



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

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

**Board of Education Agenda**  
**August 13, 2024**

**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 virtually via livestream from a computer, mobile device or tablet at <https://www.sanjuan.edu/boardmeeting>. 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.

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**A. OPEN SESSION/CALL TO ORDER/PLEDGE OF ALLEGIANCE – 6:30 p.m.**

**B. APPROVAL OF MINUTES**

1. Minutes – June 25, 2024, regular meeting

Action: The superintendent is recommending that the board approve the minutes for June 25, 2024, regular meeting, pages 2610 – 2613.

2. Minutes – July 30, 2024, special meeting

Action: The superintendent is recommending that the board approve the minutes for July 30, 2024, special meeting, pages 2614 – 2615.

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

1. Staff Reports
2. Board-appointed/District Committees
3. Employee Organizations
4. Other District Organizations

**D. 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.

**E. CONSENT CALENDAR – E-1/E-5 - 7:20 p.m.**

Action: The administration recommends that the consent calendar, E-1 through E-5, 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 Report

The superintendent is recommending that the board approve the personnel report and related items – appointments, leaves of absence, separations, reassignments/change in work calendar and job description/salary range change.

2. Purchasing Report

The superintendent is recommending that the board approve the purchasing report - purchase orders, service agreements and contracts, change orders/amendments, construction and public works bids and contracts, piggyback contracts and zero-dollar contracts.

3. Business Report

The superintendent is recommending that the board approve the business report - notices of completion.

4. Gifts

The superintendent is recommending that the board accept the list of gifts.

5. Surplus Property

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

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

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

**G. BUSINESS ITEMS**

1. **San Juan Teacher Residency Update (Slavensky) - 7:25 p.m.**

Report: The superintendent is recommending that the board review a report regarding the San Juan Teacher Residency program.

2. **San Juan Education Foundation Update (Allen) - 7:45 p.m.**

Report: The superintendent is recommending that the board receive a report of activities and progress from the San Juan Education Foundation.

3. **Intent to Convey Easement at Katherine Johnson Middle School to the Sacramento County Division of Real Estate (Camarda) - 8:05 p.m.**

Action: The superintendent is recommending that the board adopt Resolution No. 4145 declaring the intent to convey a permanent easement at Katherine Johnson Middle School to the Sacramento County Division of Real Estate, and to call a public hearing to be held on August 27, 2024.

4. **Declaration of Need for Fully Qualified Educators (Toto) - 8:10 p.m.**

Action: The superintendent is recommending that the board adopt the Declaration of Need for Fully Qualified Educators for the 2024-2025 school year.

**5. Williams Complaint Report (Gaddis) - 8:15 p.m.**

Report: regarding an update on Williams-type complaints filed with the district during the time period from April 1, 2024, to June 30, 2024.

**H. BOARD REPORTS - 8:20 p.m.**

**I. FUTURE AGENDA - 8:30 p.m.**

1. Tentative future agenda items

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

**J. ADJOURNMENT - 8:35 p.m.**

***NOTE: Times indicated are approximate.***

A person with a disability may contact the Board of Education office at (916) 971-7111, or email 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, at least 24 hours before the scheduled board meeting to allow for the scheduling of appropriate translation staff and other resources.

**Mission Statement**

*We partner with our San Juan Unified community in setting high expectations for academic achievement rooted in equity and unity to create supportive learning experiences in which all students, families and staff can excel and thrive.*



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

**Board of Education Minutes**  
**June 25, 2024**

**Regular Meeting**  
Board of Education  
5:15 p.m.

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

The June 25 regular meeting was called to order by the vice president, Saul Hernandez. The board meeting was held in person and was also livestreamed on the district website.

**Roll Call**

Present:  
Pam Costa, president (*via teleconference*)  
Saul Hernandez, vice president  
Ben Avey, clerk  
Paula Villescaz, member  
Tanya Kravchuk, member  
Manuel Perez, member  
Zima Creason, member

**Announcement of Closed Session Topics/Closed Session Visitor Comments (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 enrollment in one case and student expulsions in two cases (Education Code section 48918[f]); to discuss collective bargaining matters – discussion 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 conference with legal counsel – anticipated litigation: significant exposure to litigation, Government Code section 54956.9(d)(2) and (4).

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

At 6:30 p.m., the meeting was called back to order by the vice president, Saul Hernandez. Mr. Avey led the group in the Pledge of Allegiance.

**Minutes Approved (D)**

It was moved by Ms. Villescaz, seconded by Mr. Perez, that the minutes of the June 11 regular meeting be approved. MOTION CARRIED 6-0-1 [AYES: Costa, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: Hernandez].

**Board-Appointed/District Committees (E-2)**

Jennifer Morgan, chair of the Local Control and Accountability Plan Parent Advisory Committee (LCAP PAC), provided an update on the work of the committee.

**Closed Session/Expulsion Actions (E-5)**

Mr. Avey reported that the board voted unanimously to accept a hearing panel's recommendation of one enrollment in case number OM-40; one suspended expulsion in case number M-39; and one expulsion in case number S-38.

**Visitor Comments (F)**

Caroline Digman spoke about reading.

Marsha Hesch shared information about her experiences with special education.

Patsy McGavock expressed concerns about the proposed dress code revisions.

**Consent Calendar Approved (G-1/G-6, G-9/G-15 and G-17)**

Ms. Kravchuk pulled items G-7 and G-16. Mr. Avey pulled item G-8. It was moved by Ms. Creason, seconded by Ms. Kravchuk, that the consent calendar items G-1 through G-6, items G-9 through G-15, and item G-17 be approved. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**Personnel (G-1)**

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

**Purchasing Report (G-2)**

Purchase orders and service agreements, change orders, construction and public works bids, piggyback contract, bids/RFPs and zero dollar contract – approved as submitted.

**Business/Financial Report (G-3)**

Warrants and payroll and notices of completion – approved as submitted.

**Gifts (G-4)**

Acceptance of gift to El Camino Fundamental High School.

**Surplus Property Report (G-5)**

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

**Name Change for Encina Preparatory High School (G-6)**

Approval to change the name of Encina Preparatory High School to Encina High School. (Discussed: 06/11/2024)

**2023-2024 Actuarial Report OPEB (G-9)**

Approval of the 2023-2024 Actuarial Report OPEB (other post-employment benefits).

**2022-2023 Annual Independent Financial Audit Report for Aspire Alexander Twilight Secondary Academy and Aspire Alexander Twilight College Prep Academy (G-10)**

Acceptance of the 2022-2023 Annual Independent Financial Audit Report for Aspire Alexander Twilight Secondary Academy and Aspire Alexander Twilight College Prep Academy.

**2022-2023 Annual Independent Financial Audit Report for California Montessori Project (G-11)**

Acceptance of the 2022-2023 Annual Independent Financial Audit Report for California Montessori Project.

**2022-2023 Annual Independent Financial Audit Report for Gateway International School (G-12)**

Acceptance of the 2022-2023 Annual Independent Financial Audit Report for Gateway International School.

**2022-2023 Annual Independent Financial Audit Report for Golden Valley Orchard Charter and Golden Valley River Charter (G-13)**

Acceptance of the 2022-2023 Annual Independent Financial Audit Report for Golden Valley Orchard Charter and Golden Valley River Charter.

**2022-2023 Annual Independent Financial Audit Report for Options For Youth (G-14)**

Acceptance of the 2022-2023 Annual Independent Financial Audit Report for Options For Youth.

**2022-2023 Annual Independent Financial Audit Report for Visions In Education (G-15)**

Acceptance of the 2022-2023 Annual Independent Financial Audit Report for Visions In Education.

**Resolution No. 4143: Award of Master Agreements for Construction Management and Program Management Services and Rates (G-17)**

Adoption of Resolution No. 4143, ratifying the award of master agreements for construction management and program management service rates.

**Consent Calendar Continued (H) (G-7, G-8 and G-16)**

The board discussed the items pulled from the consent calendar and took individual action on each item.

**Revisions to Board Policy 5132 Dress and Grooming/Retirement of Board Policy 5132.4 School Uniforms (G-7)**

Approval of revisions to Board Policy 5132 Dress and Grooming and retirement of Board Policy 5132.4 School Uniforms. (Discussed: 06/11/2024)

Ms. Kravchuk requested that the board delay voting on the proposed revisions to Board Policy 5132 Dress and Grooming to allow time for further clarification and consideration of the item. After board discussion, it was moved by Ms. Creason, seconded by Ms. Villescaz, to approve item G-7. MOTION CARRIED 5-2 [AYES: Costa, Hernandez, Avey, Villescaz, Creason; NOES: Kravchuk, Perez; ABSTAIN: None].

**2024-2025 Special Education Local Plan Area (SELPA) (G-8)**

Approval of the 2024-2025 Special Education Local Plan Area (SELPA).

Mr. Avey and Ms. Creason acknowledged the ongoing improvements in special education. It was moved by Ms. Creason, seconded by Mr. Avey, to approve item G-8. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**2024-2025 School Plan for Student Achievement (SPSA) (G-16)**

Approval of the 2024-2025 School Plan for Student Achievement (SPSA) and corresponding budgets for each school site, including those that have been identified for Comprehensive Support and Improvement (CSI).

Ms. Kravchuk requested to postpone voting on the item until a link to the plan is received. It was moved by Ms. Kravchuk, seconded by Mr. Avey, to remove item G-16 from the consent calendar. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**California School Dashboard Local Indicators (I-1)**

Interim Deputy Superintendent of Schools and Student Support Amy Slavensky introduced Director of Continuous Improvement and LCAP Gianfranco Tornatore, Ed.D. and Assistant Director of Assessment, Evaluation and Planning Christopher Smith who gave a detailed presentation on the district's measurement of progress for State Priority Areas 1, 2, 3, 6 and 7 related to the state accountability dashboard. Board members made comments and posed questions, which staff addressed.

**Local Control and Accountability Plan (I-2)**

It was moved by Ms. Kravchuk, seconded by Mr. Perez, to approve the district's 2024-2027 Local Control and Accountability Plan (LCAP). MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**Choices Charter School California School Dashboard Local Indicators (I-3)**

Director of Admissions and Family Services Brian Ginter introduced Director of Choices Charter School Brent Givens who gave a presentation on Choices Charter School's measurement of progress for State Priority Areas 1, 2, 3, 6 and 7 related to the state accountability dashboard. Board members made comments.

**Choices Charter School Local Control and Accountability Plan (I-4)**

It was moved by Ms. Kravchuk, seconded by Ms. Creason, to approve the Choices Charter School 2024-2027 Local Control and Accountability Plan (LCAP). MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

### **Adoption of the 2024-2025 Budget (I-5)**

Chief Financial Officer Joel Ryan presented the item and answered questions from Mr. Avey. It was moved by Ms. Villescaz, seconded by Mr. Avey, to adopt the 2024-2025 budget, including the approval of the Education Protection Account spending plans for the district and Choices Charter School, the excess reserves in the ending fund balance and the district staffing standards, and approve the revisions to the 2023-2024 budget. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

### **Arts, Music and Instructional Materials Discretionary Block Grant Plan (I-6)**

Dr. Slavensky presented the plan for the Arts, Music and Instructional Materials Discretionary Block Grant. Dr. Slavensky provided background information, discussed the allowable uses of the one-time funds, outlined the process used to develop the plan and presented the spending plan. Ms. Creason expressed support for the plan, noting the investments in staff, students and supplies. Ms. Kravchuk asked clarifying questions regarding allocations for library books and school sites, which Dr. Slavensky addressed. It was moved by Ms. Creason, seconded by Ms. Kravchuk, to approve the plan for the Arts, Music and Instructional Materials Discretionary Block Grant funding. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

### **Middle School Boundary Adjustments (I-7)**

Chief Operations Officer Frank Camarda presented the item. Ms. Creason expressed support for the item and made additional comments. It was moved by Ms. Villescaz, seconded by Mr. Perez, to adopt Resolution No.4142, adjusting the attendance boundaries for Arden Middle School, Arcade Middle School, Katherine Johnson Middle School, Starr King K-8 and Winston Churchill Middle School; selecting map no. 3 for the new middle school boundaries within the western region of the district; and approving a notice of exemption regarding the boundary change as provided by the California Environmental Quality Act (CEQA). MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

### **Safe Schools Program (I-8)**

Chief of Staff Trent Allen introduced Director of Safe Schools Michael Jones, who provided an update on the work of the Safe Schools program. Mr. Jones reviewed the program's vision, mission and objectives, and also discussed staffing, training and partnerships. Mr. Jones spoke about school site safety and vulnerability studies, shared districtwide comparison data from the Catapult Emergency Management System and outlined priorities for the upcoming school year. Board members made comments and posed questions, which Mr. Jones addressed. Ms. Villescaz acknowledged the progress made in recent years and sought clarification on certain data points. Ms. Creason praised the district's Safe Schools model, highlighted challenges with Wi-Fi affecting Catapult reporting and advocated for parent and student training to enhance safety discussions at home. Mr. Avey raised concerns about school safety, including issues related to school bathrooms, the impact of COVID-19 on student relationships and problem-solving skills, and student anxiety on secondary campuses. Ms. Kravchuk asked about crosswalks, exit doors and the influence of cell phones and social media on school safety.

### **Board Reports (J)**

There were no board reports.

### **Future Agenda (K)**

No items were added to the future agenda.

### **Adjournment (L)**

At 8:12 p.m., there being no further business, the regular meeting was adjourned in memory of Kathy Wilkinson Houser.

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Pam Costa, Board President

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Melissa Bassanelli, Secretary

Approved: \_\_\_\_\_  
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**San Juan Unified School District**

Board of Education  
3738 Walnut Avenue, Carmichael, California 95608

**Board of Education Minutes**  
**July 30, 2024**

**Special Meeting**

Board of Education  
5:00 p.m.

**Open Session/Call to Order/Pledge of Allegiance (A)**

The July 30 special meeting was called to order by the president, Pam Costa, who led the group in the pledge of allegiance. The board meeting was held in person and was also livestreamed on the district website.

**Roll Call**

Present:

Pam Costa, president

Saul Hernandez, vice president

Ben Avey, clerk

Paula Villescaz, member

Tanya Kravchuk, member (*via teleconference*)

Manuel Perez, member

Zima Creason, member (*via teleconference*)

**Consent Calendar Approved (B-1)**

It was moved by Mr. Avey, seconded by Ms. Villescaz, that the consent calendar item B-1 be approved. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**School Plan for Student Achievement (B-1)**

Approval of the School Plan for Student Achievement (SPSAs) and corresponding budget.

**San Juan Unified Bond Opinion Research Results (D-1)**

Chief Operations Officer Frank Camarda introduced the topic, explaining that FM3 Research conducted a second community opinion survey to assess the level of support for the district to move forward with a potential bond measure in November 2024. Mr. Camarda then introduced Fairbank, Maslin, Maullin, Metz & Associates (FM3 Research) Senior Vice President Lucia Del Puppo, who gave a presentation on the key findings of a districtwide survey that was conducted during July 10-15, 2024. The survey involved 648 telephone and online interviews (in both English and Spanish) of likely November 2024 voters in the San Juan Unified School District. Ms. Del Puppo shared detailed information regarding the survey specifics and methodology used to gather feedback, as well as the ballot language tested, the ranking of voter priorities and the impact of messaging.

**Visitor Comments:**

Rebecca Frederickson expressed support for a school bond and shared her experiences as a teacher at Dyer-Kelly Elementary School.

Ellen Little provided insight into how bond funds have positively impacted students at Dyer-Kelly Elementary School.

Rebecca Culver discussed the impact of campus modernization at Barrett Middle School.

London Mackey shared her experiences teaching in a modernized classroom at Rio Americano High School.

Board members asked questions and made comments, which Ms. Del Puppo and Mr. Camarda addressed. Ms. Villescaz inquired about how poll numbers compare with those of similar school districts, noting that the results are encouraging. Mr. Hernandez commented on the effects that the bond improvements have had on campuses and praised the district's strong accountability through the Bond Oversight Committee. Ms. Costa expressed pride in the work accomplished with the bond funds and spoke about the community's support.

**Resolution No. 4144: Proposition 39 General Obligation Bond Ballot Measure (D-2)**

Chief Operations Officer Frank Camarda presented the item, explaining that the resolution is necessary to place a general obligation bond of \$950 million on the November 5, 2024, ballot. Mr. Camarda also spoke about the district's Facilities Master Plan, the debt repayment process and state matching funds. Board members made comments and posed questions, which Mr. Camarda addressed. Mr. Avey inquired about the potential impact of not having a bond measure, the transparency and public disclosure processes and the legal requirements. Mr. Avey also shared his personal journey in support of the bond measure. Ms. Villescaz asked a clarifying question regarding lead-based projects. Ms. Costa expressed her support for the resolution.

It was moved by Ms. Villescaz, seconded by Mr. Perez, to adopt Resolution No. 4144 ordering an election to authorize the issuance of general obligation bonds, establishing specifications of the election order, and requesting consolidation with other elections occurring on November 5, 2024. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**Tentative Agreement: California School Employees Association, San Juan Chapter No. 127 (D-3)**

It was moved by Mr. Hernandez, seconded by Ms. Villescaz, to approve the tentative agreement between the California School Employees Association (CSEA), San Juan Chapter No. 127, and the San Juan Unified School District. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**Tentative Agreement: Teamsters Union Local No. 150 (D-4)**

It was moved by Mr. Avey, seconded by Mr. Perez, to approve the tentative agreement between the Teamsters Union Local No. 150 and the San Juan Unified School District. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**Tentative Agreement: San Juan Supervisors Association (D-5)**

It was moved by Ms. Villescaz, seconded by Mr. Hernandez, to approve the tentative agreement between the San Juan Supervisors Association and the San Juan Unified School District. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**Salary Schedule Adjustments: San Juan Administrators Association, Confidential and Unrepresented (D-6)**

It was moved by Mr. Perez, seconded by Mr. Avey, to approve the salary schedule adjustments for the San Juan Administrators Association, Confidential Unit and Unrepresented Groups and the San Juan Unified School District. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**Employment Contract Assistant Superintendent, Educational Services (D-7)**

It was moved by Ms. Villescaz, seconded by Mr. Avey, that the employment contract for the Assistant Superintendent of Educational Services Francisco Javier "Harvey" Oaxaca, Jr., Ed.D. be ratified. MOTION CARRIED UNANIMOUSLY [AYES: Costa, Hernandez, Avey, Villescaz, Kravchuk, Perez, Creason; NOES: None; ABSTAIN: None].

**Adjournment (E)**

At 5:56 p.m., there being no further business, the special meeting was adjourned.

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Pam Costa, Board President

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Melissa Bassanelli, Secretary

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

**AGENDA ITEM:**

**E.1**

**MEETING DATE:**

**08/13/2024**

**SUBJECT:** Personnel Report

**DEPARTMENT:** Human Resources

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the personnel report and related items – appointments, leaves of absence, separations, reassignments/change in work calendar and job description/salary range change.

**RATIONALE/BACKGROUND:**

The personnel report provides an accounting of recent appointments, leaves of absence, separations, reassignments or changes in work calendar, errata, job description changes, salary range changes, employment contracts and extensions, recommendations on credential and charter school personnel actions.

**ATTACHMENT(S):**

1. [Personnel Pages](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/05/2024

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Rebecca Toto, Ed.D., Assistant Superintendent, Human Resources

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

**1. APPOINTMENTS****MANAGEMENT**

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Cordova, Carolina	Prob	Board Cert Behavior Analyst	Student Support Services	08/01/24
New Hire	Hoppe, Robin	Prob	ECE Support Specialist	Marvin Marshall	07/01/24
New Hire	Mayhew, Eric	Prob	Behavior Support Specialist	Starr King	08/01/24
New Hire	Ortega Casillas, Pablo	Prob	Behavior Support Specialist	Whitney Avenue	08/01/24
New Hire	Williams, Sterling	Prob	Coordinator, Legal Compliance	Legal Services	08/12/24
New Hire	Young, Samania	Prob	Board Cert Behavior Analyst	Student Support Services	08/01/24

**CERTIFICATED SUPERVISORY**

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Bahner, Kaden	Prob	Principal, High School	Mira Loma High School	07/09/24
New Hire	Ross, Lauren	Prob	School Psychologist	Special Education- Kenneth	08/06/24
New Hire	Sandberg, Amanda	Prob	Prog Spec - Multi-Cult Ed	Student Learning Assistance	07/01/24
Promotion	Salman, Yassar	Prob	Vice Principal	Encina	07/25/24
Rehire	Campisi, Amanda	Prob	School Psychologist	Special Education- Kenneth	08/06/24
Rehire	Chima, Gurminder	Prob	School Psychologist	Special Education- Kenneth	08/06/24
Rehire	Folger, Chans	Prob	ECE Administrator	Marvin Marshall	08/01/24
Rehire	Hall, Kelly	Prob	School Psychologist	Special Education- Kenneth	08/06/24
Rehire	Javier, Maria Isabel	Prob	School Psychologist	Special Education- Kenneth	08/06/24
Rehire	Morgan, Larissa	Prob	School Psychologist	Special Education- Kenneth	08/06/24
Rehire	Roman, Steven	Prob	Vice Principal	Mira Loma	07/31/24

**CERTIFICATED**

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Baker, Kimberlee	Prob	Tch- Grade 7/8	Carnegie	08/13/24
New Hire	Carey, Michael	Prob	Tch- Grade 9/12	Casa Roble	08/13/24
New Hire	Craine, Matthew	Prob	Tch-Trav PE	Teaching and Learning	08/13/24
New Hire	Mayry, Goldie	Prob	Teacher Grade 1	Greer	08/13/24
New Hire	Moyer, Duncan	Prob	Tch-Grade 9/12	San Juan	08/13/24
New Hire	Pribyl, Katelynn	Prob	Tch-Grade 9/12	San Juan	08/13/24
Rehire	Berry, Kaitlyn	Prob	Tch-Grade 7/8	Will Rogers	08/13/24
Rehire	Canfield, Alicia	Prob	Teacher Grade 3	Mariemont	08/13/24
Rehire	Davila, Elisabeth	Prob	Transitional Kindergarten	Del Paso Manor	08/13/24
Rehire	Hamilton, Crystal	Prob	Tch- Resource Spec K/12	Katherine Johnson	08/13/24
Rehire	Prizmich, Heather	Prob	Counselor K/6	Thomas Edison	08/13/24
Rehire	Walker, Barbara	Prob	Teacher Elementary K-8	Dyer-Kelly	08/08/24

**CLASSIFIED**

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Brace, Calista	Prob	Child Development Assist-SA	Woodside ECE	07/29/24
New Hire	Brace, Jewel	Prob	Child Development Assist-SA	Del Dayo ECE	07/10/24
New Hire	Ferland, Aston	Prob	Tch- Moderate/Severe K/12	Arcade	08/13/24
New Hire	Greer, Clarice	Prob	Child Development Assist	Howe ECE	08/19/24
New Hire	Hua, Carolyn	Prob	Intermed Clerk Typist	Teaching and Learning	06/03/24
New Hire	Leverette-James, Starr	Prob	Child Development Assist-SA	Del Dayo	07/16/24
New Hire	Lewis, Brian	Prob	School Community Specialist	Starr King K-8	08/14/24
New Hire	Mamutov, Mustafa	Prob	Sch/Comm Res Asst Ukran	English Lang Learning - DO	06/20/24
New Hire	Martin, Pierre	Prob	Custodian	Howe Avenue	07/19/24
New Hire	McFee, Nathan	Prob	Intermed Clerk Typist	Nutrition Services	07/10/24
New Hire	Pedro, Elizabeth	Prob	Child Development Assist-SA	Schweitzer ECE	07/11/24
New Hire	Pena, Maria	Prob	Nutrition Services Worker I	Greer	08/14/24
New Hire	Perry, Lee	Prob	Bus Driver	Transportation	06/03/24
New Hire	Rafaat Farahmand, Rafiullah	Prob	Sch/Comm Res Asst Farsi	English Lang Learning - DO	06/17/24
New Hire	Seitz, Logan	Prob	Research Analyst	Accountability & Org Eval	07/16/24
New Hire	Stone, Alicia	Prob	Child Development Assist-SA	Del Dayo	06/18/24
New Hire	Veliz, Genaro	Prob	Custodian	Transportation	07/05/24
New Hire	Vocal, Isabella	Prob	Child Development Assist-SA	Legette ECE	07/22/24
Rehire	Boyle, Zachary	Prob	Custodian	M&O - Building Maintenance	06/24/24
Rehire	Chen, Chi-Hsun	Prob	Child Development Assist	Sunrise ECE	08/19/24
Rehire	Cook, Kaitlin	Prob	Custodian	Schweitzer	07/01/24
Rehire	Enriquez Aquino, Laura	Prob	Adm & Fam Services Tech	Early Childhood Education	07/22/24

**1. APPOINTMENTS (continued)****CLASSIFIED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Rehire	Glaspie, Montaia	Prob	Van Driver	Transportation	06/17/24
Rehire	Mosqueda, Melissa	Prob	Child Development Assist-SA	Legette ECE	07/11/24
Rehire	Starman, Lynn	Prob	Expand Learn Prog Assistant	Pupil Personnel Services	08/12/24
Rehire	Urquhart, Melody	Prob	Senior Personnel Clerk	Human Resources	07/25/24
Rehire	Vargas, Gabriel	Prob	Custodian	Encina	07/01/24

**2. LEAVES OF ABSENCE****CERTIFICATED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Alhafez, Lillian	Perm	School Social Worker	LSC Region 1	07/01/24 12/18/24
Paid	Alva, Jessica	Prob	Teacher Grade 2	Arlington Heights	07/01/24 01/17/25
Paid	Armenta-Serrao, Charley	Perm	Teacher Grade 2	Starr King K-8	07/01/24 11/06/24
Paid	Bishop, Magali	Perm	TCH-CDPT	Mariemont	07/01/24 12/04/24
Paid	Butler, Sarah	Prob	Teacher Grade 3	Carriage Drive	07/01/24 11/16/24
Paid	Culpepper, Kristen	Perm	Teacher Grade 5	Dyer-Kelly	07/01/24 11/16/24
Paid	Englehart, Rebecca	Perm	District Res Tchr	English Lang Learn - DO	07/01/24 10/22/24
Paid	Hofmann, Tracy	Perm	Teacher Kindergarten	Twin Lakes	07/01/24 11/13/24
Paid	Hollandsworth, Megan	Perm	Tch-Montessori 4-5 Combo	Cottage	07/01/24 11/13/24
Paid	Jones, Heidi	Perm	Tch-Site Res: Elem Intrnv	Starr King K-8	07/01/24 01/08/25
Paid	Kolomyza, Yekaterina	Perm	School Social Worker	Del Paso Manor	07/01/24 10/30/24
Paid	Laurente, Katherine	Perm	Tch-Elem Specialist-Music	Teaching And Learning	07/01/24 06/30/25
Paid	Ludwig, Heather	Perm	Tch-Mod/Severe K/12	Laurel Ruff	07/01/24 06/30/25
Paid	Medina, Kimberly	Perm	TCH-CDPT	Ealy Childhood Education	07/01/24 03/01/25
Paid	Robbins, Misty	Perm	Teacher Grade 1	Harry Dewey	07/01/24 11/22/24
Paid	Rothschild, Michael	Perm	Tch-Grad 7/8	Louis Pasteur	07/01/24 10/22/24
Paid	Schmeck, Jaclyn	Perm	Teacher Grade 1	Northridge	07/01/24 09/02/24
Paid	Schroeder, Zoe	Prob	Tch-English Language Dev	Student Learning Assistance	07/01/24 01/09/25
Paid	Sharma, Monica	Perm	TCH-PRE-S	Marvin Marshall	07/01/24 11/01/24
Paid	Snyder, Shelley	Perm	Counselor-9/12	Bella Vista	07/01/24 09/05/24
Paid	Stommel, Phillip	Perm	Tch-English Language Dev	Mira Loma	07/01/24 03/31/25
Paid	Wyley, Abigail	Prob	Teacher Grade 5	Del Paso Manor	07/01/24 10/01/24
Unpaid	Aguayo Luviano, Maricela	Perm	Tch-Grad 7/8	Katherine Johnson	07/01/24 06/30/25
Unpaid	Akins, Courtney	Perm	Teacher Grade 5	Sierra Oaks K-8	07/01/24 06/30/25
Unpaid	Alonso, Elvira	Perm	Tch-Grad 7/8	Katherine Johnson	07/01/24 06/30/25
Unpaid	Bailey, Michelle	Perm	Teacher Grade 2	Mariemont	07/01/24 06/30/25
Unpaid	Brickey, Brian	Perm	Tch-Grad 9/12	Rio Americano	07/01/24 06/30/25
Unpaid	Brouillet, Jacquelyn	Perm	Tch-Site Res: Elem Intrnv	Northridge	07/01/24 06/30/25
Unpaid	Flaherty, Megan	Perm	Tch-Grad 7/8	Arcade	07/01/24 06/30/25
Unpaid	Kung, Wendy	Perm	TCH-PRE-S	Early Childhood Education	07/01/24 06/30/25
Unpaid	Meza, Heather	Prob	Tch-Grad 9/12	Del Campo	07/01/24 06/30/25
Unpaid	Oceguera, Natalie	Perm	Teacher Grade 2	Mariemont	07/01/24 06/30/25
Unpaid	Santillanes, Ariana	Perm	Tch-Grad 9/12	El Camino	07/01/24 06/30/25
Unpaid	Stokke Vides, Mary	Perm	Tch-Grad 7/8	Katherine Johnson	07/01/24 01/01/25
Unpaid	Webb, Whitney	Perm	Teacher Grade 4	Human Resources	07/01/24 02/14/25

**CLASSIFIED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Altak, Rahmah	Perm	Instructional Assistant II	El Camino	07/01/24 11/07/24
Paid	Beck, Kristopher	Prob	NutrSvc Wrhs&Procure Tech	NS Central Dist Warehouse	07/01/24 07/30/24
Paid	Cortez, Cecilia	Perm	Custodian	Rio Americano	07/01/24 08/16/24
Paid	Etebarzai, Susan	Perm	Instructional Assistant I	Arlington Heights	07/01/24 09/29/24
Paid	Foster, Lanesia	Perm	Instructional Assistant III	Carriage Drive	07/01/24 06/30/25
Paid	Guevin, Hayley	Perm	Intermed Clerk Typist	Churchill	07/01/24 10/07/24
Paid	Halsell, Denesha	Perm	Personnel Technician	Human Resources	07/01/24 09/30/24
Paid	Hawkins, Benjamin	Perm	Lead Custodian	Mesa Verde	07/01/24 08/11/24
Paid	Holmes, Jackie	Perm	Nutrition Services Worker I	Coyle Avenue	07/01/24 10/08/24
Paid	Loepker, Jordan	Perm	Grounds Maintenance Tech	M&O - Building Maintenance	07/01/24 08/02/24
Paid	Mackey, Denise	Perm	Elem School Secretary	Sierra Oaks K-8	07/01/24 11/11/24
Paid	Naasar, Rafi Khalil	Perm	Sch/Comm Res Asst Pashto	English Lang Learning - DO	07/01/24 08/15/24
Paid	Polley, Jason	Perm	Elementary Head Custodian	Kingswood K-8	07/01/24 08/09/24
Paid	Rangel, Amy	Perm	Clerk	Starr King K-8	07/01/24 11/04/24
Paid	Sallam, Zarghona	Perm	Inst Asst/Bil-Farsi	Starr King K-8	07/01/24 11/07/24
Paid	Sandoval, Jose	Perm	Custodian	Twin Lakes	07/01/24 09/05/24
Paid	Swinney, Kathryn	Perm	College & Career Tech	Del Campo	07/01/24 11/19/24

**2. LEAVES OF ABSENCE (Continued)****CLASSIFIED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Paid	Tavares, Joseph	Perm	Custodian	Rio Americano	07/01/24 09/06/24
Paid	Walker, Jennifer	Prob	School Controller	San Juan	07/01/24 08/31/24
Unpaid	Alameen, Zuhal	Perm	Non-Inst School Aide	Marvin Marshall	07/01/24 08/07/24
Unpaid	Bleile, Kari	Perm	Instructional Assistant III	San Juan	07/01/24 11/11/24
Unpaid	Casares, Christina	Perm	Instructional Assistant I	Northridge	07/01/24 06/30/25
Unpaid	Dezhgahi, Parnian	Prob	Inst Asst/Bil-Farsi	Mira Loma	07/01/24 09/30/24
Unpaid	Garcia, Miroslava	Perm	Child Development Assist	General Davie	07/01/24 06/30/25
Unpaid	Lloret, Cortney	Perm	Inst Asst Alt Learning Center	Meraki	07/01/24 06/30/25
Unpaid	Lopez, Mayra	Prob	Instructional Assistant II	Encina	07/01/24 09/30/24
Unpaid	Maryam, Bibi	Perm	Inst Asst/Bil-Farsi	Cottage	07/01/24 08/28/24
Unpaid	Pagan, Christina	Perm	Nutrition Services Worker II	Nutrition Services	07/01/24 02/28/25
Unpaid	Prichard, Andrew	Perm	Custodian	Lichen K-8	07/01/24 06/30/25
Unpaid	Sarvary, Neelab	Perm	Non-Instr Supp Aide	Garfield ECE	07/01/24 09/13/24
Unpaid	Singh, Alvin	Perm	Groundskeeper/Gardener	M&O - Building Maintenance	07/01/24 08/11/24
Unpaid	Stasyuk, Amelia	Perm	Speech& Lang Path Asst	Special Ed - Kenneth	07/01/24 08/31/24

**3. SEPARATIONS****MANAGEMENT**

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Sampson, Charnay	Perm	Behavior Support Specialist	Katherine Johnson	07/26/24

**CERTIFICATED SUPERVISORY**

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Guinn, Kamari	Prob	Prog Spec-Special Educ	Special Ed - Kenneth	06/28/24

**CERTIFICATED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Bailey, Amber	Perm	Teacher Grade 5	Deterding	06/30/24
Resignation	Davis, Eustina	Perm	Counselor-9/12	San Juan	06/28/24
Resignation	Kitchell, Kylee	Prob	Nurse School	Early Childhood Education	06/28/24
Resignation	Mackey, Nelda	Perm	Counselor-9/12	El Camino	07/31/24
Resignation	Martin, Brandy	Perm	Tch-Resource Spec K/12	El Camino	06/10/24

**Retirement**

Retirement	Carrión, Cynthia	Perm	TCH-CDPT	Early Childhood Education	07/09/24
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**CLASSIFIED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Barnett Katz, DaQuan	Prob	Custodian	Mesa Verde	06/11/24
Resignation	Carew, Dj	Perm	Expanded Learn Prog Asst	Pupil Personnel Services	07/10/24
Resignation	Faulkender, Ryann	Perm	Expanded Learn Prog Asst	Pupil Personnel Services	06/12/24
Resignation	Fletcher, Andrea	Perm	Child Development Assist	Pasadena ECE	07/16/24
Resignation	Flores, Cristal	Perm	College & Career Tech	Encina	06/28/24
Resignation	Ibraheem, Zaid	Prob	Sch/Comm Refugee Spec	English Lang Learning - DO	07/12/24
Resignation	Mcintosh, Josephine	Perm	High School Secretary I	San Juan	06/28/24
Resignation	Morford, Lauren	Perm	Instructional Assistant I	Del Paso Manor	06/26/24
Resignation	Olson, Ann	Perm	Instructional Assistant I	Lichen K-8	07/03/24
Resignation	Ostapuk, Dan	Prob	Intermed Clerk Typist	Pupil Personnel Services	07/03/24
Resignation	Ozeruga, Rita	Perm	Sch/Comm Res Asst Ukrain	English Lang Learning - DO	06/28/24
Resignation	Paikar, Hamayoun	Perm	Inst Asst/Bil-Farsi	Early Childhood Education	07/09/24
Resignation	Pevey, Lauren	Perm	Personnel Technician	Human Resources	06/19/24
Resignation	Piglitsin, Svetlana	Perm	Custodian	M&O - Building Maintenance	06/14/24
Resignation	Schneider, Emily	Perm	Instructional Assistant III	Laurel Ruff	07/18/24
Resignation	Walker, Samuel	Prob	Child Development Assist-SA	Orangevale ECE	07/19/24
Resignation	Webster, Alison	Perm	School Social Worker	Student Support Services	07/01/24
Resignation	Whitemon, Lucas	Prob	Custodian	James Cowan	06/11/24
Resignation	Williams, Christopher	Perm	Custodian	Mariemont	06/28/24
Retirement	Cavanaugh, Amy	Perm	Retirement Specialist	Payroll	06/30/24
Retirement	Goettsch, Elaina	Perm	Clerk	Grand Oaks	06/11/24
Retirement	Horton, Sharyn	Perm	Middle School Secretary	Will Rogers	06/17/24

**3. SEPARATIONS (Continued)****CLASSIFIED**

Type	Name	Status	Assignment	Location	Effective Date (s)
Retirement	Needelman, Phyllis	Perm	School/Community Wrkr	Billy Mitchell	06/28/24
Retirement	Palmiere, Robert	Perm	Lead Custodian	El Camino	07/05/24
Retirement	Rew, Sharon	Perm	Position Control Specialist	Budget Services	07/01/24
Retirement	Riechman, Jon	Perm	Emp Benefits Technician	Employee Benefits	07/05/24
Retirement	Venzke, Darlene	Perm	Elem School Secretary	Ottoman	06/17/24
Retirement	Wheatley, Mark	Perm	Elementary Head Custodian	Palisades	07/02/24
Retirement	Woo, Susan	Perm	Bus Attendant II	Transportation	06/28/24
Retirement	Yates, Marjorie	Perm	Elem School Secretary	Schweitzer	06/17/24
Dismissal	CL# 606	Prob	Instructional Assistant III	Teaching and Learning	05/13/24

**4. REASSIGNMENTS / CHANGE IN WORK CALENDAR****CERTIFICATED SUPERVISORY**

Type	Name	Status	Assignment	Location	Effective Date (s)
Reassignment	Allen, Elizabeth	Perm	Vice Principal	Howe Avenue	07/25/24
Reassignment	Conli, Jana	Perm	Vice Principal	Gold River	07/25/24
Reassignment	Floyd-Smith, Stephanie	Perm	Vice Principal	Starr King K-8	07/25/24
Reassignment	Irwin, Bryan	Perm	Vice Principal	Adult Education	07/25/24
Reassignment	Purinton, Cletus	Perm	Principal	Bella Vista	07/09/24
Reassignment	Strinden, Matthew	Perm	Vice Principal	Churchill	07/25/24
Reassignment	Zepeda, Cristina	Perm	Vice Principal	Mesa Verde	07/25/24

**5. JOB DESCRIPTION / SALARY RANGE CHANGE****CERTIFICATED SUPERVISORY**

Class Title	Unit	New/Update	Old Salary Range	New Salary Range	Effective Date (s)
Principal- TK-8	SJPEC	New	N/A	21	07/01/24

**CLASSIFIED**

Class Title	Unit	New/Update	Old Salary Range	New Salary Range	Effective Date (s)
Attendance Accounting and Data Technician	CSEA	Update	24	32	07/01/24
Personnel Technician	CSEA	Update	29	31	07/01/24



## JOB DESCRIPTION

**Position Code:** 202  
**Bargaining Group:** SJPEC  
**Salary Range:** 21  
**Work Calendar:**  
Page 1 of 4

**POSITION TITLE:** Principal - TK-8

**DEFINITION:** Functions as chief executive and educational leader of the TK-8 school and provides a quality educational environment for students by leading the instructional programs, overseeing classified and certificated supervision and community leadership; responsible for all school programs, personnel, facilities, and other related activities as assigned.

**DIRECTLY RESPONSIBLE TO:** Assistant Superintendent, Elementary Education and Programs

**SUPERVISION OVER:** Certificated and classified staff, part-time and volunteer personnel, and on-site supervision of custodial and nutritional services personnel.

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

1. **School Climate:** The climate of the school is reflected in student, staff, community attitudes and behavior. The school principal is responsible for the establishment of a welcoming, positive, and cooperative school climate. Specific functions include: establishment of the school philosophy, goals and objectives, with input from staff, students and families, revised periodically for relevance to current school/community needs; supervision and support of student government activities; establishment of student discipline; supervision of facilities and grounds to insure safety of students and staff; sensitivity and responsiveness to individual student/family/staff problems; follow-up on staff, family, student concerns; recognition of staff and student accomplishments.
2. **Community Relationships:** The relationship of the school to the community is a critical factor in the development of a sound educational program. The school principal has the prime responsibility for establishing that relationship. Specific functions include: support of, and attendance at community and special services clubs; organization of, and attendance at parent/family clubs and PTA meetings, and back-to-school and open house events; and development and support of community partnerships that support all students.
3. **Communication:** An effective communication system (oral/written) is essential to the success of all students and the overall school program. The school principal is responsible for developing and maintaining an effective communication system. Specific functions include: preparation and distribution of staff and parent bulletins, agendas for faculty meetings, minutes of meetings, and newsletters; organization of parent meetings, staff meetings, feeder school meetings with follow-up action; organization of parent/family initiated and principal initiated conferences for resolution of concerns; positive communication with students on a group or individual basis; effective consultation and coaching with teachers regarding program and/or individual concerns; articulation of programs and concerns with other principals and district administrators; receipt and timely response to incoming mail and telephone messages; effective communications with news media; development and implementation of required plans for district, state and federal compliance.

4. Management of Resources: The school principal is responsible for the management of resources including school revenue and expenditure of funds; use of time and talents; selection, direction, motivation, supervision and evaluation of personnel; and care of facilities and equipment. Specific functions include: development and maintenance of the school budget; supervision and evaluation of site maintenance and grounds including the initiation of work orders; establishment and implementation of emergency procedures; determination of staffing to meet student, school and community needs as well as legal requirements; development of the master schedule; monitoring of classes for teacher coverage, requesting substitutes as appropriate; coordinated efforts with support staff (i.e., counselors, nurses, speech therapists, resource teachers); organization of volunteer programs; monitoring accurate record keeping of student attendance, student files, employee absences and tardiness, employee time cards, purchase orders and invoices, work orders, student transfers, supply order cards, etc.; monitoring of bussing and transportation of students as well as field trips for safety and appropriateness; personnel management including selection, training and evaluation; coordination with feeder schools; management of employer/employee contracts as they relate to personnel; completion of district reports as required; supervision of fundraising activities and funds.
5. Curriculum/Program Development: The principal is responsible for the implementation and monitoring of a broad course of study designed to meet the needs of all students, articulating and coordinating all school programs and special services for students. Specific functions include: development of curriculum goals and objectives aligned with the district's strategic plan and state frameworks, utilizing input from staff and community; monitoring use of school curriculum, including evaluation and support; organization of, and attendance at school site council meetings; providing systems for gathering instructional resources, feedback loops and data; identification of strengths and needs for professional growth.
6. Student Assessment and Achievement: The school principal is responsible for the assessment and achievement of student progress, both academic and behavioral. Specific functions include: periodic meetings with teachers, parents/families, and resource personnel to monitor and assess student progress; attending to student attendance with follow-up and resolution of individual problems; resolution of student discipline cases; participation and support at special education meetings.
7. Interpretation and Application of Appropriate Laws: In order to assure compliance with appropriate laws the school principal must be knowledgeable, keep current, interpret accurately, and apply local, state, and federal legislation as it relates to the school environment. Specific functions include: communication with law enforcement agencies related to students' problems; review interpretation of legal documents including district policies and procedures, county, state, and federal laws, and proposed legislative bills.
8. Quality of Culturally Responsive Instruction: The principal, with district resources and support, is responsible for the quality of instruction for all students in the school program. Specific functions include: supervision and coaching of classroom instruction; implementation of the system of professional growth (teacher evaluation); identification of instructional needs and supports with professional development plans to address needs; conferring with and coaching teachers.

9. Professional Growth: In order to lead and support the total educational environment of the school, the school principal must keep abreast of new legislation, trends, district policies, procedures and practices that affect school programs. Specific functions include: attendance at school board, administration and professional meetings on a periodic basis; participation in district initiated assignments when appropriate; self-assessment of needed areas of growth with attendance at appropriate conferences and workshops for professional growth; review of professional books and periodicals appropriate to division and school programs.

## **QUALIFICATIONS:**

### Education and Experience:

- Must possess a valid California administrative services credential. Previous administration experience and teaching experience are preferred.

### Licenses and Certifications:

- California Department of Motor Vehicles driver's license

### Knowledge, Skills, and Abilities:

- Knowledgeable in learning theories.
- Knowledge of child development and student behavioral needs.
- Knowledge of curriculum development.
- Knowledge of positive behavior supports and motivation theory.
- Knowledge of school finance and budgeting and collective bargaining
- Knowledge of administration of district policies and local, state and federal laws pertaining to schools.
- Knowledge of staffing organization and selection and supervision of personnel.
- Skilled in effective communications including initiating individual and group discussion, listening, clarifying, facilitating interaction among group members.
- Ability to communicate effectively with a wide variety of people with varying educational and socio-cultural backgrounds.
- Ability to conduct research and analyze data.
- Ability to speak in large public settings.
- Ability to communicate clearly in written form to effectively convey ideas, reports, letters, memorandums, and survey questionnaires.
- Ability to lead and understand goal setting techniques including needs assessment and evaluation.
- Ability to conduct oneself in a professional manner and implement a high degree of self-restraint and composure in high stress situations.
- Ability to use good judgment and strategies in dealing with a variety of people, adversaries and advocates under varying situations and conditions.
- Ability to problem solve, collect information, establish facts, evaluate alternative solutions, and draw valid conclusions to make decisions and determine next steps.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor office environment on a school campus
- Moderate noise
- Continuous contact with staff, students, parents, and the community

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

- Inspect and read printed material with fine print.
- Communicate to exchange information both in person and/or the telephone or via digital format.
- Physical mobility to move about the campus and facilities to conduct work, including sitting or remaining stationary for extended periods of time.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups.
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

Other Characteristics:

- Ability to work additional hours and weekends on occasion.
- Ability to travel for work related purposes.

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:** 493  
**Bargaining Group:** CSEA  
**Salary Range:** 24 32  
**Work Calendar:** 260  
Page 1 of 4

**POSITION TITLE:** Attendance Technician Attendance Accounting and Data Technician

**CHARACTERISTICS OF THE CLASS:**

Under general direction, perform complex technical attendance functions for the purpose of accurately reporting average daily attendance (ADA) to the state; perform necessary functions for ensuring accurate attendance accounting procedures; provide assistance to school site personnel for records maintenance necessary for accurate attendance accounting procedures and compliance with California State Education Code and California Department of Education requirements; perform related duties as assigned.

**DEFINITION:** Under general direction, receives and audits incoming attendance accounting data. Provides technical assistance and prepares complex attendance reports and information for use by school site administrators, District personnel and State agencies. **Consolidates and ensures that school site attendance data maximizes reimbursement for the district. Interprets district and state policies and codes that relate to attendance programs.** Provides technical support and assistance to school sites and district staff in the use of the district's student information system; **maintains reviews data stored in various student records systems to support the educational process;** produces a variety of reports and assures accuracy and timely submission of student data; assists in developing training materials for district student information system end-users.

**DIRECTLY RESPONSIBLE TO:** Chief Financial Officer (or Manager, Business Support Services)

**SUPERVISION OVER:** N/A

**EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class.) Receive and verify monthly, periodic and annual pupil attendance data from schools or the student information system for the purpose of compiling a variety of reports pertaining to District wide Average Daily Attendance (ADA), enrollment, monthly attendance, and Class Size Reduction (CSR) for submission to County, State and Federal reporting agencies; audit ADA and attendance reports from individual school data; reconcile District attendance accounting records with County reports; prepare reports for Cabinet, Program Directors and Site Administrators to assist with maintaining staffing requirements as prescribed by laws and program requirements; under direction, work closely and cooperatively with outside auditors in gathering and communicating data for compliance and their review; input the school calendar into the Student Information System; provide technical support and in-service training and assistance to school office personnel regarding attendance and enrollment reporting, approved forms and procedures related to attendance record keeping utilizing manual and/or automated processing systems; prepare correspondence, narrative reports, and statistical listings as required for appropriate staff to assure compliance with state and federal guidelines; process complex materials which require thorough familiarity with policies, procedures, terminology and applicable laws; inform personnel regarding various procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established guidelines; under direction, may implement reports and reporting procedures for new programs

~~and legislation; assist other personnel as may be required for the purpose of completion of work activities.~~

**QUALIFICATIONS:**

~~Education and Experience: Any combination equivalent to graduation from high school and two years of public school attendance accounting experience.~~

~~Knowledge and Abilities:~~

~~Human Resources Department W:\HumRes\Job Descriptions\~~

~~Human Resources Department W:\HumRes\Job Descriptions\~~

~~Knowledge of:~~

~~Principles and procedures of school district attendance accounting procedures, including government procedures;~~

~~Computer based accounting systems and procedures;~~

~~Modern office procedures, methods and equipment; including calculator, copier, computer and printer;~~

~~Laws, rules and regulations applicable to California school district attendance accounting activities;~~

~~Correct English usage, grammar, spelling, punctuation and vocabulary;~~

~~Oral and written communication skills;~~

~~Interpersonal relations skills using tact, patience and courtesy~~

~~Ability to:~~

~~Establish and maintain cooperative and effective working relationships with others;~~

~~Understand and follow oral and written instructions;~~

~~Communicate effectively both orally and in writing;~~

~~Apply pertinent District policies, laws, rules and governmental regulations as needed;~~

~~Prepare accurate and complete summaries and reports;~~

~~Use computer programs that clearly and accurately depict statistical results;~~

~~Perform research and compile information from a variety of sources;~~

~~Ability to work accurately under pressure;~~

~~Maintain accurate records and files;~~

~~Maintain consistent, punctual and regular attendance~~

**WORKING CONDITIONS:**

~~Environment:~~

~~Indoor office environment; frequent interruptions.~~

~~Physical Demands:~~

~~With or without the use of aids: Sufficient vision to see small print; sufficient hearing to hear normal and telephone conversations; sufficient dexterity to write, operate telephone, computer and other business machines; sufficient mobility to reach overhead, above the shoulders, and horizontally to store or retrieve files and records; ability to see to monitor enrollment operations and prepare various reports; sit for extended periods of time.~~

~~Other:~~

~~May travel to school sites and may occasionally work overtime.~~

~~Board Approved: 4/15/09~~

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

1. Coordinates attendance and reporting as well as the integrity of student data districtwide.
2. Interact with district staff and school site administrators and staff to verify accurate attendance accounting.
3. Serves as a technical advisor to provide support, training, and assistance to student information system's clerks and escalates more complex issues to appropriate technology personnel for resolution.
4. Prepare and analyze all elements of SIS track calendars for all attendance tracks to ensure compliance with state requirements.
5. Perform auditing duties related to bell schedules and notify principals of all data discrepancies, omissions, contradictions and/or bell schedules that cause noncompliance with state daily and annual instructional minute requirements.
6. Receives and verifies/resolves incoming attendance data from school sites and outside agencies.
7. Maintains Reviews records and analyzes attendance data monthly for each school site.
8. Provides technical assistance to the Director, principals at school sites, and others concerning school attendance and student data systems.
9. Develops Advises staff on system queries, compiles information, and generates a variety of reports and disseminates reports to applicable district staff.
10. Reviews and verifies the accuracy of completed work including forms, correspondence and various student documents for completeness and compliance with applicable laws, codes, regulations, and procedures.
11. Interprets and applies appropriate state and district rules and regulations related to attendance recording and reporting.
12. Collects, consolidates, reconciles, and conveys attendance information for internal and external reporting. Runs data queries to locate missing data or errors.
13. Assures the accuracy and timely submission of student data reporting to applicable state agencies.
14. Provides training to, and supports, school site and district end-users in the use of district student information system and data entry of various student records.
15. Assists in the development of and maintenance of school-site user manuals and other related training materials and makes recommendations regarding operating procedures and applicable forms.
16. Works with other departments, school sites and district staff to collaborate, problem solve, implement, and analyze student information.
17. Maintains a variety of records and files for assigned areas of responsibility.
18. Attends meetings, conferences, and workshops related to areas of responsibility, as assigned, or required.
19. Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Education and Experience:**

Two years of experience and demonstrated ability to perform job duties related to public school attendance accounting.

### **Licenses and Certifications:**

Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license.

### **Knowledge, Skills, and Abilities:**

- Knowledge of district attendance policies, procedures, terminology, and accounting methods.

## Attendance Accounting and Data Technician

Page 4 of 4

- Knowledge of attendance recording and reporting requirements and formats.
- Knowledge and skill in the use of computers and assorted software programs.
- Knowledge of State and District attendance reporting procedures and regulations.
- Knowledge of interpersonal skills using tact, patience, and courtesy.
- Ability to understand and follow verbal and written instruction.
- Ability to read, interpret, and apply District policies and procedures and State Education Codes.
- Ability to communicate effectively, in technical and non-technical terms, both verbally and in writing with all levels of district staff.
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff.
- Ability to maintain confidentiality of privileged information obtained in the course of work.
- Ability to maintain consistent, punctual, and regular attendance.

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor office environment
- Moderate noise

Typical Physical Characteristics: (with or without the 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.

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: 04/15/2009

Revised JD Board Approved Date: TBD



## JOB DESCRIPTION

**Position Code:** PRSNL TECH

**Bargaining Group:** CSEA

**Salary Range:** 29 31

**Work Calendar:** 1

Page 1 of 3

**POSITION TITLE:** Personnel Technician

**DEFINITION:** Under general direction, performs specialized and technical tasks in interpretation and application of certificated/classified positions; performs related duties as required.

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

**SUPERVISION OVER:** N/A

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

- *Creates and maintains all personnel files, records, and other confidential information in compliance with Human Resources record retention requirements;*
- *Facilitates new hire onboarding including required new hire documentation;*
- *Maintains an understanding of hiring practices necessary to meet school compliance requirements as they relate to teaching credentials and classified staff;*
- *Provides information on recruitment processes, personnel policies, rules, and regulations;*
- *Assists employees with common benefits or related questions. Refers difficult/complex inquiries to an Analyst or the Director;*
- *Analyzes applicant prescreening results and makes initial recommendations based on qualifications and suitability for employment within District requirements and stated qualifications. Refers complex or sensitive outcomes to an analyst or director;*
- Evaluates and verifies college transcripts and experience records; determines appropriate salary schedule placement; prepares certificated management employment contracts, and amendments, *and job offers*;
- Initiates periodic corrections based on completion of additional units, degrees, work year changes, longevity and annual increments; *audits and/or verifications of salary adjustments for employees based on range, step, longevity, and other modifications such as annual adjustments, job reclassification, and shift change differential. Refers date, salary rate, and related information to appropriate department for processing;*
- *prepares Processes and evaluates documents for payment of special assignments and stipends; Audits for correctness, then forwards to appropriate department for processing;*
- Verifies all personnel are properly credentialed and alerts supervisor when problems must be resolved *reports information to appropriate parties*; maintains order of employment and credential records; interprets laws and regulations pertaining to credential requirements;
- Assists certificated personnel in obtaining or renewing credentials *including evaluating transcripts to obtain emergency permits and/or waivers due to emergent hiring needs. Assist with the application and submission process for the 30-Day Emergency permits, and/or TPSL (Teaching Permit for Statutory Leave) applications; notifies certificated personnel of credential expiration dates; assures new employees complete all necessary documents including contracts, loyalty oaths, W-4 forms, data processing source documents, and other information; maintains records on status, probationary periods and tenure of certificated employees;*

- **Participates in on-site and off-site career fairs, hiring events, guest teacher orientations and staffing-related events;**
- **Monitors, processes, and maintains transfer requests and re-employment lists. Provides information to employees and administrations based on the appropriate collective bargaining agreement regarding transfer and layoff processes and rights;**
- Maintains position control listings of all authorized certificated/classified positions;
- **Assists with and reviews personnel requisitions, verifies authorization, vacancy, and position profile;**
- ~~posts to position control records, adding/deleting positions or changing profiles as authorized; calculates school staffing entitlements based on projected enrollments; prepares a May assist in generating reports to verify employees and positions are assigned to the appropriate school site, department, and budget code. May also assist in a variety of reports, audits, or special studies including statistical data for federal and state government or other agencies on employment, ethnic composition, and salaries;~~
- Explains and interprets personnel policies, procedures, collective bargaining contracts, and salary schedules, **education code, and state & federal labor laws;**
- **Composes routine communications regarding employment or other personnel matters. Processes employment verifications by phone, email, or mail, following established privacy rules;**
- **Management and maintenance of the attendance tracking system. Monitors and maintains school site long term/dedicated guest teachers;**
- **Determine eligibility for federal and/or state protected leaves;**
- **Adheres to HIPAA regulations and compliance, including record retention policies and procedures;**
- **Management and Maintenance of CalPERS retirement including entering new hire enrollment, employee updates, leaves, and separation dates;**
- Initiates personnel documents on employee leaves, **retirements, resignations,** and terminations; ~~posts to personnel files and other records; composes routine correspondence and bulletins; operates typewriter, data entry terminal, calculator and standard office machines;~~
- May direct the work of subordinate employees;
- **Other duties as assigned**

## **QUALIFICATIONS:**

### Education and Experience:

Increasingly responsible clerical experience which included public contact and statistical or computational responsibility, preferably in a central personnel office.

### Knowledge, Skills, and Abilities:

- Knowledge of office practices, procedures, telephone techniques;
- Knowledge of English usage, spelling, grammar, punctuation, and composition;
- **Knowledge of office applications such as: all Microsoft Office & Suite, Google software and applications, and digital communication programs;**
- ~~Knowledge of basic statistical concepts;~~
- Ability to learn, interpret and apply personnel policies, laws, regulations, State Education Code, collective bargaining contracts, and credentialing requirements;
- Ability to apply mathematical concepts including the use of fractions;
- Ability to type accurately, operate calculators and other office machines;
- Ability to follow complex verbal and written instructions with a minimum of direction;
- Ability to analyze and interpret data, draw logical conclusions, and prepare clear and concise reports;

- Ability to explain procedures clearly and accurately and communicate verbally in situations requiring tact, diplomacy and discretion;
- Ability to perform research, compiling information from a variety of sources;
- Ability to establish and maintain effective working relationships with administrators, staff, and other agencies.
- ***Ability to reprioritize tasks with little to no advance notice.***

#### **WORKING CONDITIONS:**

##### Work Environment:

Indoor office environment; may drive a vehicle to conduct work; frequent interruptions; significant distractions; continuous contact with staff.

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

~~Communicate to exchange information in person and on the telephone; inspect written materials with fine print; recognize documents and people; remain in a stationary position for extended periods of time; operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard, fax machine, copy machine and scanner; transport files and other objects weighing up to 20 pounds; move about the facilities to conduct work.~~

- ***Ability to utilize office computer and peripheral equipment to accomplish desktop work for extended periods of time;***
- ***Sufficient dexterity to write, use a computer and keyboard, operate telephone, office machines;***
- ***Sufficient hearing to hear and effectively communicate in normal, telephone or via digital communication;***
- ***Sufficient vision to see small print;***
- ***Ability to retrieve work materials from overhead, waist and ground level files.***

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: 4/9/74; 10/27/81

Revised Date: 6/20/2024

Board Approved: TBD

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

**AGENDA ITEM:**

**E.2**

**MEETING DATE:**

**08/13/2024**

**SUBJECT:** Purchasing Report

**DEPARTMENT:** Fiscal Services

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the purchasing report - purchase orders, service agreements and contracts, change orders/amendments, construction and public works bids and contracts, piggyback contracts and zero-dollar contracts.

**RATIONALE/BACKGROUND:**

Business Support Services and Facilities Accounting will combine a list of purchase orders and service agreements, change orders, construction and public works bids, piggyback contracts, zero-dollar contracts, bids and RFPs and other purchases in accordance with Education Code 3300 Expenditures and Purchases, 3311 Bids, 3311.1 Uniform Public Construction Cost Accounting Procedures and 3311.4 Procurement of Technological Equipment.

**ATTACHMENT(S):**

1. [Purchasing Report](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet 08/05/2024

**FISCAL IMPACT:**

N/A

**PREPARED BY:**

Laura Fry, Manager, Business Support Services  
Cherie Chenoweth, Coordinator, Facilities Accounting Compliance  
Joel Ryan, Chief Financial Officer

**APPROVED BY:**

Melissa Bassanelli, Superintendent of Schools

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

Attachment 1

June 12, 2024 - July 30, 2024

<b>PO#</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount \$</b>	<b>Site/ Department</b>
TBD	5/28/2024	California Teaching Fellows	Staffing Services	\$ 3,818,688.00	Bridges After School
TBD	5/28/2024	US Math Recovery	Professional Development	\$ 240,768.50	PLI
TBD	5/28/2024	EAB Global	District Leadership Forum 3 year contract - \$40,855 per year Term: 6/15/2024 - 6/14/2027	\$ 122,565.00	OSLA
TBD	7/22/2024	PAWAR Transportation LLC	Driver Staffing Services	\$ 205,000.00	Transportation
TBD	7/22/2024	United College Action Network Inc (GEMS)	Girls Mentoring Support Program	\$ 410,000.00	Equity & Student Achievement
TBD	7/22/2024	United College Action Network Inc (CAPS)	College Preparation and Leadership Program	\$ 150,000.00	Equity & Student Achievement
TBD	7/22/2024	Project Optimism	Mentorship and Afterschool Program	\$ 642,500.00	Equity & Student Achievement
TBD	7/22/2024	Black Youth Leadership Project	Mentorship and Mindfulness Program	\$ 120,166.96	Equity & Student Achievement
TBD	7/22/2024	Improve Your Tomorrow	College Academy	\$ 976,725.00	Equity & Student Achievement
TBD	7/29/2024	Sacramento Area Youth Speaks - SAYS	Additional services for Residency Program	\$ 186,000.00	Equity & Student Achievement
TBD	7/30/2024	Hanover Research	District Leadership Forum 3 year contract - \$114,000 per year Term: 9/15/2024 - 9/14/2027	\$ 342,000.00	Teaching and Learning
TBD	7/30/2024	Curriculum Associates, LLC	I-Ready Subscription and Professional Learning Services	\$ 981,978.66	LCAP
TBD	7/30/2024	Inquiring Systems Inc /Green Light Go	Curriculum with focus on social and emotional development	\$ 142,000.00	OSLA
TBD	7/30/2024	PowerSchool	Subscription Services - Student Analytics	\$ 169,455.00	AEP
TBD	7/31/2024	Amergis Healthcare Staffing	Nursing Services, Registered and LVN	\$ 1,946,580.00	Special Ed - NPA
PO25-00276	6/24/2024	Aequitas Solutions	Software	\$ 250,287.20	Technology
PO25-00316	6/24/2024	Softchoice	CAMSA - Software	\$ 482,370.57	Technology
PO25-00317	6/24/2024	Jigsaw Learning	Curriculum and Digital License - enCORE K-12 Classroom Package	\$ 1,023,919.34	PLI
TBD	6/25/2024	Language Line	Phone Translation	\$ 254,870.00	Technology
PO25-00263	6/26/2024	Follett	Software	\$ 116,551.64	Technology
PO25-00220	6/26/2024	Apple	24/25 CRP Order	\$ 189,171.56	Technology
PO25-00302	6/26/2024	Cintas	AED Lease/Inspections	\$ 120,000.00	Risk Management
PO25-00378	6/28/2024	CDW	Proofpoint	\$ 217,543.50	Technology
PO25-00318	6/28/2024	CDW	24/25 CRP order	\$ 424,565.43	Technology
PO25-00148	7/2/2024	Schools Excess Liability	Liability Funding AB218#3	\$ 450,741.53	Fiscal Services
BPO25-00711	7/3/2024	AT&T	CalNet Account	\$ 270,000.00	Technology
BPO25-00815	7/3/2024	AT&T Mobility	Hot Spots	\$ 200,000.00	Technology

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

Attachment 1

June 12, 2024 - July 30, 2024

<b>PO#</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount \$</b>	<b>Site/ Department</b>
TBD	7/9/2024	Amplified	ELA/ELD Renewal FY 24/25	\$ 722,091.00	PLI
TBD	7/16/2024	CA Dept of Justice	Fingerprinting	\$ 184,765.00	Human Resources
PO25-00486	7/16/2024	County of Sacramento	School Board Elections	\$ 190,000.00	Board of Education
TBD	7/26/2024	Schools Insurance Authority	SJUSD Cyber Contribution to SIA	\$ 132,273.00	Risk Management
TBD	7/26/2024	Schools Insurance Authority	SJUSD W/C Contribution to SIA	\$ 6,469,000.00	Risk Management
TBD	7/26/2024	Schools Insurance Authority	SJUSD Liability Deductible to SIA	\$ 150,000.00	Risk Management

**Purchasing Contracts Board Report**  
**Change Orders/Amendments**

Attachment 1

June 12, 2024 - July 30, 2024

**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
BPO24-00151	7/29/2024	Sigler Commer	Additional Services	\$ 75,000.00		\$ 39,759.73	\$ 114,759.73	M&O
BPO24-00405	7/29/2024	Del Paso Manor Utilities	Additional Services	\$ 104,526.00		\$ 16,153.85	\$ 120,679.85	M&O
BPO24-00410	7/29/2024	ABE	Additional Services	\$ 795,000.00		\$106,239.60	\$ 901,239.60	M&O
BPO24-00076	7/29/2024	Lincoln Aquatics	Additional Services	\$ 18,200.00		\$104,693.94	\$ 122,893.94	M&O
BPO24-00404	7/29/2024	Citrus Heights Water	Additional Services	\$ 252,829.00		\$1,529.53	\$ 254,358.53	M&O
BPO24-00399	7/29/2024	SMUD	Additional Services	\$ 5,100,000.00		\$506,059.98	\$ 5,606,059.98	M&O
PO24-00414	7/29/2024	AT&T	Additional Services	\$ 140,000.00		\$29,537.46	\$ 169,537.46	M&O
BPO24-00403	7/29/2024	Carmichael Water	Additional Services	\$ 210,000.00		\$71,917.09	\$ 281,917.09	M&O
BPO24-00376	7/29/2024	Fair Oaks Water	Additional Services	\$ 125,835.00		\$20,000.00	\$ 145,835.00	M&O
BPO24-00958	7/29/2024	Allied Waste	Additional Services	\$ 663,765.35		\$208,000.00	\$ 871,765.35	M&O
PO24-00408	7/29/2024	Sac Suburban Water	Additional Services	\$ 577,251.00		\$53,209.44	\$ 630,460.44	M&O
BPO24-00351	7/29/2024	Michael's Transportation	Additional Services	\$ 225,000.00		\$203,010.00	\$ 428,010.00	Transportation

**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
							\$ -	

**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
VR24-01710	7/2/2024	State of California Dept of Toxic Substance Control	Additional work on Arcade New Construction 001-9512-P1 project	\$ 38,637.81	\$ 164,086.00	\$ 143,000.00	\$ 345,723.81	216 - Facilities
VR24-01890	7/3/2024	Aecom Technical Services, Inc	Additional sampling for K. Johnson New Construction 055-9512-P1 Project	\$ 168,650.00	\$ 160,787.00	\$ 47,907.00	\$ 377,344.00	216 - Facilities
VR24-01651	7/3/2024	Aecom Technical Services, Inc	Additional sampling for Arcade New Construction 001-9512-P1 Project	\$ 9,150.00	\$ 310,591.00	\$ 64,096.00	\$ 383,837.00	216 - Facilities
VR24-03105	7/23/2024	ATC Group Service LLC dba Atlas Technical	Additional soil work at Arcade New Construction 001-9512-P1 project	\$ 99,338.00	\$ 83,330.00	\$ 282,315.00	\$ 464,983.00	216 - Facilities
VR24-01947	7/23/2024	State of California Dept of Toxic Substance Control	Additional work on K. Johnson New Construction 055-9512-P1 project	\$ 19,000.00	\$ 205,141.00	\$ 138,546.00	\$ 362,687.00	216 - Facilities
VR24-01859	7/23/2024	Atlas Technical Consultants, LLC	Additional soil vapor intrusion mitigation at K. Johnson New Construction 055-9512-P1 project	\$ 32,700.00	\$ 475,522.45	\$ 276,518.00	\$ 784,740.45	216 - Facilities
VR24-08354	7/25/2024	B&M Builders, Inc	Bard units purchased at Howe HVAC 123-9390-ESSER project	\$ 906,000.00		\$ 90,000.00	\$ 996,000.00	216 - Facilities
VR24-01443	7/29/2024	Campbell Keller	Final furniture order for Legette MOD 127-9495-P1	\$ 1,003,080.63	\$ 128,033.22	\$ 62,241.06	\$ 1,193,354.91	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
							\$ -	

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

Attachment 1

June 12, 2024 - July 30, 2024

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

**Other Contracts**

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount \$	Responsibility
26	7/23/2024	TBD	24-225	RBH Construction, Inc.	Install new shade structure, Arden Outdoor Learning 002-9513-P1 project	\$ 393,742.00	216 - Facilities
1	7/23/2024	TBD	24-228	B&M Builders, Inc	HVAC equipment for install at Gold River HVAC 172-9390-ESSER project	\$ 193,339.92	216 - Facilities
1	7/23/2024	TBD	24-228	B&M Builders, Inc	HVAC equipment for install at Mariposa HVAC 131-9390-ESSER project	\$ 307,310.99	216 - Facilities
26	7/29/2024	TBD	Piggyback	Campbell Keller	Furniture for K. Johnson New Construction 055-9512-P1 project	\$ 2,042,608.51	216 - Facilities

**New Addendum to Master Agreements**

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

**Purchasing Contracts Board Report**  
**Board Pre-Approval**  
**Piggyback Contracts**

Attachment 1

June 12, 2024 - July 30, 2024

Staff has determined that purchasing through contracts issued by various state agencies within the State of California will save administrative time and expense, provide favorable pricing, and will be in the best interests of the district. District staff is requesting the Board of Education's authorization to piggyback on the approved bids in accordance with Public Contract Code Section 20118.

Fund	Date	Piggyback #, Title	Vendor Name	Description	Term
All	06/25/24	RFP# 23/24-01 Nutrition Management System	Ed Tech JPA Piggyback	Point of service software	07/01/24 - 06/30/25

**Purchasing Contracts Board Report  
Board Pre-Approval  
Zero Dollar**

Attachment 1

June 12, 2024 - July 30, 2024

Fund	Date	Site/ Department	Vendor Name	Description
All	7/6/2024	Adult Education - Sunrise Tech	Xin-Nong Li, M.D., Inc.	Student Trainee Educational Program - Medical Assisting
All	7/8/2024	Nutrition Services Department	Golden Valley Charter Schools	SJ Nutrition Services will provide meal services for Golden Valley Charter Schools

Purchasing Contracts Board Report  
Bids/RFPs

Attachment 1

June 12, 2024 - July 30, 2024

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	5/30/2024	23-102	Bimbo Bakeries USA, Inc.	Extension Agreement for RFP 23-102 distribution of bread	\$150,000.00	213
All	5/30/2024	23-103	Daylight Foods, Inc	Extension Agreement for RFP 23-103 distribution of fresh produce	\$1,200,000.00	213
All	5/30/2024	23-103	Pro Pacific Fresh	Extension Agreement for RFP 23-103 distribution of fresh produce	\$50,000.00	213
All	5/30/2024	23-104	The Danielson Co.	Extension Agreement for RFP 23-104 distribution of processed USDA food	\$1,500,000.00	213
All	5/30/2024	23-104	Gold Star Foods	Extension Agreement for RFP 23-104 distribution of processed USDA food	\$6,500,000.00	213
All	5/30/2024	23-104	Sysco Food Services	Extension Agreement for RFP 23-104 distribution of processed USDA food	\$100,000.00	213
All	5/30/2024	23-105	P&R Paper Supply Co.	Extension Agreement for RFP 23-105 distribution of paper products	\$600,000.00	213
All	5/30/2024	23-105	Individual Foodservice	Extension Agreement for RFP 23-105 distribution of paper products	\$650,000.00	213

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

**AGENDA ITEM:**

**E.3**

**MEETING DATE:**

**08/13/2024**

**SUBJECT:** Business Report

**DEPARTMENT:** Fiscal Services

**ACTION REQUESTED:**

The superintendent is recommending that the board approve the business report - notices of completion.

**RATIONALE/BACKGROUND:**

In accordance with Education Code section 3460 Financial Report and Accountability, Fiscal Services will report the warrants and payroll expenditures for the prior month. In accordance with Education Code section 7400 Construction and Modernization of Facilities, Facilities accounting compliance will list any notices of completion for construction projects that have been finalized.

**ATTACHMENT(S):**

1. [Business Report](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/05/2024

**FISCAL IMPACT:**

N/A

**PREPARED BY:**

Kristi Blandford, Director of Fiscal Services  
Cherie Chenoweth, Coordinator, Facilities Accounting Compliance  
Joel Ryan, Chief Financial Officer

**APPROVED BY:**

Melissa Bassanelli, Superintendent of Schools

**Notices of Completion - Board of Education**

<b>CONTRACTOR</b>	<b>PROJECT</b>	<b>DATE OF ACCEPTANCE</b>	<b>DATE RECORDED</b>
CONTI LLC	PO#305127 VR24-01569 Provide all labor, materials, equipment, tools, transportation and incidentals for Audio Visual upgrade in the boardroom at San Juan USD District Office, 3738 Walnut Avenue, Carmichael, CA 95608, located in the San Juan Unified School District. Vendor: CONTI LLC	6/10/2024	6/18/2024

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

**AGENDA ITEM:**

**E.4**

**MEETING DATE:**

**08/13/2024**

**SUBJECT:** Gifts

**DEPARTMENT:** Administration

**ACTION REQUESTED:**

The superintendent is recommending that the board accept the list of gifts.

**RATIONALE/BACKGROUND:**

Acceptance of the following gifts:

**Bella Vista High School:** from Bella Vista ASB Athletics Club – for basketball shooting machine: \$8,464.84.

**Choices Charter School:** from Shawn and Kori Moore – for Build Your Best Self Scholarship Fund: \$400.

**ATTACHMENT(S):**

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/05/2024

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Stephanie Cunningham, Administrative Assistant, Board of Education

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

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

**AGENDA ITEM:**

**E.5**

**MEETING DATE:**

**08/13/2024**

**SUBJECT:** Surplus Property

**DEPARTMENT:** Fiscal 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):**

1. [Surplus Property Report](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/05/2024

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Laura Fry, Manager, Business Support Services  
Joel Ryan, 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
Arcade	HP	LaserJet P2035	Printer	201807775	eWaste
Arcade	HP	Laserjet P3015	Printer		eWaste
Arcade	HP	ML2525	Printer	20182148	eWaste
Arcade	HP	Photosmart C4280	Printer	20180497	eWaste
Arcade	HP	Q5912A	Printer	CNBC5840VG	eWaste
Arcade	Brother	MFC-8910DW	Printer	U63089F4N784099	eWaste
Arcade	Canon	Pixima TS3520	Printer	AGEL00052	eWaste
Arcade	HP	Pro Display P19A	Monitor	CNK51204W2	eWaste
Arcade	Samsung	Chromebook XE303C12-A01US	Laptop	20180941/HY3A91TD504190B	eWaste
Camp Winthers			Snowmobile		eWaste
Carriage Drive			Boxes-Instructional Materials		Recycled
Carriage Drive			Keyboards		Recycled
Carriage Drive			Mice		Recycled
Carriage Drive			Chargers and Cables		Recycled
District Office	Elmo		Projector	20170470	Recycled
District Office	Benq		Projector		Recycled
District Office	Epson		Projector	20185511	Recycled
District Office	NEC		Projector	20185576	Recycled
District Office	NEC		Projector	20185575	Recycled
District Office	Apple	Mac Book Air	Computer	120016056	eWaste
District Office	Apple	Mac Pro	Computer	1000012599	eWaste
District Office	Elmo		Projector		Recycled
District Office			Misc Cords		Recycled
La Vista	HP	6GW86A	Monitor	3CQ4380GPZ	eWaste
La Vista	HP	K7X31A	Monitor	6CM64903GF	eWaste
La Vista	HP	P9621D	Monitor	CNN5180T8S	eWaste
La Vista	HP	C8N26AV	Elite Desk	MXL5141X1Y	eWaste
La Vista	HP	BO1SB-0902-00	Printer	VND3F77133	eWaste
La Vista	UPS	BB0420026857	Power Supply	BK350	Recycled
La Vista	HP	K7X31A	Monitor	6CM64G039D	eWaste
La Vista	APC	BB0043020434	Power Supply	BF350	Recycled
La Vista	HP	P8621D	Monitor	CNN5180TGK	eWaste
La Vista	HP	Y3F34AV	ProDesk	MXL732184K	eWaste
La Vista	HP	GF904A	Monitor	CNC815RCSF	eWaste
La Vista	HP	6DX60AV	ProDesk	MXL00920RP	eWaste
La Vista	HP	6DX60AV	ProDesk	MXL00920R2	eWaste
La Vista	HP	AV245AV	Computer	MXL12304RD	eWaste
La Vista	HP	C9E4GA	Monitor	3C94300RLT	eWaste
La Vista	HP	1FH45AA/1FH45US/1FH45A8	Monitor	CNC92341V6	eWaste
La Vista	HP	Y3F34AV	ProDesk	MXL7321S46	eWaste
La Vista	HP	BO18B-0801-00	Printer	CNB9K69769	eWaste
La Vista	HP	CF399A	Printer	P4GFB52373	eWaste
La Vista		143R4826	DVD Player	HR-XVC11BS	Recycled
La Vista	HP	SHNGC-1100-00	Printer	PHGFF51044	eWaste
La Vista	HP	BO1SB080100	Printer	VNB3B31922	eWaste
La Vista	HP	CE528A	Printer	VNBCB3L2FT	eWaste
La Vista	HP	EM889A	Monitor	3CQ052B6ZC	eWaste
La Vista	HP	M1N96A	Monitor	CNK7190FG6T	eWaste
La Vista	HP	MIN96A	Monitor	CNK7190DL8T	eWaste

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La Vista	HP	C8N26AV	EliteDesk	MXL5161DJX	eWaste
La Vista	HP	C8N26AV	EliteDesk	MXL5141X20	eWaste
La Vista	HP	C8N26AV	EliteDesk	MXL1141X1V	eWaste
La Vista	HP	Y3F34AV	ProDesk	XXL7321545	eWaste
La Vista	HP	SHNGC-1100-00	Printer	PMGFC52978	eWaste
La Vista	HP	Y3F34AY	ProDesk	MXL321S4Q	eWaste
La Vista	HP	C8N26AV	EliteDesk	MXL516DJZ	eWaste
La Vista	GE		Microwave		Recycled
La Vista	OSTER		Microwave		Recycled
La Vista			Misc Keyboards & Mice		Recycled
La Vista	iPad	A1893	Tablet	CG8X85RKJF8	eWaste
La Vista	iPad	A1833	Tablet	CG7X8F3KJF8J	eWaste
La Vista	iPad	A1395	Tablet	DYTKNJ9LDFHW	eWaste
La Vista	iPad	A2270	Tablet	H98FJ42VQ16C	eWaste
La Vista	iPad	A1822	Tablet	DMPTXH7KHLF9	eWaste
La Vista	iPad	A1395	Tablet	DYTKNHNMDFH	eWaste
La Vista	iPad	A1822	Tablet	BMPTXH7KHLF9	eWaste
La Vista	iPad	A1893	Tablet	CG8X84HSLF8J	eWaste
La Vista	iPad	A1893	Tablet	GG7X8VDXJF8J	eWaste
La Vista	iPad	A1893	Tablet	GG7X8G5YJJF8J	eWaste
La Vista	iPad	A1395	Tablet	DMPJWEKGDFHW	eWaste
La Vista	iPad	A1395	Tablet	DYTKNKJQDFHW	eWaste
La Vista	iPad	A1395	Tablet	F64KCUADDHW	eWaste
La Vista	Notebook	9560NGW	Laptop	5CDO145DRN	eWaste
La Vista	HP	Chromebook 9560WGW	Laptop	5CD9265WQS	eWaste
La Vista	HP	Chromebook 9560WGW	Laptop	1165EE5CD7176BM2	eWaste
La Vista	Lenovo	TP00116D	Laptop	SL11B03769	eWaste
Orange Grove	HCI	Audiometrics	Audiometer	28141	Recycled
Orange Grove	Samsung		Flip Phone		Recycled
Orange Grove	HP		Chromebook	20197327	eWaste
Orange Grove	HP	LaserJet 500 M551	Printer	20175436/CNBBCD6R057	eWaste
Orange Grove	HP	Envy 5530	Printer	CN46N260SC	eWaste
Orange Grove	HCI	Audiometrics	Audiometer	108754-01	Recycled
Pasadena	Samsung	XE303C12	Computer	10002672/HY3A91DD409719T	eWaste
Pasadena	Acer		Laptop	10008893	eWaste
Pasadena	HP		Printer	20186632	eWaste
Pasadena			Projector	20188687	Recycled
Pasadena			Various Cables		Recycled
Rio Americano	3M	1800AJC	Projector	18134050	Recycled
Rio Americano	Sanyo	PLC-XP10	Speaker System	CGP109000558	Recycled
Rio Americano	Aver	POC7B	Aver Viewer	525113030P	Recycled
San Juan HS	Acer	Chromebook	Laptop	10004364	eWaste
San Juan HS	Acer	Chromebook	Laptop	10009860	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004377	eWaste
San Juan HS	Acer	Chromebook	Laptop	10006670	eWaste
San Juan HS	Acer	Chromebook	Laptop	10018231	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004799	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004798	eWaste
San Juan HS	Acer	Chromebook	Laptop	10009874	eWaste

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Location/Site	Make	Model	Description	Fixed Asset / Serial #	Disposition
San Juan HS	Acer	Chromebook	Laptop	10004343	eWaste
San Juan HS	Acer	Chromebook	Laptop	10016410	eWaste
San Juan HS	Acer	Chromebook	Laptop	10006662	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004797	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004338	eWaste
San Juan HS	Acer	Chromebook	Laptop	10009861	eWaste
San Juan HS	Acer	Chromebook	Laptop	10006669	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004394	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004357	eWaste
San Juan HS	Acer	Chromebook	Laptop	10015554	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004363	eWaste
San Juan HS	Acer	Chromebook	Laptop	10014825	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004375	eWaste
San Juan HS	Acer	Chromebook	Laptop	10014828	eWaste
San Juan HS	Acer	Chromebook	Laptop	10019308	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004841	eWaste
San Juan HS	Acer	Chromebook	Laptop	10015494	eWaste
San Juan HS	Acer	Chromebook	Laptop	10004354	eWaste
San Juan HS	Anthro	A288-11	Cart		eWaste
San Juan HS	AnyWgere		Cart		eWaste
San Juan HS	Bretford	018-0300	Cart		eWaste
San Juan HS	Bretford	TL474AA L	Cart		eWaste
San Juan HS	Bretford	L16E	Cart		eWaste
San Juan HS			Cart	20180266	eWaste
San Juan HS			Cart	20179025	eWaste
Woodside	HP		Hard Drive	20203038	eWaste
Woodside	HP		Monitor	6CM702121T	eWaste
Woodside	HP		Keyboard	803181-001	Recycled

**SUBJECT:** San Juan Teacher Residency Update (Slavensky) - 7:25 p.m.

**DEPARTMENT:** Teaching and Learning

**ACTION REQUESTED:**

Report: The superintendent is recommending that the board review a report regarding the San Juan Teacher Residency program.

**RATIONALE/BACKGROUND:**

The San Juan Teacher Residency at Alder Graduate School of Education is beginning its third year of implementation. The program was originally approved as a strategy for supporting recruiting and retention efforts, specifically emphasizing our goal to staff hard-to-fill teaching positions with employees who represent the communities we serve. The purpose of this report is to share background information about the residency, a progress report about the residency's key actions and accomplishments and a summary of next steps. Key points in this presentation include the following:

- Our teacher residents have the opportunity to earn a teaching credential and Master's degree in one year
- The residency has three key goals: staffing hard-to-fill positions, building career pathways, and diversifying the workforce
- The residency's success is a result of significant collaboration between Alder Graduate School of Education, our schools, multiple departments, and our labor partners
- Early data indicates that the residency is having the intended impact on our system
- Next steps of our work include continuing to track data and exploring options for sustainability

**ATTACHMENT(S):**

1. [San Juan Teacher Residency Board Update](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/05/2024

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Nicole Kukral, Director, Professional Learning and Curriculum Innovation

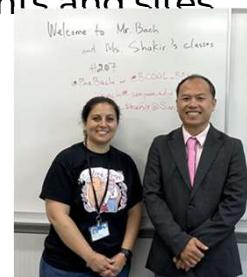
**APPROVED BY:** Amy L. Slavensky, Ph.D., Interim Deputy Superintendent, Schools & Student Support  
Melissa Bassanelli, Superintendent of Schools

# SAN JUAN TEACHER RESIDENCY UPDATE

Board of Education  
August 13, 2024

## San Juan Teacher Residency Features

- ❖ Residents earn their teaching credential and Master's degree in one year.
- ❖ Residents are co-teachers with their mentors.
- ❖ The residency is a whole-system effort with collaboration from multiple departments and sites



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# San Juan Teacher Residency Focus Areas



## STAFFING HARD TO FILL POSITIONS

Single-subject science and math, world languages; special education; transitional kindergarten

## BUILDING CAREER PATHWAYS

The majority of our residents are in-district employees

## DIVERSIFYING THE WORKFORCE

Hiring teachers that reflect the communities we serve

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# Implementation Timeline

## 2021-2022

Planning year, partnership development, and initial recruiting for our first cohort



## 2022-2023

First cohort of residents, building relationships, and developing systems



## 2023-2024

Second cohort of residents, thinking about sustainability, connecting with the larger residency community



## 2024-2025

Third cohort of residents, continuing to collect data, exploring options for sustainability

4

43 2



# Our Partnership with Alder Graduate School of Education (GSE)



Recruitment and enrollment support in partnership with human resources and the residency facilitator

Program completion support, including test preparation, transcript auditing, coursework enrollment in lieu of testing

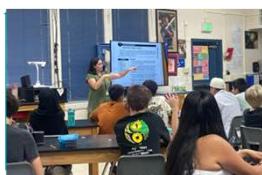
Support through dedicated staff that coach and collaborate with the San Juan Unified residency team

Partnership support through data collection and analysis and an annual impact review with residency staff and district leaders



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## A Whole-System Approach



Sites play an integral role by hosting our residents for their clinical practice. Our classroom teachers and principals provide daily support.

The human resources department is a critical partner, providing support for recruiting and hiring.

Members of our professional learning team, the Center for Teacher Support, System of Professional Growth, and special education teach coursework and provide supervision.

The San Juan Teachers Association and California School Employees Association have been integral to ensuring support for both our residents and mentors.



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## Supporting our Residents and Mentors

- ❖ Financial support and continued health benefits
- ❖ Technology access for residents
- ❖ Professional learning and coaching support
- ❖ Testing support for residents



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## Funding the Residency

### GRANT FUNDING

Two grants from the Commission on Teacher Credentialing provide the majority of our funding

### LOCAL CONTROL SUPPLEMENTAL FUNDING

Additional expenses are supported through LCFF supplemental dollars

### ALDER GSE

Alder provides tuition sharing each year to support the residency

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## Residency Data: Racial Demographics

	San Juan Unified Students	San Juan Unified Teachers	Cumulative Resident Hires (as of Fall 2023)	Cumulative Resident Enrollment* (as of Fall 2024)
<b>White</b>	48%	86.5%	50%	50%
<b>Hispanic or Latino</b>	26.3%	7.7%	16.7%	27.3%
<b>Asian</b>	10.9%	4%	-	4.5%
<b>Two or More Races</b>	7.8%	-	8.3%	-
<b>Black or African-American</b>	7%	1.8%	16.7%	9.1%

\*includes residents who graduated in Spring 2024 and were hired for the coming Fall

## Residency Data: Growing Our Own

Category	Number of Residents	Percentage of Residents
<b>Number of residents who are San Juan Unified alumni</b>	9	26%
<b>Number of residents who were employed in San Juan Unified before entering the residency</b>	22	63%

Data above includes cohorts 1 and 2.



## Residency Data: Credential Types

	Cohort 1 (2022-2023)	Cohort 2 (2023-2024)	Cohort 3 (2024-2025)
Math	4	3	4
Science	1	2	2
World Languages	0	1	2
Education Specialist (Mild-Moderate)	1	6	6
Multiple Subject	7	6	13

## Residency Data: Graduation and Hiring

	Cohort 1 (2022-2023)	Cohort 2 (2023-2024)
Number of Residents	14	23
Number of Graduates	13	19
Number Hired by Fall 2024	14*	18**

\*One of our residents from cohort 1 graduated with cohort 2 and was hired in San Juan Unified.

\*\*One of our residents from cohort 2 has not yet sought employment.

# San Juan Unified School Sites for 2024-2025

Elementary	Middle Schools	High Schools
Coyle (3)	Arden	Bella Vista
Deterding	Carnegie	Del Campo (3)
Del Paso Manor (2)	Will Rogers	Mira Loma (2)
Dyer-Kelly (3)		
Gold River Discovery Center (2)		
Howe Ave		
LeGette		
Pershing (2)		
Schweitzer		

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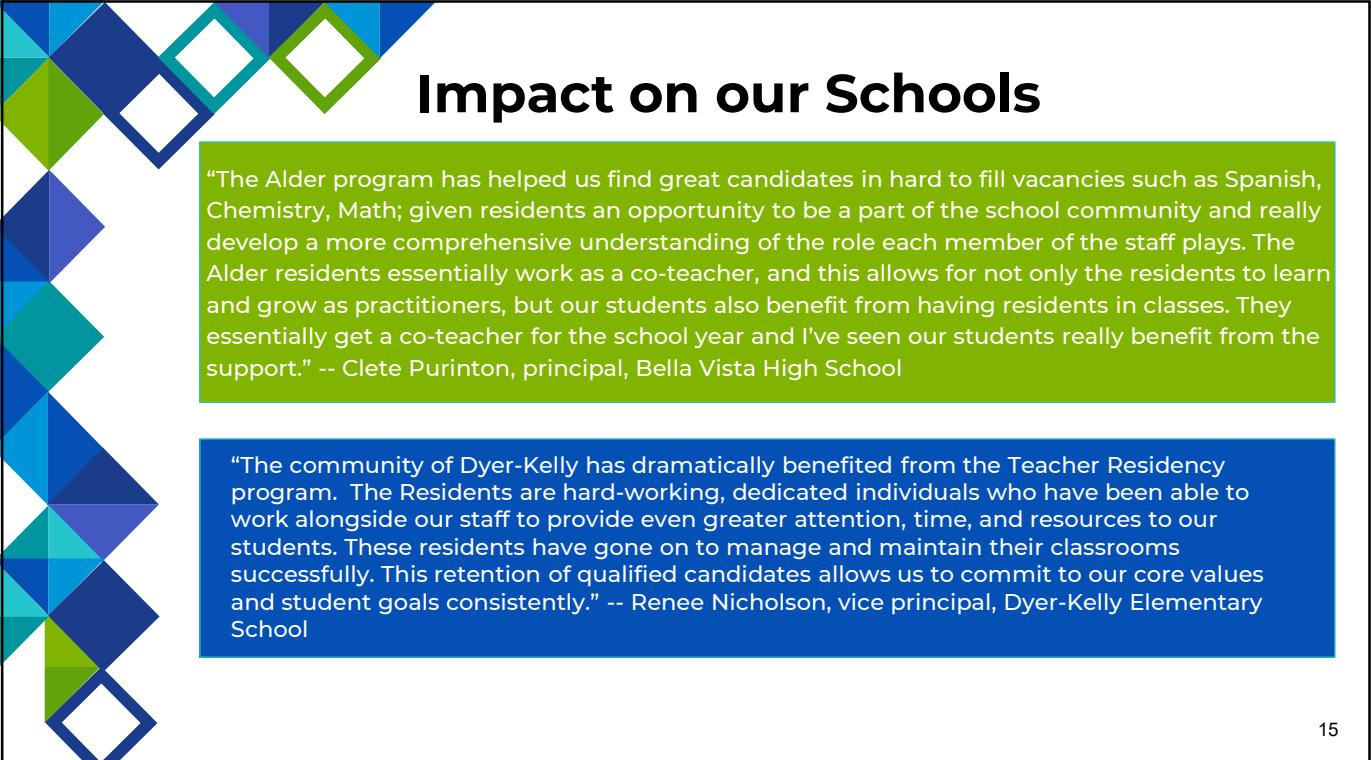
## Impact on Our Mentors

"[Being a mentor] has encouraged me to continue to learn! It assists me in being more attentive to my purpose as a teacher. In addition to this, it is exciting to see how the students have benefitted from having a resident and mentor teacher!" -- Leslie Wilson, Kindergarten, Del Paso Manor

"[Highlights for me as a mentor have been] personal growth as a leader and a coach, empowering a female educator of color, increasing the diversity in my department, and Latinx students seeing themselves represented in the teaching staff." -- Natasha Correia, Spanish, Mira Loma High School

"I think this is a great program for everyone involved. The residents get a great learning experience with being in the classroom all year, the mentor learns so much about themselves and their teaching practices, the students benefit from 2 teachers, and the school gains a valuable staff member." -- Babette Poetter, Kindergarten, Howe Avenue Elementary

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## Impact on our Schools

"The Alder program has helped us find great candidates in hard to fill vacancies such as Spanish, Chemistry, Math; given residents an opportunity to be a part of the school community and really develop a more comprehensive understanding of the role each member of the staff plays. The Alder residents essentially work as a co-teacher, and this allows for not only the residents to learn and grow as practitioners, but our students also benefit from having residents in classes. They essentially get a co-teacher for the school year and I've seen our students really benefit from the support." -- Clete Purinton, principal, Bella Vista High School

"The community of Dyer-Kelly has dramatically benefited from the Teacher Residency program. The Residents are hard-working, dedicated individuals who have been able to work alongside our staff to provide even greater attention, time, and resources to our students. These residents have gone on to manage and maintain their classrooms successfully. This retention of qualified candidates allows us to commit to our core values and student goals consistently." -- Renee Nicholson, vice principal, Dyer-Kelly Elementary School

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## Voice from the Field

Mediha Shakir, class of 2024, Arcade Middle School

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## Significant Accomplishments

- ❖ All of our residency graduates who have sought employment have been hired in San Juan Unified.
- ❖ All of our residents who completed their first year teaching in 2023-2024 will continue into their second year.
- ❖ The residency has built robust career pathways for our classified staff who want to become teachers.

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## Next Steps

- ❖ Continue to work with Alder GSE to help remove barriers for residents, especially around testing.
- ❖ Continue to create clusters of resident/mentor pairings at sites.
- ❖ Continue to track demographic, hiring, and retention data.
- ❖ Explore pathways to sustainability.



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# Questions

19

**SUBJECT:** San Juan Education Foundation Update (Allen) - 7:45 p.m.

**DEPARTMENT:** Community Relations

**ACTION REQUESTED:**

Report: The superintendent is recommending that the board receive a report of activities and progress from the San Juan Education Foundation.

**RATIONALE/BACKGROUND:**

The San Juan Education Foundation is an independent non-profit organization that provides grants and support directly to San Juan Unified teachers and schools. Grants are provided directly to teachers at three different funding levels and the foundation has grown in scholarship funds given to graduation seniors. A 15-member board leads efforts to raise funds and resources with day-to-day operations handled by an executive director who is employed jointly with the district through a memorandum of understanding.

2023-24 was an exceptional year for the foundation with events breaking records for attendance and fundraising, the largest donation received in the organization's history and the number of student scholarships growing. This year a total of 46 scholarships were awarded to San Juan Unified students and 68 grants provided support to teacher efforts inside classrooms.

As the foundation moves forward, a new strategic plan has been adopted focused on increasing fundraising efforts, increasing the organization's supporters, growing awareness of their efforts and achieving sustainability.

**ATTACHMENT(S):**

1. Presentation

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/05/2024

**FISCAL IMPACT:**

For 2023/24:

\$157,074 provided in grants

\$47,000 provided in student scholarships

**PREPARED BY:**

Colleen Cadwallader, SJEF Executive Director and Coordinator, Advancement & Development

**APPROVED BY:**

Trent Allen, APR, Chief of Staff

Melissa Bassanelli, Superintendent of Schools



# 2023-24 **IMPACT**

Harnessing the combined power of philanthropy and partnership to propel student achievement and enrich the lives of educators.



## A BANNER YEAR



### An Evening with the Stars

- Highest grossing ever
- \$99,350

### Fair Oaks Chicken Run

- Best attended ever
- 1,442 runners

### Donations

- Largest one-time donation ever
- \$135,000

### Scholarship Portfolio

- 13 funds (15 for 2025)
- Compared to 5 in July 2021

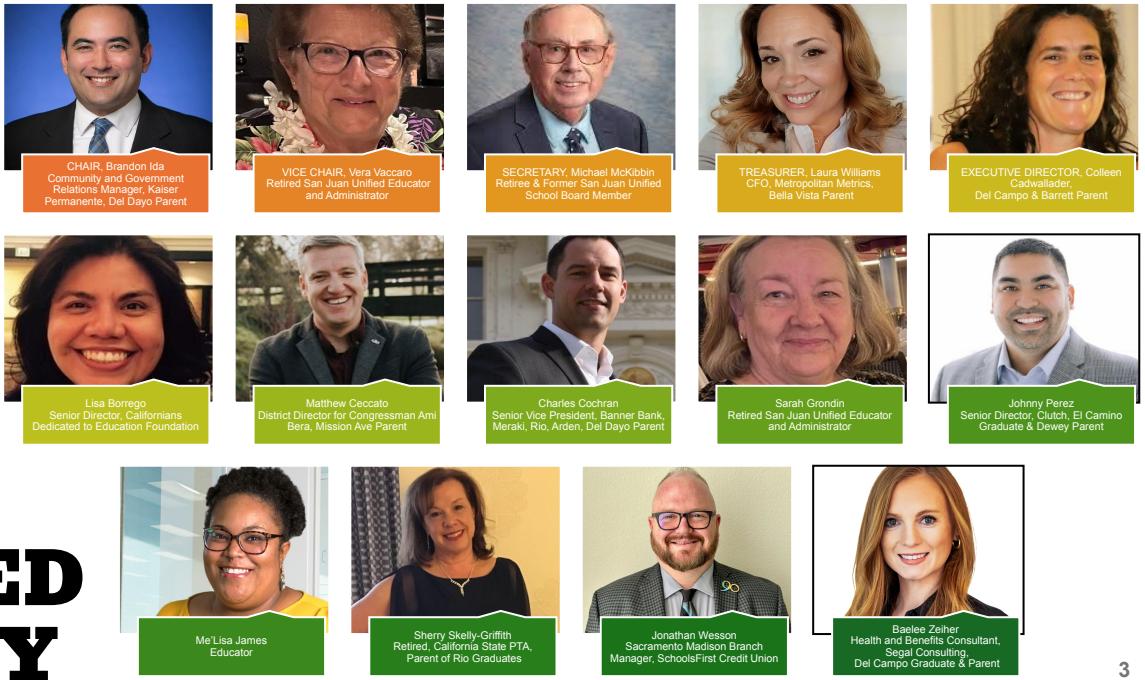
### Cash Assets

- Began 2024 with \$500k in cash assets
- Compared with \$335k in July 2021

### Strategic Plan

- Adopted a new strategic plan to support our 2024-2026 Goals

2



3

# LED BY

# WE ARE...

## AGILE

- We pivot quickly with care to meet the needs of our community.



## BOLD

- We ask hard questions and are unafraid to try new things.

## GENEROUS

- We give our time, talent, and treasure freely.

## OPTIMISTIC

- We believe resources, opportunities, and possibilities are plentiful.

## SPIRITED

- We are enthusiastic and determined to make an impact.

4

# **AWARDED**

## **46**

# **Scholarships**

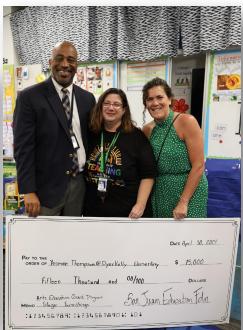
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# **\$47,000**

- \$10,000 more than in 2023
- 393 applications received



5



# **AWARDED**

# **68 Grants = \$157,074**



6

# GOALS

## Strategic Plan

2024 - 2026



### RAISE MORE MONEY

Increase fund-raising capacity and success so every suitable Direct-To-Teacher Grant request can be funded.

### INCREASE OUR FAN BASE

Grow our network of supporters resulting in increased donations, grant and scholarship application submissions, and the number of engaged event attendees.

### GROW OUR BRAND

Build our reputation and expand our influence through improved storytelling, enhanced marketing tactics, and an evaluation and overhaul of our funding programs.

### ACHIEVE SUSTAINABILITY

Strengthen organizational health resulting in an organization not dependent on a single funder, program, staff person, board member or partner for its overall success and long-term stability.

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## 2024-25 AT A GLANCE

### August

- Learning Experience Grant Application Opens

### September

- Organize Community Advisory Board

### October

- An Evening with the Stars

### December

- \$5,000 Learning Experience Grant Deadline
- Approve Revised Bylaws

### January

- Scholarship Application Period Opens
- Launch New Grant Program

### May

- Big Day of Giving
- Fair Oaks Chicken Run
- Announce Scholarship Awards



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Envisioning a San Juan Unified where funding is not a barrier to equitable opportunity and access.

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## JOIN US!

[SanJuanEducationFoundation.org](http://SanJuanEducationFoundation.org)  
[Colleen.Cadwallader@sanjuan.edu](mailto:Colleen.Cadwallader@sanjuan.edu)

**San Juan**  
EDUCATION FOUNDATION

**SUBJECT:** Intent to Convey Easement at Katherine Johnson Middle School to the Sacramento County Division of Real Estate (Camarda) - 8:05 p.m.

**DEPARTMENT:** Operations

**ACTION REQUESTED:**

Action: The superintendent is recommending that the board adopt Resolution No. 4145 declaring the intent to convey a permanent easement at Katherine Johnson Middle School to the Sacramento County Division of Real Estate, and to call a public hearing to be held on August 27, 2024.

**RATIONALE/BACKGROUND:**

The Sacramento County Division of Real Estate (County) is requesting the granting of a permanent utility easement at Katherine Johnson Middle School, on a portion of APN 268-0290-001, for the purposes of drainage, ingress and egress and maintenance purposes including installing, constructing, reconstructing, improving, operating, maintaining and repairing a storm water drainage pipeline and inclusive of ingress and egress thereto for pedestrians, vehicles and equipment necessary to access, operate, maintain, restore or repair said drainage pipeline as the County may require, together with all necessary appurtenances appertaining thereto, a perpetual right of way over, under, upon and across all that real property situated in the County of Sacramento.

**ATTACHMENT(S):**

1. Easement Description and Documentation
2. Drainage Pipeline Easement Aerial
3. Resolution No. 4145

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/05/2024

**FISCAL IMPACT:**

N/A

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

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

REAL ESTATE DIVISION  
COUNTY OF SACRAMENTO  
3711 Branch Center Road  
Sacramento, CA 95827  
Mail Code 63-002

No Fee Document-Per Government Code 27383  
No Document Transfer Tax-Per R & T Code 11922

Okay to Accept

Signature/Date: \_\_\_\_\_

Print Name & Dept: \_\_\_\_\_

APN: 268-0290-001

Project Name & Dept: (WR) THIS SPACE FOR RECORDER'S OFFICE ONLY

## EASEMENT FOR DRAINAGE PIPELINE

San Juan Unified School District a Political Subdivision of the State of California

hereinafter referred to as GRANTOR, does hereby grant to the COUNTY OF SACRAMENTO, a political subdivision of the State of California, hereinafter referred to as the COUNTY, an easement for drainage, ingress and egress and maintenance purposes (hereinafter referred to as the "Drainage Pipeline Easement") including installing, constructing, reconstructing, improving, operating, maintaining and repairing a storm water drainage pipeline and inclusive of ingress and egress thereto for pedestrians, vehicles and equipment necessary or convenient to access, operate, maintain, restore or repair said Drainage Pipeline as the COUNTY may require, together with all necessary appurtenances appertaining thereto, a perpetual right of way over, under, upon and across all that real property situated in the County of Sacramento, State of California, described as follows:

SEE EXHIBITS "A" and "B" ATTACHED HERETO AND MADE A PART HEREOF

Notwithstanding the Drainage Pipeline Easement granted hereby, but subject to the limitations stated below, GRANTOR, without first seeking COUNTY approval, retains the right to install improvements within the above-described easement area limited to landscape irrigation systems, groundcover and shrubs that do not exceed five feet in height. Installation of all other improvements within the easement area or that may extend into the easement area, shall first require permitting by the Sacramento County Water Agency, or its successor agency. Damage to said herein authorized or permitted improvements caused by the COUNTY'S use of the easement shall be either repaired or replaced, or the costs therefore shall be paid by the COUNTY to the GRANTOR, as the COUNTY in its sole discretion shall elect. Any repair or replacement of paving by the COUNTY is limited to within the easement area and will be repaired or replaced consistent with the COUNTY Construction Specifications. Any use of the easement area which is not compatible with, or interferes with, the rights herein granted shall not be allowed. Improvements installed in violation hereof may be removed and the cost of removal shall be at the expense of the GRANTOR or successors in interest.

[Signature page follows]

LOG No. \_\_\_\_\_

[Signature page to Easement for Drainage Pipeline]

Warrant of Signature Authority. The Grantor warrants the signature appearing on this instrument of real property (i.e. Easement Deed, Grant Deed, Quit Claim Deed) has the legal and requisite signatory authority for the conveyance of Grantor's real property interest. Further, the Parties acknowledge and agree that this Grantee, which is a public entity, is relying on said Warrant of Signature Authority when accepting this real property instrument for recordation.

Dated: \_\_\_\_\_, 20 \_\_\_\_\_

San Juan Unified School District  
a Political Subdivision of the State of California  
Nicholas Arps  
(Type name of person signing document)

Director of Facilities, Construction & Modernization  
(Type Title of person signing document)

## CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

Attachment 1

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_, notary public,

date

name of notary officer

personally appeared \_\_\_\_\_,

name(s) of signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary

## -----OPTIONAL SECTION-----

## CAPACITY CLAIMED BY SIGNER

Though statute does not require the Notary to fill in the data below, doing so may prove invaluable to persons relying on the document.

 INDIVIDUAL CORPORATE OFFICER(S)

Title(s)

 PARTNER(S)  LIMITED GENERAL ATTORNEY-IN-FACT TRUSTEE(S) GUARDIAN/CONSERVATOR OTHER: \_\_\_\_\_

## SIGNER IS REPRESENTING:

Name of Person(s) or entity(ies)

OPTIONAL SECTION:

TITLE OR TYPE OF DOCUMENT: \_\_\_\_\_

DATA REQUESTED HERE IS  
NOT REQUIRED BY LAW.

NUMBER OF PAGES \_\_\_\_\_ DATE \_\_\_\_\_

SIGNER(S) OTHER THAN NAMED ABOVE \_\_\_\_\_

\*\*\*\*\*

## CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the within deed, the provisions of which are incorporated by this reference as though fully set forth in this Certification, to the County of Sacramento, a political subdivision of the State of California, is hereby accepted by the undersigned officer pursuant to authority conferred by Resolution No. 2011-0011 of the Board of Supervisors of said County adopted on January 11, 2011, and the Grantee consents to recordation thereof by its duly authorized officer.

Director of General Services

Date

\*\*\*\*\*

**EXHIBIT A**  
**EASEMENT DEDICATION**

A portion of Lots 212 and 213 as shown on the plat of "El Paso Park View Tract No. 2" as filed in the office of the Sacramento County Recorder in Book 14 of Maps at Page 33, in unincorporated area of Sacramento County, State of California, more particularly described as follows:

A 26.00-foot-wide strip of land, the centerline of which is described as follows:

Commencing at a point on the East line of said Lot 212, said point also being the centerline intersection of Kent Drive and Miramar Road as shown on the Sacramento County field notes by H. Griggs in Book K19, Pages L-1 & L-2, dated January 1973, records of the Office of Sacramento County Survey Section, marked by a Sacramento County nail and shiner, from which a second Sacramento County nail and shiner on the centerline of Kent Drive bears South 00°05'45" West 232.12 feet.

Thence, from said Point of Commencement, along the centerline of Kent Drive, North 00°05'45" East 113.70 feet to its intersection with the Westerly extension of the North line of Lot 7 as shown on the "Plat of Penland Park" filed in the office of the Sacramento County Recorder in Book 30 of Maps, Map No. 40; Thence, along said Westerly extension, South 89°10'00" East 6.05 feet to the Point of Beginning; Thence, from said Point of Beginning North 00°55'55" East 55.90 feet;

Thence, North 20°26'09" West 39.92 feet;

Thence, North 222.46 feet;

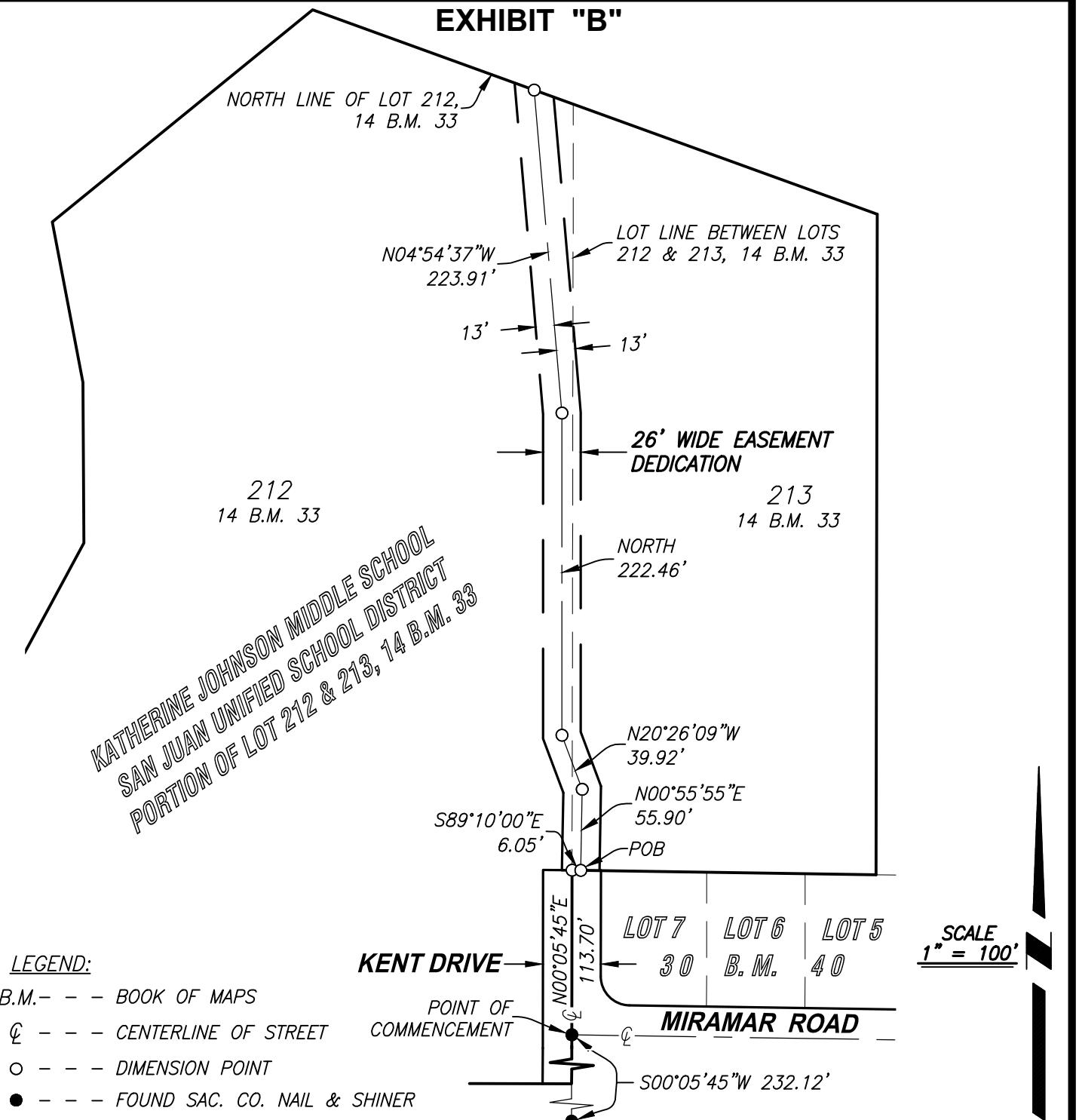
Thence, North 04°54'37" West 223.91 feet to the North line of said Lot 212.

The sidelines of the above-described strip to be lengthened or shortened to terminate at the North line of said lot 212 and at the Westerly extension of the North Line of Lot 7 as shown on said plat of "Penland Park".



*Braden Barnum*

5-16-2024

**EXHIBIT "B"**

**EASEMENT DEDICATION  
A PORTION OF LOT 212 & 213, 14 B.M. 33  
SECTION 30 OF RANCHO DEL PASO  
COUNTY OF SACRAMENTO, CALIFORNIA**

**CenterPoint Engineering, Inc.**

Land Surveying & Construction Staking

4230 Rocklin Rd., Suite 200 • Rocklin, CA • 95677  
Phone: 916-773-4006 Fax: 916-773-4498

FILE: K:\274800\SURVEY\SD EASEMENT\EXHIBIT B.dwg

DRAWN BY: BB
CHECKED BY: AE
SHEET: 1 OF 1
DATE: 5-16-24



*Braden Barnum*

Drainage Pipeline

Easement



**SAN JUAN UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
RESOLUTION OF INTENTION TO CONVEY EASEMENT TO THE  
SACRAMENTO COUNTY DIVISION OF REAL ESTATE AT KATHERINE JOHNSON  
MIDDLE SCHOOL**

**Resolution No. 4145**

**WHEREAS**, San Juan Unified School District (“District”) owns real property located at 2641 Kent Drive, Sacramento, California, in the County of Sacramento, State of California, bearing Assessor’s Parcel Number (“APN”) 268-0290-001 and commonly known as Katherine Johnson Middle School;

**WHEREAS**, The Sacramento County Division of Real Estate (County) is requesting the granting of a permanent utility easement at Katherine Johnson Middle School, on a portion of APN 268-0290-001, for the purposes of drainage, ingress and egress and maintenance purposes including installing, constructing, reconstructing, improving, operating, maintaining and repairing a storm water drainage pipeline and inclusive of ingress and egress thereto for pedestrians, vehicles and equipment necessary to access, operate, maintain, restore or repair said drainage pipeline as the County may require, together with all necessary appurtenances appertaining thereto, a perpetual right of way over, under, upon and across all that real property situated in the County of Sacramento Exhibit A (“Easement Area”);

**WHEREAS**, the purpose of the Easement is for the County to construct, reconstruct, improve, operate, and maintain a storm water drainage pipeline; and

**WHEREAS**, pursuant to Education Code section 17557, before so conveying property, a school district’s governing board must adopt a resolution in an open meeting by a two-thirds vote of all of its members declaring the intention to convey the property.

**NOW, THEREFORE**, the Board of Education of the San Juan Unified School District hereby finds, determines, declares, orders, and resolves as follows:

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

**2. Intent to Dedicate; Terms and Conditions.** Pursuant to Education Code section 17556 et seq., it is the intention of the District to convey to the County the Easement generally described and depicted in the attached Exhibit A for the purposes described herein.

**3. Public Hearing.** On the 27<sup>th</sup> of August 2024, at the hour of 6:30 p.m., or as soon thereafter as the matter can be heard, the District’s Board of Education shall hold a public hearing upon the question of making the conveyance of the Easement to the County pursuant to Education Code sections 17558 and 17559, at which time any interested person may appear and be heard thereon.

**4. Notice of Adoption.** Notice of adoption of this Resolution shall be given by posting a true copy of this Resolution in three (3) public places in the District not less than ten (10) days before the date of the public hearing described above. Notice of said public hearing shall be given by publishing the notice in a newspaper of general circulation published in the District or in a newspaper published that has general circulation within the District not less than five (5) days before the date of the public hearing described above.

**PASSED AND ADOPTED** on the 13<sup>th</sup> of August 2024, at a regular meeting of the Board of Education by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

SAN JUAN UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_  
Pam Costa, President  
Board of Education  
San Juan Unified School District

ATTESTED TO:

By: \_\_\_\_\_  
Ben Avey, Clerk  
Board of Education  
San Juan Unified School District

**SUBJECT:** Declaration of Need for Fully Qualified Educators (Toto) - 8:10 p.m.

**DEPARTMENT:** Human Resources

**ACTION REQUESTED:**

Action: The superintendent is recommending that the board adopt the Declaration of Need for Fully Qualified Educators for the 2024-2025 school year.

**RATIONALE/BACKGROUND:**

Human Resources staff has followed the policies and procedures for hiring fully-credentialed teachers to staff schools for the 2024-2025 school year. While a due and diligent search has been conducted for fully-credentialed teachers, in order to staff all classrooms, Human Resources still anticipates a need to assign certain teachers on the basis of an emergency authorization (Internship, English Learner Authorization, Limited Assignment Permit, Short-Term Staff Permit, Provisional Internship Permit, etc.). Before this can occur, this Declaration of Need must be adopted by the Board of Education and filed with the California Commission on Teacher Credentialing.

In addition, the California Department of Education in collaboration with the Commission on Teacher Credentialing will audit the entire district for credential mis-assignments. Although every effort is made to properly staff our schools, occasionally mis-assignments are identified, and it becomes necessary to request a limited assignment permit to correct mis-assignments.

**ATTACHMENT(S):**

1. Declaration of Need for Fully Qualified Educators 2024-2025

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/05/2024

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Lisa Ellington, Analyst, Human Resources

**APPROVED BY:** Rebecca Toto, Ed.D., Assistant Superintendent, Human Resources  
Melissa Bassanelli, Superintendent of Schools



State of California  
Commission on Teacher Credentialing  
Certification Division  
651 Bannon Street, Suite 601  
Sacramento, CA 95811

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2024-25

Revised Declaration of Need for year:

### FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: San Juan Unified School District District CDS Code: 67447

Name of County: Sacramento County CDS Code: 34

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 8 /13 /2024 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► ***Enclose a copy of the board agenda item***

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2025.

Submitted by (Superintendent, Board Secretary, or Designee):

Rebecca Toto, Ed.D.	Assistant Superintendent, HR	
Name	Signature	Title
916-971-7669	916-971-7171	Date
Fax Number	Telephone Number	
3738 Walnut Avenue, Carmichael, CA 95608		
Mailing Address		
rebecca.toto@sanjuan.edu		
EMail Address		

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► ***Enclose a copy of the public announcement***

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

**Type of Emergency Permit**

CLAD/English Learner Authorization (applicant already holds teaching credential)

**Estimated Number Needed**

**25**

Bilingual Authorization (applicant already holds teaching credential)

**5**

List target language(s) for bilingual authorization:

Spanish

Resource Specialist

**20**

Teacher Librarian Services

**-**

Emergency Transitional Kindergarten (ETK)

**5**

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	10
Single Subject	53
Special Education	25
TOTAL	88

#### Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture		Mathematics	5
Art	7	Music	7
Business		Physical Education	5
Dance		Science: Biological Sciences	2
English	7	Science: Chemistry	1
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science	3	Science: Physics	1
Health	1	Social Science	
Home Economics		Theater	5
Industrial & Technology Education	2	World Languages (specify)	ELD- 3; Spanish- 4

## **EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

## **EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?

Yes  No

If no, explain. \_\_\_\_\_

Does your agency participate in a Commission-approved college or university internship program?

Yes  No

If yes, how many interns do you expect to have this year? 35

If yes, list each college or university with which you participate in an internship program.

Alliant University, Fortune School of Education, Sacramento State, National University,  
Point Loma Nazarene University, Sacramento County Office of Education (SCOE),  
The University of Phoenix, United States University

If no, explain why you do not participate in an internship program.

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

**AGENDA ITEM:**

**G.5**

**MEETING DATE:**

**08/13/2024**

**SUBJECT:** Williams Complaint Report (Gaddis) - 8:15 p.m.

**DEPARTMENT:** Legal Services

**ACTION REQUESTED:**

Report: regarding an update on Williams-type complaints filed with the district during the time period from April 1, 2024, to June 30, 2024.

**RATIONALE/BACKGROUND:**

The Williams legislation embodied in Education Code section 35186(d) requires each school district to publicly report, on a quarterly basis, summarized data on the nature and resolution of all Williams-type complaints filed with the district.

**ATTACHMENT(S):**

1. [Williams UCP 4th Quarter Report](#)

**BOARD COMMITTEE ACTION/COMMENT:**

N/A

**PREVIOUS STAFF/BOARD ACTION:**

Superintendent's Cabinet: 08/05/2024

**FISCAL IMPACT:**

N/A

**PREPARED BY:** Fhanysha Gaddis, J.D, MPP, General Counsel

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



San Juan Unified  
SCHOOL DISTRICT

**Legal Services**

**Melissa Bassanelli**  
*Superintendent of Schools*

**Fhanysha Clark Gaddis,**  
**J.D., MPP**  
*General Counsel*

## WILLIAMS UNIFORM COMPLAINT PROCESS (UCP)

### Quarterly Report

*Year covered by this report:* 2024  
*Quarter covered by this report:* Quarter 4 (April - June)

*Sufficiency of textbooks*

Number of complaints:	0
Number resolved:	0
Number unresolved:	0

*School facilities issues*

Number of complaints:	0
Number resolved:	n/a
Number unresolved:	n/a

*Vacancy or misassignment of teachers*

Number of complaints:	0
Number resolved:	n/a
Number unresolved:	n/a

Respectfully submitted: Fhanysha C. Gaddis, J.D., MPP  
General Counsel

**ADDRESS**

3738 Walnut Avenue  
Carmichael, CA 95608

**PHONE**

(916) 971-7110

**WEBSITE**

[www.sanjuan.edu](http://www.sanjuan.edu)

**SAN JUAN UNIFIED SCHOOL DISTRICT  
TENTATIVE BOARD AGENDA ITEMS  
2024-2025**

I  
08/13/2024

**AUGUST 27**

- |   |           |
|---|-----------|
| 2024-2025 Start of School – R   | Slavensky |
| Development of Legislative Priorities and Advocacy Strategies – D                                     | Thigpen   |
| New Board Policy 1160 Political Processes – D   | Thigpen   |
| Public Hearing: Conveyance of Easement at Katherine Johnson MS to Sac County – A [Discussed 08/13/24] | Camarda   |
| *Proposition 28 Annual Report – A   | Slavensky |
| *Resolution: Authorized Signature – Power to Contract on Behalf of District – A                       | Ryan      |
| *CTE 2024 Advisory Committee Roster – A   | Schnepf   |
| *Construction Management Services Master Agreements – A   | Camarda   |

**SEPTEMBER 10**

- |  |                         |
|--|-------------------------|
| <i>Meet and Greet (before board meeting)</i>                         |                         |
| Recognition: 2025 Teacher of the Year – A                            | Toto                    |
| Summer Learning Update – R   | Schnepf/Townsend-Snider |
| 2023-2024 Unaudited Actuals and 2024-2025 Revised Budget – A         | Ryan                    |
| Conflict of Interest Notice – D                                      | Gaddis                  |
| CSBA Directors-at-Large Nominations – D/A                            | Board                   |
| *Capital Adult Education Regional Consortium (CAERC) designation – A | Schnepf                 |
| *Resolution: GANN Limit – A  | Ryan                    |
| *2024-2025 Head Start/Early Head Start 2.3% COLA – A                 | Townsend-Snider         |
| *New Board Policy 1160 Political Processes – A [Discussed 08/27/24]  | Thigpen                 |

**SEPTEMBER 24**

- |   |           |
|---|-----------|
| Land Acknowledgements – D [Discussed 04/23/24]  | Oaxaca    |
| Public Hearing: Sufficiency of Textbooks and Instructional Materials and Adoption of Resolution – A | Slavensky |
| Amendments to Use of Facilities Handbook – A  | Camarda   |
| *Consolidated Application, 2024-2025 – A  | Oaxaca    |
| *Commit Fund Balance – A  | Ryan      |
| *Conflict of Interest Notice – A [Discussed 09/10/24]   | Gaddis    |

**OCTOBER 8**

- |  |        |
|--|--------|
| Recognition: Week of the School Administrator (Oct. 13-19) – A | Toto   |
| Variable Term Waivers – A                                      | Toto   |
| Assignment of Teachers Outside Regular Base Credential – A     | Toto   |
| Provisional Internship Permits – A                             | Toto   |
| Exemption to the Separation-From-Service Requirement – A       | Toto   |
| Williams Complaint Report – R                                  | Gaddis |

**OCTOBER 22**

- |   |           |
|---|-----------|
| Recognition: National School Psychology Week (Nov. 11-15) – A | Slavensky |
| 2023-2024 End of Year Data Summary – R                        | Slavensky |
| Cell Phone Policy – D   | Allen     |
| Legislative Priorities for 2025-2026 – D/A                    | Thigpen   |
| Strategic Plan Update – R                                     | Allen     |

**NOVEMBER 19 (3rd Tuesday)**

*Board reception honoring outgoing board members (before board meeting)*

- |  |         |
|--|---------|
| La Entrada/Adult Education Graduation Requirements – D | Schnepf |
| Dress Code Update – R                                  | Schnepf |

Set Annual Organizational Meeting – A  
\*Resolution: CSPP Continued Funding Application Designated Personnel 2025-2026 – A

Board  
Townsend-Snider

### **DECEMBER 17 (3rd Tuesday)**

*Board Reception/Swearing-In (before board meeting)*

Annual Organizational Meeting – A	Board
2023-2024 Audit Report – A	Ryan
2024-2025 First Interim & Budget/Financial Status Report – A	Ryan
Universal Prekindergarten (UPK) Update – R	Townsend-Snider
Bond Update – R	Camarda
*Continued Funding Application CSPP & CCTR – A	Townsend-Snider
*Minimum Wage Increase (Short Term, Temporary) – A	Toto

### **JANUARY 14**

The Brown Act – D	Gaddis
Williams Complaint Report – R	Gaddis
Annual Policy Review – D	Gaddis
BP 3430     Investing and Debt Management	
BP 5116.1   Intradistrict Open Enrollment	
BP 6145     Extracurricular/Cocurricular Activities	
BP 6020     Parent Involvement	
Governance Handbook Annual Update – D	Allen
*Resolution: Emergency Contracting – A	Ryan
*Resolution: Authorized Signature - Power to Contract on Behalf of the District – A	Ryan
*Resolution: Delegating Signature Authorization to the Superintendent – A	Ryan

### **JANUARY 28**

Recognition: 2025 Classified Employees of the Year – A	Toto
Recognition: National School Counseling Week (Feb. 3-7) – A	Schnepf
*Annual Policy Review – A [Discussed 01/14/25]	Gaddis
BP 3430     Investing and Debt Management	
BP 5116.1   Intradistrict Open Enrollment	
BP 6145     Extracurricular/Cocurricular Activities	
BP 6020     Parent Involvement	
*School Accountability Report Cards (SARCs) – A	Slavensky
*LCAP Federal Addendum Annual Revision – A	Slavensky
*Governance Handbook Annual Update – A [Discussed 01/14/25]	Allen

### **FEBRUARY 11**

Mid-Year LCAP Update 2024-2025 – R	Slavensky
Choices Charter School Mid-Year LCAP Update 2023-2024 – R	Ginter
*Resolution: Federal Surplus Property Participation Renewal – A	Ryan

### **FEBRUARY 25**

Recognition: Arts Education Month (March) – A	Slavensky
Recognition: National School Social Work Week (Mar. 2-8) – A	Oaxaca
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D	Toto
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated ECE) – D	Toto
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – D	Toto
Notice of Intent to Reduce Classified Positions – D	Toto
2025 CSBA Delegate Assembly Election – A	Board
*Early Head Start/Head Start Budget Modification/Carryover Funds – A	Townsend-Snider

### **MARCH 11**

Second Interim Budget Report – R	Ryan
----------------------------------	------

Facilities Master Plan – D	Camarda
English Language Development (ELD) Update – R	Oaxaca
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/25/25]	Toto
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated ECE) – A [Discussed 02/25/25]	Toto
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – A [Discussed 02/25/25]	Toto
Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/25/25]	Toto
*Audit Reports for Measures J, N, P and S – A	Ryan

### **MARCH 25**

Recognition: Week of the Young Child (Apr. 5-11) – A	Townsend-Snider
Recognition: Adult Education Week – A	Schnepp
3280 and 7-11 Committees – D	Camarda
*Head Start and Early Head Start Grant Application 2025-2026 – A	Townsend-Snider

### **APRIL 8**

Recognition: School Bus/Van Driver Appreciation Day (Apr. 22) – A	Toto
Instructional Materials Adoptions – D	Slavensky
New High School Courses – D	Slavensky
Accelerated Programs – D	Slavensky
Transportation Update – R	Camarda
Williams Complaint Report – R	Gaddis
Proposed Board Meeting Dates for 2025-2026 – A	Board

### **APRIL 22**

Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 7) – A	Oaxaca
Recognition: California Day of the Teacher (May 14) – A	Toto
Innovative School Update – R	Townsend-Snider
*Instructional Materials Adoptions – A [Discussed 04/08/25]	Slavensky
*New High School Courses – A [Discussed 04/08/25]	Slavensky

### **MAY 13**

Recognition: National Speech Pathologist Day (May 18) – A	Slavensky
Recognition: Classified School Employee Week (May 18-24) – A	Toto
Nutrition Services Update – R	Camarda
District TK-12 Mathematics Update – R	Slavensky
Career Technical Education Update – R	Schnepp
Hearing Officer's Recommendation-2025 RIF (if applicable) – A	Gaddis
*Approval of CTE 2025 Advisory Committee Roster – A	Schnepp

### **MAY 27**

Recognition: National Science Bowl (if applicable) – A	Schnepp
Recognition: Science Olympiad (if applicable) – A	Schnepp
Recognition: Academic Decathlon (if applicable) – A	Schnepp
Equity Plan – D	Oaxaca
Technology Update – R	Skibitzki
Maintenance Update – R	Camarda
*Head Start/Early Head Start SETA Grant Resolution 2025-2026 – A	Townsend-Snider
*Facility Lease Amendments – A	Camarda

### **JUNE 10**

Public Hearing: LCAP – D	Slavensky
Public Hearing: LCAP/Choices Charter School – D	Ginter
Public Hearing: Adoption of the 2025-2026 Budget – D	Ryan
Strategic Plan Update – R	Allen
Temporary Interfund Borrowing of Cash – A	Ryan

\*CIF Superintendent Designation of Representatives 2025-2026 – A

Schnepf

\*ECE Program Self-Evaluation for CDE – A

Townsend-Snider

\*Head Start/Early Head Start COLA Funding Allocation 2025-2026 – A

Townsend-Snider

**JUNE 24**

California School Dashboard Local Indicators – R

Slavensky

LCAP – A [Public Hearing 06/10/25]

Slavensky

Choices Charter School California School Dashboard Local Indicators – R

Ginter

LCAP Choices Charter School – A [Public Hearing 06/10/25]

Ginter

Adoption of the 2025-2026 Budget – A [Public Hearing 06/10/25]

Ryan

Facilities Update – R

Camarda

Bond Oversight Committee Update – R

Camarda

\*2024-2025 Actuarial Report (OPEB) – A

Ryan

\*Charter School 2023-2024 Audit Reports (AAT, CMP, GIS, GV, OFY, VIE) – A

Ryan

D=discussion; A=action; \*=consent; R=report; PC=public comment

sc: updated 8/6/2024 7:40 PM