent or designee, Gaddis may undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations. These outside professional activities may be performed for consideration, provided they do not interfere with or conflict with Gaddis' performance of duties under this Employment Contract. It is understood that should such activities cause Gaddis to be away from her duties on normal workdays and she receives outside compensation or honorariums for such activities, such time will be taken as part of her vacation or as unpaid leave.

## **6. VACATION, HOLIDAYS AND LEAVES OF ABSENCE**

A. Gaddis shall be entitled to twenty (20) annual vacation days per year with pay. Gaddis shall obtain approval of the Superintendent or designee prior to taking vacation days. Gaddis shall be entitled to accrue unused vacation year to year, subject to Board Policy and Administrative Regulation, which permit no more than forty (40) days vacation to carry over into the next year. Exceptions to this amount may be made for good cause as determined by the Superintendent or designee. In the event of termination of employment, Gaddis shall be entitled to full compensation for any remaining unused and uncompensated vacation at the salary rate then in effect.

B. Gaddis shall be entitled to any holidays designated by the Board of Education as days on which the District office is closed, and any other holidays granted generally to twelve (12) month District management personnel.

C. Gaddis shall be entitled to the same leaves of absence upon the same terms as other District management personnel.

## **7. EVALUATION**

The Superintendent or designee shall annually evaluate Gaddis' job performance and the effectiveness of her working relationships with the Superintendent or designee, the Governing Board, other staff, and members of the public. Her evaluation shall be based on the position description for General Counsel, and upon an annual set of goals established by Gaddis and agreed upon by the Superintendent or designee, and in accordance with District policies and procedures.

At the conclusion of each year's annual evaluation, the Superintendent or designee shall determine in writing on Gaddis' evaluation form whether her evaluation is "satisfactory" or "unsatisfactory" so that a clear and affirmative decision is made. If the Superintendent or designee determines that Gaddis's evaluation is "satisfactory," the term of this Employment Contract shall be extended one (1) year; if the Superintendent or designee determines Gaddis's evaluation is "unsatisfactory," the term of this Employment Contract will remain the same.

## **8. CHANGES IN OR TERMINATION OF CONTRACT**

A. This Employment Contract may be changed or terminated by mutual consent of the parties hereto in the manner provided for in Education Code sections 35031 and 35032.

B. Additional amendments may be added to the contract by mutual consent of Gaddis and the board at any time during the period of this contract.

C. Gaddis shall, during the term of this contract, notify the Superintendent or designee prior to being interviewed for any other employment.

D. This Employment Contract may be terminated by the board for breach of contract, or for failure by Gaddis to satisfactorily perform any of the duties and responsibilities of her position. Termination for these reasons shall not occur until a written statement identifying the allegations has first been served upon Gaddis and she has had a reasonable opportunity to respond to the Board by way of explanation. In the event the District determines to terminate this contract prior to its expiration date, the parties may negotiate the terms and conditions upon which the contract

shall be terminated. Regardless of the term of this Employment Contract, the maximum cash settlement that may be negotiated shall not exceed the monthly salary of the employee multiplied by the number of months left on the unexpired term of the contract, not to exceed eighteen (18) months, pursuant to Government Code section 53260.

A decision not to renew this contract shall not be governed by this provision.

E. Should Gaddis be unable to serve in her position due to physical and/or mental condition and upon expiration of sick leave entitlements as provided by statute and board policies and this contract, and upon written evaluation by a licensed physician designated by the District indicating this inability of Gaddis to further serve in her position, this contract may be terminated by the board.

F. In the event the parties mutually agree to terminate this contract prior to its expiration date, the parties shall negotiate the terms and conditions upon which the contract shall be terminated. Regardless of the term of this Employment Contract, the maximum cash settlement that may be negotiated shall not exceed the monthly salary of the employee multiplied by the number of months left on the unexpired term of the contract, not to exceed eighteen (18) months, pursuant to Government Code section 53260.

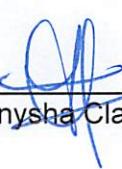
## 9. GENERAL PROVISIONS

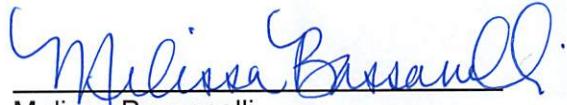
This Employment Contract is subject to all applicable laws of the State of California, rules and regulations of the State Board of Education, and rules, regulations, and policies of the Board, all of which are made a part of the terms and conditions of this Employment Contract as though set forth herein.

This Employment Contract is the full and complete Employment Contract between the parties hereto.

Date: 05/08/2023

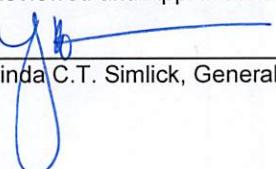
Date: 5/8/23

  
Fhanysha Clark Gaddis

  
Melissa Bassanelli  
Superintendent  
San Juan Unified School District

Ratified by the Board of Education on May \_\_, 2023

Reviewed and Approved as to Form:

  
Linda C.T. Simlick, General Counsel

**SAN JUAN UNIFIED SCHOOL DISTRICT  
TENTATIVE BOARD AGENDA ITEMS  
2022-2023**

**JUNE 13**

- Public Hearing: LCAP – D Tornatore  
Public Hearing: LCAP/Choices Charter School – D Ginter  
Early Literacy Support Block Grant Annual Report – A Townsend-Snider  
Public Hearing: Adoption of the 2023-2024 Budget – D Stahlheber  
Temporary Interfund Borrowing of Cash – A Stahlheber  
\*CIF Superintendent Designation of Representatives 2023-2024 – A Schnepp  
\*ECE Program Self-Evaluation for CDE – A Townsend-Snider  
\*Community Advisory Committee for Special Education Bylaws – A [Discussed 05/23/23] Allen

**JUNE 27**

- California School Dashboard Local Indicators – R Tornatore  
LCAP – A [Public Hearing 06/13/23] Tornatore  
Choices Charter School California School Dashboard Local Indicators – R Ginter  
LCAP Choices Charter School – A [Public Hearing 06/13/23] Ginter  
Adoption of the 2023-2024 Budget – A [Public Hearing 06/13/23] Stahlheber  
\*2022-2023 Actuarial Report (OPEB) – A Oropallo  
\*Charter School 2021-2022 Audit Reports (Aspire, Atkinson, CMP, GIS, GV, OFY) – A Stahlheber  
\*CARES Act Budget Modification (ECE) – A Townsend-Snider  
\*2023-2024 School Plan for Student Achievement (SPSAs) – A Calvin

D=discussion; A=action; \*=consent; R=report; PC=public comment