



San Juan
Unified School District

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

Michael McKibbin, Ed.D., President
Zima Creason, Vice President
Pam Costa, Clerk
Saul Hernandez, Member
Paula Villescaz, Member

PUBLIC PARTICIPATION GUIDELINES

Please be advised the Board of Education meeting will be conducted telephonically only.

NOTICE is hereby given that a telephonic meeting of the Board of Education of the San Juan Unified School District is hereby called by the board president, and will be held at 6:30 p.m., on Tuesday, January 11, 2022. The district is taking all necessary steps to prevent and mitigate the effects of COVID-19 on our community. Therefore, in compliance with the Order issued by the Sacramento County Health Officer on January 6, 2022, directing all public meetings in the county to occur virtually until further notice, this Board of Education meeting will be held telephonically. Staff and others presenting at the meeting will be calling in via the Zoom video conferencing platform from separate locations.

The district has taken the following steps to assist the public in offering public comment:

1. **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.
2. **Zoom Video Conferencing.** Members of the public can make public comments via the Zoom conferencing platform. Members of the public can access Zoom from a computer, mobile device or tablet at <http://www.sanjuan.edu/boardmeeting>. Board Bylaw 9323 limits public 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.

Alternatively, you can view the board meeting on YouTube from a computer, mobile device or tablet. The YouTube link can be found on the district's [YouTube channel](#) or by visiting <https://www.sanjuan.edu/boardmeeting> where the link will be posted approximately 15 minutes prior to the start of the meeting.

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

Board of Education Agenda January 11, 2022

A. OPEN SESSION/CALL TO ORDER/ANNOUNCEMENT OF CLOSED SESSION TOPICS – 5:45 p.m.

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

B. CLOSED SESSION – 5:45 p.m.

1. Collective bargaining matters – discussion with negotiator Daniel Thigpen, Senior Director, Labor Relations, 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).
2. Personnel matters (Government Code section 54957).
 - a. Superintendent's mid-year evaluation.

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

D. APPROVAL OF THE MINUTES – December 14, 2021, regular meeting, pages 2396-2400.

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

1. High School Student Council Reports

- 2. Staff Reports**
- 3. Board-appointed/District Committees**
- 4. Employee Organizations**
- 5. Other District Organizations**
- 6. Closed Session/Expulsion Actions** (Government Code section 54957.1)

F. VISITOR COMMENTS – 6:50 p.m.

Board Bylaw 9323 limits visitor comments to two (2) minutes per speaker, with no more than 30 minutes per single topic. Time will be extended for any speaker who uses an interpreter.

G. CONSENT CALENDAR – G-1/G-8 – 7:20 p.m.

Action: The administration recommends that the consent calendar, G-1 through G-8, regarding regular business items, be approved. Any item may be removed for further discussion and separate action following consideration of remaining agenda items.

1. *Personnel – appointments, leaves of absence, separations and charter school personnel actions.

2. *Purchasing Report – purchase orders and service agreements and change orders.

3. *Business/Financial Report – notices of completion.

4. Acceptance of the following gifts: (# = donor's estimate)

Camp Winthers: from Kitchell CEM: \$700.

Del Campo High School: from Home Depot No. 0650 – for American Express gift card for fire technology program: \$1,000.

Northridge Elementary School: from Sunrise Community Church – for five \$100 Walmart gift cards: \$500.

Rio Americano High School: from Betty Miller – for assorted clothing and fabric for drama department: \$485(#).

Skycrest Elementary School: from Bicentennial Daylight Lodge No. 830 – for student body funds: \$100.

White House Counseling Center: from Elaine Bonnington: \$2,000.

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

6. *Adoption of Resolution No. 3093 authorizing power to contract on behalf of San Juan Unified School District.

7. *Adoption of Resolution No. 3094 delegating signature authorization to the superintendent.

8. *Approval of the proposed revisions to the Use of School Facilities and Grounds Handbook and fees.

H. CONSENT CALENDAR (continued, if necessary)

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

I. BUSINESS ITEMS

1. Social Emotional and Mental Wellness Supports – 7:25 p.m.

(Calvin)

Material provided.

Report: regarding an update regarding the district's social emotional and mental wellness supports.

2. Family and Community Engagement Update – 7:50 p.m.

(Allen)

Material provided.

Report: regarding the activities and actions of the district's Family and Community Engagement department.

3. West Region Grades 6-8 School Planning – 8:05 p.m.

(Camarda)

Material provided. (Discussed: 01/26/2021; 09/28/2021; 11/16/2021)

Action: The superintendent is recommending that the board approve creating new boundaries for Katherine Johnson Middle School and Arcade Fundamental Middle School as well as adjusting the existing grades 6-8 boundaries in the western region of the district, as needed. The superintendent is also recommending that the board approve the relocation of the newly established Katherine Johnson Middle School from the Encina Preparatory High School campus to the current Creekside Adult School campus.

4. Williams Complaint Report – 8:15 p.m.

(Simlick)

Material provided.

Report: regarding the status of Williams-type complaints filed with the district per Education Code section 35186(d), which requires each school district to publicly report, on a quarterly basis, summarized data on the nature and resolution of all Williams-type complaints.

J. BOARD REPORTS – 8:20 p.m.**K. FUTURE AGENDA – 8:30 p.m.**

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

L. VISITOR COMMENTS – 8:35 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.

B. CLOSED SESSION (continued, if necessary)

Announcement of topics/announcement of actions.

M. ADJOURNMENT – 8:40 p.m.

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

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.

NOTE: The times indicated are approximate.

Mission Statement

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



D
01/11/2022

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

Board of Education Minutes
December 14, 2021

Regular Meeting
Board of Education
5:45 p.m.

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

The December 14 regular meeting was called to order by the president, Paula Villescaz. The board meeting was held in person and also livestreamed on the district's YouTube channel.

Roll Call

Present:
Paula Villescaz, president
Michael McKibbin, Ed.D., vice president
Zima Creason, clerk
Pam Costa, member
Saul Hernandez, member

Visitor Comments: Closed Session (A-1)

There were no closed session visitor comments.

Closed Session (B)

The meeting was then recessed with the board convening in closed session to consider a student expulsion in one case (Education Code section 48918[f]) and to discuss with negotiator Daniel Thigpen, Senior Director, Labor Relations, 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).

Reconvene Open Session/Pledge of Allegiance (C)

At 6:30 p.m., the meeting was called back to order by Ms. Villescaz. After the Pledge of Allegiance, Ms. Villescaz explained the two methods (in person or remotely) available to submit public comment for tonight's meeting.

Organizational Meeting: Election of Officers/Board Representatives/Meeting Dates, Times, Location and Remuneration (D)

Election of Officers:

It was moved by Ms. Costa, seconded by Mr. Hernandez, that Dr. McKibbin be elected president. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

It was moved by Ms. Villescaz, seconded by Ms. Costa, that Ms. Creason be elected vice president. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

It was moved by Mr. Hernandez, seconded by Ms. Creason, that Ms. Costa be elected clerk. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

The board approved the selection of board representatives and alternates to the following committees:

- Citizens/Bond Oversight Committee — Ms. Creason, Ms. Villescaz, alt.
- Curriculum, Standards, Instructional and Student Services — Ms. Costa; Dr. McKibbin, alt.

- Facilities Committee — Mr. Hernandez; Ms. Villescaz, alt.
- District Audit Committee — Mr. Hernandez and Ms. Villescaz
- Local Control and Accountability Plan (LCAP) Parent Advisory Committee (PAC) and LCAP Ad Hoc Committee — Mr. Hernandez and Ms. Costa (co-representatives)
- District English Learner Advisory Committee (DELAC) — Dr. McKibbin; Ms. Creason, alt.
- Special Education Community Advisory Committee (CAC) — Ms. Creason; Dr. McKibbin, alt.
- California School Boards Association (CSBA) Delegate Assembly — Ms. Costa [term ends March 31, 2023] and Dr. McKibbin [term ends March 31, 2022]. It was moved by Mr. Hernandez, seconded by Ms. Creason, to reappoint Dr. McKibbin to the CSBA Delegate Assembly by extending his term to March 31, 2024. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].
- City of Citrus Heights Education and Community Programs Committee — Dr. McKibbin and Ms. Creason
- Sacramento County School Boards Association (SCSBA) — Ms. Villescaz; Ms. Creason, alt.

It was moved by Ms. Villescaz, seconded by Ms. Costa, to approve the following: that board meetings are scheduled on the second and fourth Tuesdays of the month at 6:30 p.m., unless indicated through public record that it has changed, and workshops will be scheduled as needed; that board meetings will be held in the board room at 3738 Walnut Avenue in Carmichael, unless indicated through public record that it has changed; and that board member remuneration, in accordance with Board Policy 9250(a) and Education Code section 35120, will remain at \$787.50 per month. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Minutes Approved (E)

It was moved by Ms. Villescaz, seconded by Ms. Creason, that the minutes of the November 16 regular meeting be approved. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

High School Student Council Reports (F-1)

High School Student Council representatives Harley Bigger from El Sereno High School, Erin Cahill from Meraki High School and Aaron Johnson from La Entrada High School updated the board on the goals, activities and achievements at their respective schools.

Board-Appointed/District Committees (F-3)

Michael Tucker, chair of the Facilities Committee, provided an update regarding the work of the committee.

Closed Session/Expulsion Actions (F-6)

Ms. Costa reported that the board voted unanimously to accept a hearing panel's recommendation of one expulsion in case number S-26.

Visitor Comments (G)

Sydney Walker spoke in opposition to the vaccine mandate.

Jasmina Zelenbaba made comments regarding the vaccine mandate.

Chelsea Burnett spoke about her son's experiences with contracted special education health care services.

Colin Mergens spoke in opposition to the vaccine mandate for staff and students.

Carly Mergens spoke in opposition to the vaccine mandate.

Madilyn Mergens expressed support for COVID-19 testing rather than a vaccine mandate.

Katie Danville shared her son's experiences with COVID-19 restrictions related to athletics.

Serena Henman shared stories about people who had adverse effects from the COVID-19 vaccine.

Sara Larian made comments regarding the vaccine mandate.

Consent Calendar Approved (H-1/H-13)

It was moved by Ms. Creason, seconded by Ms. Villescaz, that the consent calendar items H-1 through H-13 be approved. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Personnel (H-1)

Appointments, leaves of absence, separations and job descriptions/salary range change – approved as submitted.

Purchasing Report (H-2)

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

Business/Financial Report (H-3)

Notices of completion and warrants and payroll – approved as submitted.

Gifts (H-4)

Acceptance of gifts to Greer Elementary School, Lichen K-8 School and Northridge Elementary School.

Disposal of Surplus Property (H-5)

Approval to dispose of surplus property pursuant to board policy 3270 and Education Code sections 17545 and 17546.

Resolution 3090: In Support of Assembly Bill 75 (H-6)

Adoption of Resolution No. 3090 in support of Assembly Bill 75, the Kindergarten-Community Colleges Public Education Facilities Bond Act of 2022 in its current form as drafted and published on May 24, 2021.

California Department of Public Health Emerging Infections ELC Grant (H-7)

Approval to implement the following grant: California Department of Public Health Emerging Infections Epidemiology Laboratory Capacity Reopening Schools Grant for COVID-19 Testing Support 2021-2022.

K-12 Strong Workforce Program Grant (H-8)

Approval to implement, if funded, the following grant: K-12 Strong Workforce Program Grant 2022-2024.

Educator Effectiveness Block Grant Plan (H-9)

Approval of the Educator Effectiveness Block Grant Plan. (Discussed: 11/16/2021)

Super Co-Op Joint Powers Authority Agreement (H-10)

Approval of the annual renewal of the contracted USDA foods and services for the Super Co-Op Joint Powers Authority agreement.

Resolution No. 3092: Lease-Leaseback Contract Award for Starr King K-8 (H-11)

Adoption of Resolution No. 3092, awarding the lease-leaseback contract for the Starr King K-8 School transitional kindergarten/kindergarten project to Otto Construction, pursuant to Education Code section 17406.

Property Access License (H-12)

Approval of the Property Access License between San Juan Unified and the Carmichael Water District.

Amended Effective Date of Guest Teacher Salary Schedule (H-13)

Approval to amend the effective date of the previously approved guest teacher salary schedule to August 26, 2021.

Choices Charter School: On-going Salary Schedule Adjustment and One-Time, Off-Schedule Payment (J-1)

Director of Admissions and Family Services Brian Ginter presented the topic. It was moved by Ms. Costa, seconded by Mr. Hernandez, to approve the request from Choices Charter School to provide an on-going salary schedule adjustment and a one-time, off-schedule payment to its employees. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

2022-2023 School Start Times (J-2)

Superintendent Kern presented the item, noting that one minor adjustment would likely be made to the dismissal time for Carriage Elementary School in order to avoid the same dismissal time as Mesa Verde High School since the campuses are adjacent to each other. Ms. Creason acknowledged the advocacy from particular school sites and she supports the expansion of before and after school care. Dr. McKibbin stated that option B appears to be the least restrictive and most economically sound option.

It was moved by Ms. Villescaz, seconded by Mr. Hernandez, to approve the option B bell schedule for the 2022-2023 school year. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Public Hearing: Redistricting Trustee Map Boundaries (J-3)

Superintendent Kern presented the item and provided background information about the previous actions related to the adoption of a seven-trustee map in July 2021, which used 2010 census data. A pre-recorded presentation was then given by Justin Rich, a demographer with Cooperative Strategies, which provided information about the need to redraw the boundaries of the existing trustee area map, using the 2020 census data which was recently validated by the California Department of Finance, in order to maintain compliance with the law.

Dr. McKibbin declared the topic of redistricting trustee map boundaries a public hearing and invited the public to speak.

Public Comment:

Juan Yniguez expressed support for the new maps, which he said keeps the demographic integrity of the Arden-Arcade area, however he would prefer the trustee area 1 election to take place in 2022 rather than 2024.

There being no further questions or comments from the public, Dr. McKibbin declared the public hearing closed and invited board members to speak. Ms. Villescaz asked procedural questions related to the State Board of Education waiver and the election year sequencing process, which Lozano Smith attorney Michelle Cannon addressed. Mr. Hernandez inquired about the election by lot process, which Ms. Cannon explained was conducted by the county committee. Ms. Creason reiterated that this process is related to voting, not school boundaries, and she noted that she was pleased to see the changes to trustee area 1 and she encouraged promotion of the upcoming community meetings. Ms. Villescaz reminded the public that this is the completion of the initial process, and she encouraged getting the word out about the community input events. Ms. Costa inquired about the times of the community forums. Dr. McKibbin expressed support for San Juan High School being in the Citrus Heights trustee area. Additional discussion is scheduled for January 25.

2021-2022 First Interim and Budget/Financial Status Report (J-4)

Chief Financial Officer Jennifer Stahlheber presented the 2021-2022 first interim report, certifying it as positive, with the understanding of the fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. The first interim report reflects actual revenue and expenditures through October 31, 2021, forecasts the remainder of the 2021-2022 fiscal year and provides a multi-year budget projection for years 2022-2023 and 2023-2024. After Ms. Stahlheber discussed next steps and reviewed the state senate and assembly budget priorities, she answered questions from the board.

It was moved by Ms. Villescaz, seconded by Ms. Costa, to approve the 2021-2022 First Interim Report which reflects a positive certification of the district's ability to maintain fiscal solvency for the current and subsequent two years. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Resolution Affirming Pandemic Recovery Investments (J-5)

Superintendent Kern presented Resolution No. 3091 for consideration. After Ms. Costa read highlights from the resolution, board members made comments. Ms. Villescaz expressed support for the resolution and acknowledged the work that went into making it happen. Mr. Hernandez read the dollar amounts in section two, noting that this illustrates that district employees are valued. Ms. Costa thanked staff for crafting a well-balanced plan for using the one-time funds, stating that it honors all district staff and also offers a way to entice new hires, with continued focus on instruction and facility needs. Superintendent Kern, referring to the three-year plan to use the one-time funds, expressed support for a long-term approach to meet the needs of students. Ms. Creason shared that she has visited several elementary schools and sees the positive impact that additional staff is having on student achievement, and Ms. Creason also noted the hard work and dedication of staff. Dr. McKibbin echoed the previous comments made by board members, stating that he supports the single dollar amount and new employee incentives that recognizes staff for their amazing work over the past two years.

It was moved by Ms. Villescaz, seconded by Ms. Creason, to adopt Resolution No. 3091 affirming strategic investments to address the impacts of the COVID-19 pandemic in support of our students, families, staff and community. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Minimum Wage Increase: CSEA and Teamsters Salary Schedules (J-6)

Assistant Superintendent of Human Resources Paul Oropallo presented a proposal for a minimum wage increase for identified CSEA and Teamsters designated positions. It was moved by Ms. Costa, seconded by Mr. Hernandez, to approve the minimum wage increase for the CSEA and Teamsters salary schedules as presented. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Minimum Wage and Substitute Administrator Rate Increase: Short-Term, Temporary Salary Schedule (J-7)

Mr. Oropallo presented a proposal for a minimum wage increase for certain job classifications and changes to the salary schedule for substitute administrators. It was moved by Ms. Creason, seconded by Ms. Villescaz, to approve the changes to the short-term, temporary salary schedule and the substitute administrator salary schedule as presented effective January 1, 2022. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Governance Handbook Annual Update (J-8)

Superintendent Kern presented the item, noting that the handbook will need to be reviewed again in the near future with the impending increase to a seven-member board. It was moved by Ms. Costa, seconded by Mr. Hernandez, to approve the Governance Handbook for 2022. MOTION CARRIED UNANIMOUSLY [McKibbin, Creason, Costa, Hernandez, Villescaz].

Board Reports (K)

Mr. Creason thanked Ms. Villescaz for her service as board president for the past two years.

Ms. Villescaz reported that she attended the San Juan Unified soccer tournament, which involved teams from four elementary schools. Ms. Villescaz also thanked Ms. Creason and Ms. Costa for their kind remarks regarding her presidency, noting that board governance is a team effort.

Mr. Hernandez recognized Thomas Kelly Elementary School for its outpouring of support for the family of the two students and their parents who were involved in a tragic car accident during Thanksgiving break.

Dr. McKibbin reported that he attended the San Juan Unified Annual K-12 Winter Art Exhibition, which represented the high quality and amazing work of students at 21 schools in the district.

Superintendent Kern shared an update on the status of 18 families who were previously stranded in Afghanistan, and he thanked everyone involved in their safe return.

Future Agenda (L)

There were no items added to the future agenda.

Visitor Comments (M)

There were no visitor comments.

Adjournment (N)

At 8:59 p.m., there being no further business, the regular meeting was adjourned.

Michael McKibbin, Ed.D., President

Kent Kern, Executive Secretary

Approved: _____
:sc

HUMAN RESOURCES

The following reports are submitted for board approval

Personnel Pages	Page #
Appointments	
Management	1
Certificated	1
Classified	1
Leaves of Absence	
Management	
Certificated	1
Classified	
Separations	
Management	
Certificated	1
Classified	1 – 2
Pre-Retirement Reduced Workload	
Reassignments/Change in Work Year	
Errata	
Job Description/Salary Range Change	
Management	
Certificated	
Classified	
Unrepresented	
Cabinet Contracts/Extension of Contract	
Recommendation to Extend A District Intern Credential	
Certificated	
Credential Approval Recommendations	
Certificated	
Charter School Personnel Actions	
Choices	3

Agenda for the January 11, 2022 Board Meeting

1. APPOINTMENTS

CERTIFICATED SUPERVISORY

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Schofield, Laurie	Temp	Prog Spec-Special Education	Special Education-Kenneth	01/17/22 06/30/23

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Bickelmann, Angela	Temp	Tch-Site Resource Elem I	Gold River	01/03/22 06/08/22
New Hire	Carlson, Justine	Temp	Tch-Child Develop Permit	Early Childhood Education	12/09/21 03/01/22
New Hire	Chen, Chi-Hsun	Temp	Teacher Preschool	General Davie Primary	12/06/21 06/08/22
New Hire	Jimenez, Laura	Temp	Teacher Grade 6 M/S	Sylvan	11/29/21 04/11/22
New Hire	Millan, Aime	Temp	Teacher Grade 9/12	San Juan	12/10/21 06/08/22
New Hire	Zuaiter, Rihab	Prob	Tch-Child Develop Permit	Early Childhood Education	12/13/21

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Adair, Felecia	Prob	Nutrition Services Worker I	Rio Americano	12/09/21
New Hire	Adams, Amanda	Prob	High School Secretary I	Mesa Verde	12/14/21
New Hire	Alizadeh Sabzevari, Ava	Prob	Instructional Assistant I	Edison	12/06/21
New Hire	Ammer, Stacy	Prob	Nutrition Services Worker I	Deterding	12/09/21
New Hire	Azeez, Vivian	Prob	Child Develop Assistant-SA	Northridge ECE	12/03/21
New Hire	Bagozzi, Jennifer	Prob	Elem School Secretary	Dewey	12/06/21
New Hire	Carew, DJ	Prob	School/Comm Interven Spec	Pupil Personnel Services	12/14/21
New Hire	Carpenter, Jacob	Prob	Low Voltage Technician	Maintenance and Operations	01/04/22
New Hire	De La Cruz, Guadalupe	Prob	Personnel Technician	Human Resources	01/04/22
New Hire	Farahmand, Zohra	Prob	Non-Instruct Support Aide	Garfield ECE	11/15/21
New Hire	Fatakdawala, Farida	Prob	Instructional Assistant I	Pershing	12/07/21
New Hire	Gutierrez, David	Prob	Warehouse/Delivery Worker	Business Support Services	01/03/22
New Hire	Harooni, Mohammadull	Prob	Bus Driver	Transportation	12/14/21
New Hire	Larkin, Colm	Prob	Bus Driver	Transportation	12/08/21
New Hire	Mahoney, Darren	Prob	M&O Work Order Technician	Maintenance and Operations	01/04/22
New Hire	Martinez, Nicole	Prob	Nutrition Services Worker I	Whitney	12/09/21
New Hire	Saeedi, Lailama	Prob	Nutrition Services Worker I	Del Campo	01/06/22
New Hire	Saggadi, Amina	Prob	Non-Instruct Support Aide	General Davie Primary	12/09/21
New Hire	Salomonah, Noura	Prob	Instructional Assistant I	Sunrise Tech Center	12/14/21
New Hire	Smith, Jeffery	Prob	Custodian	Bella Vista	12/07/21
New Hire	Thomas, Dawnelle	Prob	Occupational Therapist	Special Education-Kenneth	12/17/21
New Hire	Von Striver, Jenna	Prob	Instructional Assistant I	Carmichael	12/06/21
New Hire	Winn, Robert	Prob	IA-Multi/Severely Hindcp	Ralph Richardson	12/09/21
Rehire	Bracken, Abigail	Prob	Instructional Assistant I	Greer	11/29/21
Rehire	Cuevas, Ana	Prob	School Playground Rec Aide	Charles Peck	12/08/21
Rehire	Garcia, Rhiannon	Prob	Nutrition Services Worker I	Howe Avenue	12/01/21
Rehire	Moran, Allyson	Prob	Nutrition Services Worker I	Ottoman	12/09/21

2. LEAVES OF ABSENCE

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Unpaid	Sohal-Gosal, Mandy	Perm	Teacher Grade 9/12	Bella Vista	08/24/21 06/08/22
Unpaid	Torres, Vanessa	Prob	Counselor K/6	Grand Oaks	12/01/21 01/31/22
Unpaid	Wallen, Alexis	Prob	Teacher Grade 7/8	Carnegie	11/02/21 06/08/22

3. SEPARATIONS

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Altom, Joanne	Temp	Tch-English Language Dvlp	Starr Kingg	12/17/21
Resignation	McBride, Elizabeth	Prob	Teacher Kindergarten	Del Dayo	12/17/21
Resignation	Tomlin, Ella	Prob	Tch-Mild/Moderate K/12	Del Paso Manor	12/10/21

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Deceased	Cronkhite-Nishimura, Terrie	Perm	Intermediate Clerk	Health Services	12/02/21

Agenda for the January 11, 2022 Board Meeting

3. SEPARATIONS (Continued)

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Chammout, Loretta	Prob	Instructional Assistant I	Thomas Kelly	12/17/21
Resignation	Chavez, Debbie	Perm	Campus Monitor	Rio Americano	12/17/21
Resignation	Chiu, Joubert	Prob	Intermediate Clerk Typist	Del Campo	12/17/21
Resignation	Haydocy, Andrea	Perm	Elem School Secretary	Charles Peck	12/17/21
Resignation	Hunt, Cassi	Prob	Instructional Assistant I	Lichen	12/17/21
Resignation	Martinez, Isis	Perm	Bilingual Translator-Spanish	Central Enroll/Family Services	12/23/21
Resignation	Norris, Belinda	Perm	Nutrition Services Worker I	Cameron Ranch	12/01/21
Resignation	Ortiz, James	Perm	Campus Monitor	Mira Loma	10/29/21
Resignation	Radmanesh, Mohammad	Perm	Sch/Comm Rsrc Asst-Farsi	English Language Learning	10/18/21
Resignation	Sheets, Haley	Prob	Child Development Assist-SA	Dewey ECE	11/30/21
Resignation	Tachiera, Audrey	Prob	Intermediate Clerk Typist	Sierra Oaks	12/17/21
Retirement	Johnson, Marcella	Perm	Intermediate Clerk Typist	Carnegie	12/17/21
Retirement	Scott, Sharon	Perm	Child Development Assist-SA	Woodside ECE	12/31/21
Dismissal	CL 514	Perm	Nutrition Services Worker I	Nutrition Services	11/30/21

AGENDA ITEM FOR THE JANUARY 11 BOARD MEETING

SAN JUAN CHOICES CHARTER SCHOOL

APPOINTMENTS

Certificated

Name
Maria Espinoza

Reason
Teacher

Effective Date
December 13, 2021

APPOINTMENTS

Classified

Name
Bonnie Bjorgum

Reason
Administrative Assistant

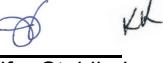
Effective Date
December 13, 2021

Tony Oddo, Director
Choices Charter School
4425 Laurelwood Way
Sacramento, CA 95864
916/979-8378

cc: Brian Ginter
Kirsten Pogue
Nan Roux
Melissa Koehly
Gregg Rich

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

AGENDA ITEM: G-2
MEETING DATE: 01/11/2022

APPROVED: 
Jennifer Stahlheber

Purchasing Contracts Report

The following reports are submitted for board approval/ratification:

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



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

December 1, 2021 - December 14, 2021

PO#	Date	Vendor Name	Description	Amount \$	Site/ Department
205139	12/10/2021	AccuTrain	Professional Development	\$ 7,400.00	7020 - OSLA



Purchasing Contracts Board Report
Change Orders/Amendments

December 1, 2021 - December 14, 2021

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
200492	12/6/2021	Daylight Foods	Food pricing increases	\$ 492,350.00	\$ -	\$ 400,000.00	\$ 892,350.00	Nutrition Services
202154	12/6/2021	Ekon-O-PAC	Paper products	\$ 36,000.00	\$ -	\$ 50,800.00	\$ 86,800.00	Nutrition Services
200497	12/6/2021	P&R Paper Supply	Paper products	\$ 96,000.00	\$ -	\$ 80,000.00	\$ 176,000.00	Nutrition Services
202513	12/9/2021	AT&T	MIFI Account additional charges	\$ 461,373.00	\$ 103,773.00	\$ 152,747.00	\$ 717,893.00	Technology
204122	12/15/2021	West Coast Paper	Paper products	\$ 96,000.00		\$ 50,000.00	\$ 146,000.00	Nutrition Services
200490	12/15/2021	Bimbo Bakeries	Reduction in use	\$ 135,000.00		\$ (40,000.00)	\$ 95,000.00	Nutrition Services
200495	12/15/2021	La Tapatia	Reduction in use	\$ 75,000.00		\$ (40,000.00)	\$ 35,000.00	Nutrition Services

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
6818	12/3/2021	Verde Design	C/O#8 Additional site plan updates for Mesa Verde Outdoor learning project 210-9513-P1	\$ 675,605.00	\$ 177,511.00	\$ 15,185.50	\$ 868,301.50	216 - Facilities
202568	12/13/2021	Kiz Construction	C/O#1 repair damaged beam roof dry-rot that was unexpected for project 153-9495-P1 Winterstein	\$ 44,250.00		\$ 36,800.00	\$ 81,050.00	216 - Facilities
3907	12/13/2021	Quality Assurance Engineering Lab DBA Consolidated Engineering	C/O#4 added scope for floor flatness testing project Arden New Construction project 002-9512-P1	\$ 419,977.44	\$ 108,243.72	\$ 40,900.03	\$ 569,121.19	216 - Facilities
2459	12/13/2021	Mizinski Contracting & Engineering	C/O#2 Additional scope to meet construction phase compliance for Arden New Construction project 002-9521-P1	\$ 90,000.00	\$ 24,400.00	\$ 22,425.00	\$ 136,825.00	216 - Facilities
204351	11/15/2021	Campbell Keller	C/O #1 Full site Furniture replacement Kingswood project 126-9306-J1	\$ 558,051.68		\$ 243,390.30	\$ 801,441.98	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
104883	12/14/2021	Richard Hartman DBA RBH Construction, Inc.	C/O#1 CCD1-5 additional scope for Howe Portable project 123-9568-P1	\$ 220,800.00	\$ -	\$ 13,315.00	\$ 234,115.00	216 - Facilities
							\$ -	

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

**AGENDA ITEM: G-3
MEETING DATE: 01/11/2022**

APPROVED:

Jennifer Stahlheber

Business and Financial Report

The following reports are submitted for board approval/ratification:

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

Notices of Completion - Board of Education

CONTRACTOR	PROJECT	DATE OF ACCEPTANCE	DATE RECORDED
RJ Commercial Flooring Company	PO#105916 Provide all labor, materials, equipment, tools, transportation and incidentals to furnish and install new flooring at Skycrest Elementary School, 5641 Mariposa Avenue, Citrus Heights, CA 95610 located in the San Juan Unified School District. Vendor: RJ Commercial Flooring Company	11/10/2021	11/22/2021

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

AGENDA ITEM: G-5

MEETING DATE: 01/11/2022

SUBJECT: Surplus Property

CHECK ONE:

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

DEPARTMENT: Business Support Services

ACTION REQUESTED:

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

RATIONALE/BACKGROUND:

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

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

ATTACHMENT(S):

A: List of Surplus Property

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 01/03/2022

FISCAL IMPACT:

Current Budget: \$ _____ N/A

Additional Budget: \$ _____ N/A

Funding Source: _____ N/A

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

Current Year Only Ongoing

LCAP/STRATEGIC PLAN:

Goal: _____ N/A Focus: _____ N/A

Action: _____ N/A

Strategic Plan: _____ N/A

PREPARED BY: Susan Kane, Director, Business Support Services

Jennifer Stahlheber, Chief Financial Officer



APPROVED BY: Kent Kern, Superintendent of Schools



Board of Education Agenda Item
Surplus Property

January 11th Meeting Date

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	Serial #	Disposition
Bridges	Apple	A1278	Macbook Pro	C1MMM5NYDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMM5NYDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C2VGCEC0DRJ7	Recycled
Bridges	Apple	AA1226	Macbook Pro	W87490XQXAG	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMF233DTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMF25GDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMFABLDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMFAC5DTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMF1E2DTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMF1EZDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMF1EVDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMFAC6DTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMF29QDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMF29DDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMF25DDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMFACQDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMF1XADTY3	Recycled
Bridges	Apple	A1181	Macbook	W8746U8NZ62	Recycled
Bridges	Apple	A1182	Macbook	W8746U92Z62	Recycled
Bridges	Apple	A1183	Macbook	W8746U8WZ62	Recycled
Bridges	Apple	A1184	Macbook	W87484XFZ62	Recycled
Bridges	Apple	A1185	Macbook	W8746U3VZ62	Recycled
Bridges	Apple	A1186	Macbook	W874856CZ62	Recycled
Bridges	Apple	A1187	Macbook	W8746U3RZ62	Recycled
Bridges	Apple	A1188	Macbook	W8746U94Z62	Recycled
Bridges	Apple	A1189	Macbook	W8746MWDZ62	Recycled
Bridges	Hewlett-Packard	QV993AV	Computer	MXL3191KKB	Recycled
Bridges	NEC	VT595	Projector	8500282EJ	Recycled
Bridges	Pro Finish	14555	Laminating and Mounting system	10382	Recycled
Bridges	APC	Back-Ups RS 1500		BR1500LCD	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMM5KYDTY3	Recycled
Bridges	Apple	A1278	Macbook Pro	C1MMLX69DTY3	Recycled
Bridges	Apple	A1229	Macbook Pro	W874919UXA9	Recycled
Bridges	Canon	zr800	Printer	602472061342	Recycled
Bridges	Canon	zr800	Printer	602472061341	Recycled
Bridges	Canon	zr800	Printer	602472061497	Recycled
Bridges	Canon	zr800	Printer	602472061325	Recycled
Bridges	Canon	zr800	Printer	602472061313	Recycled
Bridges	Canon	zr800	Printer	602472061496	Recycled
Cambridge Heights			Laptop	1000011863	Recycled
Cambridge Heights			Laptop	700004908	Recycled
Cambridge Heights			Laptop	700003161	Recycled
Cambridge Heights			Laptop	100q013061	Recycled
Cambridge Heights			TV		Recycled
Cambridge Heights			VCR		Recycled
Cambridge Heights			Large TV Stand		Recycled
Cambridge Heights			Printer		Recycled
Cambridge Heights			Printer		Recycled
Carriage	Sharp	Aquas	TV		Recycled
Churchill	Apple		Desktop Monitor	D25GG0P6DHJR	Recycled
Churchill	Apple		Desktop Monitor	H09301QQ9TH	Recycled
Churchill	Acer		Chromebook	10020945	Recycled
HR			Large Table		Recycled
Pershing	Sears and Roebuck	2539337010	Refrigerator	BA3190410	Recycled
Sunrise			Copier		Recycled
Sylvan	HP	Color Laserjet 3600n	Printer	20185706	Recycled
Sylvan			Refrigerator		Recycled
Sylvan			Washing Machine		Recycled
Whitney Avenue	Riso	82549485	Copier		Recycled
Whitney Avenue			Piano		Recycled
Whitney Avenue			Mac Book COW (empty)		Recycled

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

AGENDA ITEM: G-6

MEETING DATE: 01/11/2022

SUBJECT: Signature Authorizations

CHECK ONE:

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

DEPARTMENT: Fiscal Services

ACTION REQUESTED:

The superintendent is recommending that the board adopt Resolution No. 3093 Power to Contract on Behalf of District.

RATIONALE/BACKGROUND:

The Education Code requires the Governing Board of Education adopt a resolution authorizing and empowering certain individuals to sign legal documents on behalf of the San Juan Unified School District (SJUSD).

ATTACHMENT(S):

A: Resolution No. 3093 Power to Contract on Behalf of District

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 01/03/2022

Board of Education: 08/14/2018; 03/26/2019; 08/13/2019; 01/12/21; 09/28/2021

FISCAL IMPACT:

Current Budget: \$ _____ N/A _____

Additional Budget: \$ _____ N/A _____

Funding Source: _____ N/A _____

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

Current Year Only Ongoing

LCAP/STRATEGIC PLAN:

Goal: _____ N/A _____ Focus: _____ N/A _____

Action: _____ N/A _____

Strategic Plan: _____ N/A _____

PREPARED BY:

Jennifer Stahlheber, Chief Financial Officer



APPROVED BY:

Kent Kern, Superintendent of Schools



**SAN JUAN UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 3093
Power to Contract on Behalf of District**

WHEREAS, California Education Code section 35160 authorizes governing boards to initiate and carry on a program, activity, or otherwise act in any manner which is not in conflict with or inconsistent with, or preempted by, any law and which is not in conflict with the purposes for which school districts are established; and

WHEREAS, the power to enter into contracts for goods or services is vested in the governing board through the Education Code and is an activity within the purposes for which school districts are established; and

WHEREAS, Education Code section 17604 authorizes the governing board, by majority vote, to delegate the power to contract in the name of the school district to its superintendent or to such persons as he may designate, subject to the governing board's approval or ratification evidenced by a motion of said board duly passed and adopted; and

WHEREAS, Education Code section 35035(h) authorizes the superintendent to enter into contracts for and on behalf of the district pursuant to section 17604;

NOW THEREFORE, BE IT RESOLVED AND ORDERED by the Governing Board of the San Juan Unified School District that Kent Kern, Superintendent of Schools; Melissa Bassanelli, Deputy Superintendent, Schools and Student Support, Trent Allen APR, Chief of Staff, Frank Camarda, Chief Operations Officer, Jennifer Stahlheber, Chief Financial Officer, Debra Calvin, Ed.D., Assistant Superintendent, Educational Services; Paul Oropallo, Assistant Superintendent, Human Resources; Kristan Schnepf, Assistant Superintendent, Secondary Education and Programs; Amberlee Townsend-Snider, Assistant Superintendent, Elementary Education and Programs; Peter Skibitzki, Senior Director, Technology; and Daniel Thigpen, Senior Director, Labor Relations are hereby authorized and empowered to contract in the name of the San Juan Unified School District, and the superintendent is authorized to delegate, in writing, the power to contract to such persons as he shall determine, subject to the provisions of Education Code section 35200; and

BE IT FURTHER RESOLVED AND ORDERED that said power to contract is subject to and conditional upon the Governing Board's approval or ratification evidenced by a motion of the board duly passed and adopted; and

BE IT FURTHER RESOLVED AND ORDERED that the term "contract" as used herein shall be deemed to include change orders to contracts but shall not include transmittal or listing sheets, orders on district funds, payroll sheets or vendor sheets.

IN WITNESS WHEREOF, this resolution was adopted by the Board of Education of the San Juan Unified School District of Sacramento County this 11th day of January, 2022.

Kent Kern, Superintendent and Executive Secretary

Pam Costa, Member

Melissa Bassanelli, Deputy Superintendent, Schools and Student Support

Zima Creason, Member

Trent Allen, APR, Chief of Staff

Saul Hernandez, Member

Frank Camarda, Chief Operations Officer

Michael McKibbin, Ed.D., Member

Jennifer Stahlheber, Chief Financial Officer

Paula Villescaz, Member

Debra Calvin, Ed.D., Asst. Supt., Educational Services

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

Paul Oropallo, Asst. Supt., Human Resources

Kristan Schnepf, Asst. Supt., Secondary Education and Programs

Amberlee Townsend-Snider, Asst. Supt., Elementary Education and Programs

Peter Skibitzki, Senior Director, Technology

Daniel Thigpen, Senior Director, Labor Relations

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

AGENDA ITEM: G-7

MEETING DATE: 01/11/2022

SUBJECT: Signature Authorizations

CHECK ONE:

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

DEPARTMENT: Fiscal Services

ACTION REQUESTED:

The superintendent is recommending that the board adopt Resolution No. 3094 Delegating Signature Authorization to the Superintendent.

RATIONALE/BACKGROUND:

The Education Code requires the Governing Board of Education adopt resolutions authorizing and empowering certain individuals to sign legal documents on behalf of the San Juan Unified School District (SJUSD).

ATTACHMENT(S):

A: Resolution No. 3094 Delegating Signature Authorization to the Superintendent

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 01/03/2022

Board of Education: 06/28/2012; 08/14/2012; 08/01/2013; 02/25/2014; 08/12/2014; 02/10/2015; 04/28/2015;
04/12/2016; 08/09/2016; 08/08/2017; 08/14/2018; 08/13/2019; 01/12/2021

FISCAL IMPACT:

Current Budget: \$ _____ N/A _____

Additional Budget: \$ _____ N/A _____

Funding Source: _____ N/A _____

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

Current Year Only Ongoing

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Jennifer Stahlheber, Chief Financial Officer



APPROVED BY: Kent Kern, Superintendent of Schools



San Juan Unified School District
RESOLUTION NO. 3094
Delegating Signature Authorization to the Superintendent

WHEREAS, numerous legal documents are signed on behalf of the district on a daily basis; and

WHEREAS, the governing board has delegated to certain employees the authorization to sign certain specific types of documents; and

WHEREAS, this authorization must be kept current; and

WHEREAS, re-authorization by the governing board is often required because of changes in personnel, not a change in authorized position; and

WHEREAS, various Education Code sections allow the governing board to delegate this authority (where required to the acting superintendent; and

WHEREAS, it will reduce paperwork and improve efficiency to delegate to the superintendent the authority to approve new signatures when necessitated by a change in personnel.

NOW THEREFORE, BE IT RESOLVED AND ORDERED by the governing board of the San Juan Unified School District delegates to the superintendent the authority to approve a current list of signatures as required to conduct the district's business. The deputy superintendent will maintain the file of authorized signatures and delegates.

IN WITNESS WHEREOF, this resolution was adopted by the Board of Education of the San Juan Unified School District of Sacramento County this 11th day of January 2022.

ATTEST:

Kent Kern, Executive Secretary

Pam Costa, Member

Zima Creason, Member

Saul Hernandez, Member

Michael McKibbin, Ed.D., Member

Paula Villescaz, Member

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

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

AGENDA ITEM: G-8

MEETING DATE: 01/11/2022

SUBJECT: Proposed Revisions to the Use of School Facilities and Grounds Handbook and Fees

CHECK ONE:

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

DEPARTMENT: Facilities

ACTION REQUESTED:

The superintendent is recommending that the board approve the proposed updates to the Use of School Facilities and Grounds Handbook and fees. Portions of the Use of Facilities Handbook and fees were last updated in October 2020.

RATIONALE/BACKGROUND:

The Board of Education recognizes that San Juan Unified School District facilities and grounds are a community resource to be used primarily for school programs and activities. The board authorizes the use of school facilities and grounds by community groups for purposes provided for in the Civic Center Act (Ed. Code, section 38130 et seq.) when such use does not interfere with school activities.

The board authorizes the use of district facilities or grounds for events on Monday through Friday (excluding holidays) without charge to school or district related organizations, associations, clubs or other groups whose activities are directly related to, or for the benefit of, district schools or students, and to certain other groups as described in Board Policy 3513. Other organizations or groups requesting the use of school facilities under the Civic Center Act or district related groups seeking use of facilities or grounds on Saturday, Sunday or holidays shall be charged at least direct costs.

ATTACHMENT(S):

A: Use of School Facilities and Grounds Handbook with Proposed Revisions

BOARD COMMITTEE ACTION/COMMENT:

Facilities Committee: 11/02/2021, 01/04/2022

PREVIOUS STAFF/BOARD ACTION:

Board of Education: 10/22/2020

Superintendent's Cabinet: 10/05/2020, 01/03/2022

FISCAL IMPACT:

Current Budget: N/A

Additional Budget: N/A

Funding Source: N/A

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

Current Year Only Ongoing:

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY:

Frank Camarda, Chief Operations Officer 

APPROVED BY:

Kent Kern, Superintendent of Schools 



San Juan
Unified School District

Use of School Facilities and Grounds Handbook

916-971-5790 | CivicPermits@sanjuan.edu

Updated October, 2021



Contents

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Use of School Facilities and Grounds

Thank you for your interest in using San Juan Unified School District ("SJUSD") facilities and grounds. SJUSD works with hundreds of community organizations to make available school buildings/grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest.

The handbook is designed to help users of SJUSD facilities and grounds to determine if their event/program qualifies to use school facilities or grounds, how to submit a Facilities or Grounds Use application, an overview of the fee structure, review of the insurance requirements and other important information. We encourage you to read the entire handbook before submitting your application.

We hope you find this information helpful in processing your application request. If you have any suggestions for improvement, please email us at CivicPermits@sanjuan.edu.

This facilities and grounds handbook follows the applicable law as defined in the California Education Code sections 10900 through 10914.5 and sections 38130 through 38138, referred to as the "Civic Center Act".

Types of Facility and Grounds Use

School facilities and grounds, subject to SJUSD policies and regulations, may be made available to citizens and community groups as a civic center for the following purposes (Education Code § 38131.):

1. Public, literary, scientific, recreational, educational or public agency meetings.
2. The discussion of matters of general or public interest.
3. The conduct of religious services for temporary periods, on a one-time basis or renewal basis, by any church or religious organization.
4. Child care programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
6. Supervised recreational activities including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination.
7. A community youth center.
8. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization.
9. Other purposes deemed appropriate by the governing board.
10. State laws prohibit the use of school facilities and grounds for subversive, immoral, offensive, or harmful purposes. State laws also limit the use of the school facilities and grounds for denominational or sectarian activities. The use of the school facilities and grounds shall not be granted to persons, forums, corporations, groups, clubs, or associations which:
 - (a) May, by use, be reasonably expected to expose the property of SJUSD to damage through riot, mob action, or violence of any kind.
 - (b) Use the property in a manner which will be adverse to the best interest of SJUSD.
 - (c) Use of facilities and grounds for a purpose not consistent with the Civic Center Act and/or adopted Board Policies.

11. Groups or persons using school facilities and grounds under the provisions of this policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair the damages and may deny the group further use of the school facilities and grounds (Education Code § 38134).

User Group Classification

The priorities for renting facilities and grounds will be determined by SJUSD for any Facilities or Grounds Use requests other than SJUSD instructional and related activities based on the following classifications. Additional fees beyond rental fees may be required for all users. (See "Schedule of Fees," p. 7.)

Category 1: Civic and Program Partner Events

Events that are Monday through Friday (excluding holidays, for weekend and holiday use see category 2) will generally have no charge. These events support a direct relationship to SJUSD programs for youth; and have no gate fee, event admission, or fundraising component. Category 1 includes:

Formatted: Underline

- Activities and programs of SJUSD directly related to SJUSD's instructional and educational program
- Activities or events designed to serve the youth and citizens of SJUSD, which are planned and directed by school-related programs, including parent clubs
- Events that do not require payment of membership fees, event fees, or gate fees
- Public meetings/hearings or elections
- Student based charitable fund-raising events (funds must be run through student body)
- Community advisory councils
- Events by Boy Scouts, Girl Scouts, or community colleges and their related organizations
- Supervised recreational activities including, but not limited to, local youth sports known as recreational, supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination (such as little league, softball league, football league, and other league sports)
- Events by service organizations park district with Joint use agreements

SJUSD FEES:

Application fee

Nutrition Service fee (if applicable)

Site Supervisor

Category 2: Community Event

Activities under this category will be charged a fee based on the direct cost to SJUSD. Please note, Category 1 events that are held on Saturday, Sunday or holidays will be charged a direct cost fee. Category 2 includes:

- Charitable fund-raising activities run through the Associated Student Body ("ASB"), which are beneficial to SJUSD programs and require net receipts of admission fees or gate fees to be expended for the welfare of SJUSD students only. *
- Events with no direct ties to SJUSD program that serve youth groups, Events-run by organizations, agencies, associations, clubs, or groups that use school facilities or grounds and whose primary purpose is to provide programs and/or services without serving as a funding source for the organization, agency, association, club, or group
- Events with no direct ties to SJUSD programs
- Local recreational youth programs on Saturday or Sunday (where tryouts are not required)
- Athletic events, competitions, or performances for youth (not known as recreational-type programs where tryouts are not required)
- Community events, church events, theater/music /dance practices and programs that don't charge participation or admission fees
- Events by service organizations park districts with joint use agreements **
- PTA, boosters and other affiliation group events on Saturday, Sunday, or holidays **

SJUSD FEES: (See page 7 Category 2 & Utility)

Application fee

HVAC fee

Nutrition Service fee

Custodial fee

Site Supervisor

Stadium: lighting, ~~sound system, scoreboards~~

Performing Arts Center: sound system, lighting

~~Scoreboards~~

~~Direct use fee~~

* No direct use fee

** No direct use fee except pools, performing arts centers, stadiums, and turf fields/tracks.

Category 3: Fair Market Event

Organizations, agencies, associations, clubs, persons, or groups that use SJUSD facilities or grounds for business purposes or revenue generation. *These events are not necessarily youth focused and provide no direct support to SJUSD programs.*

- Events requiring payment of membership fees, event participation fees, or gate fees
- Fundraising events where the funding is not run through the ASB
- 3rd party athletic events, competitions, performances, and tournaments not run through the ASB, elementary school parent teacher organizations, or any organization with direct ties to SJUSD where all funds benefit SJUSD only
- Adult-focused programs
- For profit events or personal finance-generating events
- Activities by organizations, agencies, associations, clubs, persons, or groups selling any product or service, or conducting any other type of commercial business or function
- Events by organizations, agencies, associations, clubs, persons, or groups where admission fees are charged or contributions are solicited and the net receipts are not expended for the welfare of SJUSD students or for charitable purposes

SJUSD FEES: ([See page 7 Category 3 & Utility](#))

Application fee

HVAC fee

Nutrition Service fee

Custodial fee

Site Supervisor

Stadium: lighting, sound system, scoreboards

Performance Art Center: sound system, lighting

Scoreboards

Fair Market fee

Schedule of Fees

An annual non-refundable application fee of \$20.00, per permit applicant and per school, is required.
Certain rental fees do not apply to Category 1 events.

Facility	Category 2 Direct Cost per hour	Category 3 Fair Market Cost per hour	Utility Cost per hour
Aquatic Center (March-October)	\$55.00	\$120.00	n/a
Aquatic Center (November-February)	\$80.00	\$160.00	n/a
Athletic Field – Recreational Only (<u>Weekends or Holidays</u>)		\$6.00	
Athletic Field (Elementary or Middle School)	\$12.00	\$24.00	n/a
Athletic Field (Jr. Varsity High School)	\$17.00	\$33.00	n/a
Athletic Field (Varsity High School)	\$22.00	\$44.00	n/a
Cafeteria (High School)	\$29.00	\$60.00	\$10.00
Classrooms	\$13.00	\$31.00	\$5.00
Concession Stands/ <u>Snack Shack</u>	\$20.00	\$40.00	n/a
Flex Room (Small)	\$20.00	\$40.00	\$10.00
Flex Room (Large)	\$25.00	\$50.00	\$15.00
Gym (Small)	\$33.00	\$66.00	\$20.00
Gym (Large)	\$55.00	\$110.00	\$25.00
Kitchens	\$15.00	\$30.00	n/a
Library/Music Room/Dance Room	\$17.00	\$39.00	\$5.00
Locker Rooms	\$15.00	\$30.00	n/a
Multipurpose Room (Elementary School)	\$29.00	\$58.00	\$10.00
Multipurpose Room (Middle School)	\$33.00	\$66.00	\$10.00
Outdoor Flex Space (Small)	\$17.00	\$33.00	n/a
Outdoor Flex Space (Large)	\$22.00	\$44.00	n/a
Parking Lot	\$17.00	\$33.00	n/a
Restrooms	\$10.00	\$20.00	n/a
Stadiums (<u>Bella Vista, Casa Roble, Del Campo, El Camino and San Juan</u>)	\$80.00	\$150.00	\$25.00
Tennis Court Complex	\$17.00	\$33.00	n/a
Turf Fields/ Track (<u>Encina, Mesa Verde, Mira Loma and Rio</u>)	\$50.00	\$100.00	n/a

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Additional Fees (three-hour minimum):

Site Supervisor: \$50.00 per hour

Custodian: \$43.50 per hour

Nutrition Services: \$32.50 per hour

Contracted Audio Visual Technician: \$120.00 per hour

Utility cost, if applicable

Accepted Payment Types:

Cash is only accepted for the application fee, all other payments must be made in Check form to San Juan Unified School District

Insurance Requirements

SJUSD requires a certificate of insurance showing the policy is written on a per occurrence basis without aggregate limits. San Juan Unified School District must be listed as the certificate holder and as the additional insured with a copy of the endorsement attached. A copy of the certificate and endorsement must be uploaded into Civic Permits before a permit is approved.

Each Occurrence	\$1,000,000
Damage to Rented Premises/Fire Damage	minimum \$100,000
Medical Expenses	Any coverage
Personal - & Adv. Injury	Any coverage
General Aggregate	\$2,000,000
Products Comp/Op Aggregate	\$1,000,000

Food Handling Requirements

All Snack bar use will require a Manager Certification and each person working in the snack bar will need a food handling certificate to be uploaded into the Civic Permit system prior to use. Each person working in the snack bar will be required to have their food handling certificate on them. Any violations and/or fines assessed to the school district will be charged to the user group, and may affect future use of the facilities.

Pursuant to SB 602 enacted into law in 2010 and SB 303 in 2011, Health and Safety Code 113790 et seq., ("California Food Handler Card Law"), food handlers, as defined, will be required to obtain a food handler card after taking a food safety training course and passing an assessment. This document was compiled by a stakeholder working group comprised of members of the California Retail Food Safety Coalition (CRFSC), the California Conference of Directors of Environmental Health (CCDEH), the California Restaurant Association (CRA) and the American National Standards Institute (ANSI).

To view the Food Handler Card Law, visit: Senate Bill 303 or go to http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_0301-0350/sb_303_bill_20110906_chaptered. If you are looking to take the Manager Certification and Food Handling Certificate below is a link. <https://www.servsafe.com/ServSafe-Food-Handler>

Use of Facilities Permit Request Application Process

To request the use of a SJUSD facility or grounds, an authorized representative of the requesting organization, agency, association, club, or group must create an account in Civic Permits. Civic Permits is an online system that SJUSD partners with to facilitate the permitting process for SJUSD (<https://www.sanjuan.edu/civicpermits>). Once an account is created, an authorized representative must submit all dates, times and locations of use requested and upload the required insurance documents, written authorization from group (if applicable), statement indicating that the group will uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts, and life guard certificate(s) (if renting a pool). If applicable, all fees must be paid BEFORE the permit will be approved and usage of our facilities is permitted. An APPROVED use permit must be present at all times during the event.

The Facilities Business Department is responsible for processing the permits, scheduling site supervisor, custodial and nutrition service workers, calculating fees, and creating an invoice in Civic Permits.

When fees have been paid and the proper required documentation is received, the Facilities Business Department will approve the permit in Civic Permits. The user must print out its permit and have the permit on-hand during the event.

A potential user must submit its permit request through Civic Permits at least ~~fourteen (14)~~ Twenty-one (21) working days prior to event. If requests are turned in less than ~~14~~21 working days prior, there is no guarantee rental will be approved. Permit requests can only be made 6 months in advance.

Approval or Denial of a Use of Facilities Permit

Approval of Permit

Once a permit request is submitted, it is sent to the site's Use of Facilities administrator for review. (in the below order)

- If athletic space is needed, the permit request is passed on to the site's Athletic director for space availability.
- If cEustodial is needed, the permit request is passed on to cEustodial at the site for approval.
- If nNutrition services are needed, the permit request is passed on to nNutrition service worker at the site for approval.
- If Site Supervisor is needed, the permit requested is passed on to supervisor for approval.
- If Custodial is needed, the permit request is passed on to Custodial at the site for approval.
- If Nutrition services are needed, the permit request is passed on to Nutrition service worker at the site for approval.
- If athletic space is needed, the permit request is passed on to the site's Athletic director for space availability.

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Once all site staff have reviewed the permit request, it is processed through the Facilities Business Department for final approval.

- Insurance is checked
- Event eligibility is determined
- Invoice is created
- Approval is granted

Denial of Permit

The Facilities Business Department cannot approve any requests if:

- the request is incomplete or has not met the conditions outlined in "User Groups Use of Facilities and Grounds Application Procedures" section of the manual;
- the request to reserve space contains a material misrepresentation or materially false statement;
- the request is not received sufficiently in advance of the proposed event or activity to permit necessary evaluation and to determine the appropriate location. In general, if the request is received at least ~~fourteen~~Twenty-one (~~14~~21) business days prior to the proposed event, timing should not be a factor;
- the use or activity intended by the request is prohibited by law or proposes behaviors or conduct proscribed as prohibited in this policy;
- the applicant has previously damaged facilities or grounds and has not paid for repairs;
- the applicant has a previously committed significant or repeated violation of these policies;
- the use or activity would present an unreasonable health or safety danger;
- the request to use facilities or grounds conflicts with a preexisting reservation and no reasonable alternative time or place is available.
- If the request is to hold birthdays, weddings, or funerals.

Permit Must Be On-Hand During Event

If approved, the user must print out its permit in Civic Permits and have the permit on-hand during the event.

Important Facility and Grounds Use Information

Access

Entry for the rental group on the day and time of scheduled use requires the presence of the user group or a designated and approved representative.

- A representative of the user group, approved by both the user group and the Facilities Business Department, must be present throughout the user group's entire use of the facility or grounds.
- The user group may not enter the facility or grounds before the rental is scheduled to begin. This includes, but is not limited to the following purposes: catering, set-up, loading equipment or scenery, dressing room and restroom use.
- If the user group must have equipment delivered or picked-up at times other than their scheduled use, arrangements must be made in advance with the Facilities Business Department. The user group will be billed for the time involved in the delivery/pick-up. Delivery vehicles should make deliveries to the loading dock area.

Advertising (non-school affiliated organizations)

No signage, posters, flyers or advertisements for any event may be posted in or on the facilities or grounds without the prior approval of the Facilities Business Department. If permission is granted, the user group is responsible for installing and removing the promotional materials.

Animals

Animals of all types and kinds are prohibited on all District facilities and grounds except as provided below:

- Service animals accompanying a disabled person (or service animals in training) are uniformly and automatically exempted from this policy in accordance with the Americans with Disabilities Act, 28 CFR Part 35 et seq., and applicable state law.
- It is the express intention of SJUSD that this policy meets requirements of the California Vehicle Code § 21113.

Appeals Process

This process will allow the user to request a change in event category. An appeal may be submitted to the Facilities Business Department for review. The request must be in writing and state why you feel your category should be changed. You will be notified within ten (10) business days of SJUSD's decision.

Availability

Facilities not available for public use or rental use include computer labs and weight rooms. SJUSD does not rent facilities or grounds on weekends before and during school holidays.

Cafeteria Use

Use of school kitchens may be granted to eligible groups when such use will not interfere with the regular school nutrition services program. **When the kitchen area is used, a nutrition services employee must be assigned to ensure sanitation, safety, and proper operation of equipment.** This employee will act in a supervisory capacity only. The user group is responsible for preparation and cleanup. (See "Schedule of Fees," p. 7.)

Cancellations

Please notify the Facilities Business Department of an event cancellation one week prior to the event. Failure to notify may result in forfeiture of fees associated with the event/use.

Complaints

Any complaints regarding a permitted user's event that are directly in violation of any of the articles of the Use of School Facilities and Grounds Handbook, Board Policy 1330, or Administrative Regulation 1330, may result in suspension or revocation of use permits.

Compliments/Comments

Any compliments, comments, or concerns regarding your event may be submitted via email or telephonically to our Facilities Business Department.

Concession Stands

Prior to use and after use, the site supervisor/custodian with the permit holder, will inspect all equipment and cleanliness. All damage and extra cleaning required after use is at the expense of the permit holder.

Custodial

See "Schedule of Fees," p. 7.

Damages

Applicant will be financially liable for any damage or loss of equipment during facilities or grounds usage. All labor needed to fix or reverse damage will be charged to the user group at cost plus 15%.

Decorations

Any decorating, covering up, or changes to the facility or grounds shall be approved prior to the event. Installation and removal of decorations shall be the sole responsibility of the user.

- All decorations must be flameproof or fire retardant and may not be hung from light fixtures, ceilings, heat detectors, emergency lights, exit signs, acoustical ceiling tiles or applied to the floor.
- The use of cellophane, all tapes, nails, staples, screws, and similar materials is not allowed on walls, ceilings, theater seats, furniture, or floors. Insufficient removal of any items will result in additional cleaning charges.
- All plants, trees, and shrubs must be in waterproof containers and must be carefully placed so as not to damage floors, tables, or block fire exits.
- Rice, birdseed, confetti, hay bales, and similar items are not permitted on any SJUSD facilities or grounds, or surrounding sidewalks and parking lots.

SJUSD Representative

SJUSD personnel shall be assigned to a user group commensurate with the type of permit category, hours of operation and use of District facilities and grounds.

Employees

Individuals not working in their capacity as a SJUSD employee who wish to rent SJUSD facilities must go through the normal use permit process. The schedule of fees is applicable to the potential user requesting the facility.

Equipment

No structures may be erected (including tents) or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment be brought thereon.

Field Use

User groups who use outside facilities or grounds shall have the option of using SJUSD restroom facilities or renting Porta-Potties.

- If rental is for a period in excess of four hours, the user group will be required to pay for the use of restroom facilities or Porta-Potties.
- If choosing to use SJUSD restroom facilities, a SJUSD representative must be present during the entire event and the appropriate fees for this service must be paid prior to the event.
- If the user group chooses to rent Porta-Potties, the user group assumes full responsibility for them.
- The user group must show proof of Porta-Potties rental to the site administrator at least one working day prior to the event.
- The user group must also inform custodial of the delivery and removal dates for the Porta-Potties. The user group must secure the Porta-Potties to the greatest extent possible. This includes adding a padlock and chaining to the fence to avoid tipping.

Use of SJUSD Operated Stadiums

All stadium events are subject to the SJUSD's Stadium Governing Committee's approval. Potential user groups may use the track when such use does not impair the condition for student use, does not conflict with use by schools of the SJUSD and is consistent with the SJUSD's stadium guidelines outlined in Administrative Regulation 3513. The stadium governing committee shall be the determining body regarding the use of the track and stadium stands by potential user groups. Vehicles of all types, except authorized vehicles, are prohibited from using the track at any time.

Fireworks

Fireworks sales, displays or use are strictly prohibited on school grounds.

Fire Safety

At no time may the maximum occupancy be exceeded. The use of smoke machines, fog, haze, etc. is not allowed on any facility since the use of such items interferes with the building's fire detection system. All scenery, props and draperies must be flame-proofed before installation. The use of any pyrotechnics or open flame at any time is strictly prohibited on SJUSD properties. All grills or similar items must be at least 20 feet away from any structure.

Gambling

Gambling on the premises is prohibited. Gambling shall be defined as any game of skill, chance or raffle, played with cards or any other device for money or any other representative item of value.

Key Control

Key control is mandatory. Under no circumstances is a non-SJUSD individual or a student authorized to be in **possession** of keys to SJUSD facilities or grounds unless authorized. Control of keys shall remain in sole care, custody and control of approved individuals. Grand master keys must be secured to the greatest extent possible and never loaned to students or non-SJUSD individuals. If keys on loan are lost, it is the user group's responsibility to pay to re-key the entire facility.

Pool Use:

Lifeguard certificate is required and must be added to civic center permits prior to usage.

Priority

SJUSD reserves the right to change requested dates/times at any time when that use will interfere with regular school programs/activities.

Revocation of Permit

Any violations of law, SJUSD policy and/or procedure will result in the immediate revocation of the use permit and removal of the user group from SJUSD property.

- Applications will also be denied if past history of use by an organization has resulted in:
 - Violation of Board Policy
 - Inconvenience for school use
 - Damages to property
 - Consistent lack of supervision
 - Adverse behavior
 - Non-payment of fees
- The user group shall be responsible for the orderly conduct of all persons using the facility or grounds during the event. SJUSD reserves the right to remove, or have removed, any person behaving in an unlawful, disrespectful, or objectionable manner. Fights, vandalism, or destructive behavior on the part of any member of a user group or its audience will be grounds for immediate cancellation of the event and all future events by the user group. In this case, all fees will be forfeited.
- Smoking/tobacco products, consumption of alcoholic beverages and use of weapons, including knives, firearms, or explosives are not permitted on District property.

School Equipment

A use permit does not authorize the use of certain SJUSD, or student body equipment. Arrangements for supervision and operation of any equipment shall be made by the applicant with the school administrator. SJUSD recommends "checking in and out" equipment with the site representative to ensure equipment is in working order before and after the event.

Summer Use

Requests for summer use of facilities and grounds must be submitted to the site administrator beginning May 15th and

before the end of the school year.

Yearly Renewal

Applications are valid for a period of one year, ending on the last day of the SJUSD's fiscal period, June 30th. USE PERMITS MUST BE RENEWED EACH YEAR.

Waiver of Rental Fees

Rental Fees can only be waived by the Facilities Business Department. Site Supervisor, Custodial, Nutrition Service, and utilities fees still apply.

The Performing Arts Rental Policies and Procedures

Theater Rental Rates:

<u>El Camino, Mesa Verde, Rio and San Juan</u>	Category 2 Direct Cost per hour	Category 3 Fair Market Cost per hour	Utility <u>/Lights/HVAC</u> Cost per hour	HVAC <u>Cost per hour</u>
Facility Rental Fee	\$125.00	\$250.00	\$25.00	<u>\$25.00</u>
Black Box Theatre	\$29.00	\$60.00	\$10.00	<u>\$10.00</u>
Audio Visual Technician*	\$120.00	\$120.00	n/a	<u>n/a</u>
Site Supervisor*	\$50.00	\$50.00	n/a	<u>n/a</u>
Custodial/Supplies*	\$43.50	\$43.50	n/a	<u>n/a</u>
Nutrition Services*	32.50	32.50	n/a	<u>n/a</u>

* 3-Hour Minimum Required, Per Day

Contracted Audio Visual Technician: \$120.00 per hour

Equipment Rental:

	Category 2 Direct Cost	Category 3 Fair Market Cost
Grand Piano – Per Day	\$200.00	\$200.00
Chairs – Per Item, Per Day	\$1.00	\$1.00
Music Stands – Per Item, Per Day	\$1.00	\$1.00

Theater Rules

Important Information

It is the responsibility of the user to ensure a safe environment by following and enforcing SJUSD theater rules.

General Safety

- No running is permitted in the theater or the theater lobby.
- No feet are permitted on the theater chairs.

- No sitting on tables or counters.
- No leaning against or standing on handrails.

Fire Safety

- At no time may the maximum seating occupancy in the theater auditorium be exceeded. Seating occupancy is as follows:
 - El Camino Fundamental High School– 605
 - Mesa Verde High School– 665
 - Rio Americano High School– 356
 - San Juan High School – 759
 - El Camino Fundamental High School – 605
- The user group will not obstruct or restrict the use of any doors, exits, hallways or aisles in the facility.

Facility Use

- Food and beverages are permitted in the lobby and the green room only. No food or beverage is permitted in the audience seating area or on the stage. Bottled water is the only exception to this rule.
- Receptions involving the serving of food and drink prior to or following events require approval from the Facilities Business Department and must be arranged in advance. Additional charges will apply if additional cleaning is required.
- The SJUSD retains the right to all concessions within its facilities and grounds. If a user group is granted permission to sell concessions or merchandise the following rules and restrictions will apply:
 - Advance notice of intent to sell concessions must be given to the Facilities Business Department no less than ~~fourteen~~^{Twenty-one} (~~14~~²¹) days prior to the event.
 - All items for sale must be approved by the Facilities Business Department in advance.
 - All items for sale must be related to the event. No merchandising or retail sales of items unrelated to an event or performance is allowed.
 - The SJUSD reserves the right to restrict or not permit the sale of any items at the sole discretion of the Facilities Business Department.

Coordination

- The user group or its designated representative must coordinate the needs of all aspects of the user group's event with the Facilities Business Department.
- To ensure protection of all in-house equipment and the professional presentation of events, all user groups are required to utilize the theater technical staff for their events, at the rates outlined in the Theater Rental Rates.
- No changes or modifications to the fixed equipment or facilities may be made, nor may any equipment be removed from the theater or altered. Any structural or electrical changes may be made only by theater staff with the Facilities Business Department's approval and only by qualified staff or licensed contractors. All labor needed to make such changes and reverse them will be charged to the user group at the technical staff rate or, in the case of an outside contractor, cost plus 15%.
- All scenic units, props, and electrical equipment, etc. provided by the user group are subject to a safety inspection by the Facilities Business Department or its designated representative. The SJUSD reserves the right to prohibit the use of any scenery, property, or equipment that is deemed to be unsafe. Equipment judged to be unsafe must be brought up to minimum standards or be removed from the premises.
- Specialized needs for lights or sound must be arranged at least two weeks in advance with the Facilities Business Department. A three-hour daily minimum is required for use of technician.
- No tripods, cable, or equipment of any kind will be allowed in the audience seating area without the prior approval of the Facilities Business Department. Under no circumstances shall the view of the audience be obstructed.
- The theater facility will not be used for long-term storage of sets, props or costumes. Run-of-event storage will be provided as available and by prior arrangement with the Facilities Business

Department. Items left in the facility after the rental becomes the property of the SJUSD unless previous arrangements have been made with the Facilities Business Department. The SJUSD assumes no responsibility for stored or abandoned property or materials at any time. The user group will be responsible for any costs associated with the removal and/or disposal of abandoned property or materials.

- All sound checks on performance days must be conducted at least sixty (60) minutes before the show. No exceptions to this rule will be permitted.
- No user group or member is permitted in the theater control booth without the permission of theater staff.
- For reasons of safety, no one with the user group under the age of 18 years may be onstage without adult supervision. User groups with large numbers of children must maintain a minimum ratio of one adult for every ten children on the stage. If a minor's presence is not immediately required on the stage for rehearsal or performance they should be waiting in the green room or dressing rooms and not on the stage.

Important Reminders

It is the responsibility of the facility or grounds user to be familiar with board policy and administrative regulation for facility use and the articles of this handbook.

SJUSD sites **may not** allow use of their facilities or grounds without an APPROVED permit.

User groups are not authorized to use the facilities or grounds without an APPROVED permit.

All use requests must be processed through Civic Permits on the San Juan Unified School District Website. Facilities cannot be reserved at school site.

If you have any questions or need clarification please contact the Facilities Business Department at 916-971-5790 or email @ CivicPermits@sanjuan.edu

Annual Review of the Use of Facilities Policy

The Use of School Facilities and Grounds handbook is reviewed annually by SJUSD staff and the SJUSD's Facilities Committee.

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

AGENDA ITEM: I-1

MEETING DATE: 01/11/2022

SUBJECT: Social Emotional and Mental Wellness Supports

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

DEPARTMENT: Division of Teaching and Learning

ACTION REQUESTED:

The superintendent is recommending that the board receive a report from the Department of Educational Services regarding the social emotional and mental wellness supports that they provide the district.

RATIONALE/BACKGROUND:

The purpose of this report is to provide the board with an overview of the social emotional and mental wellness supports provided by the Educational Services department. Social emotional and mental wellness is a collaborative effort that involves not only multiple departments, but also partnerships with outside agencies. This presentation will provide an overview of the variety of supports for students, families and sites including direct services, professional learning, external supports and social programs.

ATTACHMENT(S):

A: Presentation

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 01/03/2022

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

LCAP/STRATEGIC PLAN:

Goal: 1 Focus: 4-7

Goal: 2 Focus: 1-5

Strategic Plan: 1,2,4

PREPARED BY:

Christine Moran, Director, Multi-Tiered System of Supports
Dominic Covello, Director, Student Support Services
Vanessa Adolphson, Director, Special Education
Omar Field-Ridley, Director, Equity and Student Achievement
Gwyn Dellinger, Director, Office of Student Learning Assistance

APPROVED BY:

Debra Calvin, Ed.D., Assistant Superintendent, Educational Services RC
Melissa Bassanelli, Deputy Superintendent, Schools and Student Support MBS
Kent Kern, Superintendent of Schools KK



Social Emotional and Mental Wellness Supports

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

Christine Moran, Director, Multi-Tiered System of Supports

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Gwyn Dellinger, Director, Office of Student Learning and Assistance

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Agenda

Multi-Tiered System of Supports

Student Support Services

Special Education

Equity & Student Achievement

Office of Student Learning Assistance

Next steps



2



Student Support Center Services (SSC)



Whole Class Lessons
in Classrooms



Individual counseling and supports for students



Behavior Support Plans
written and supported

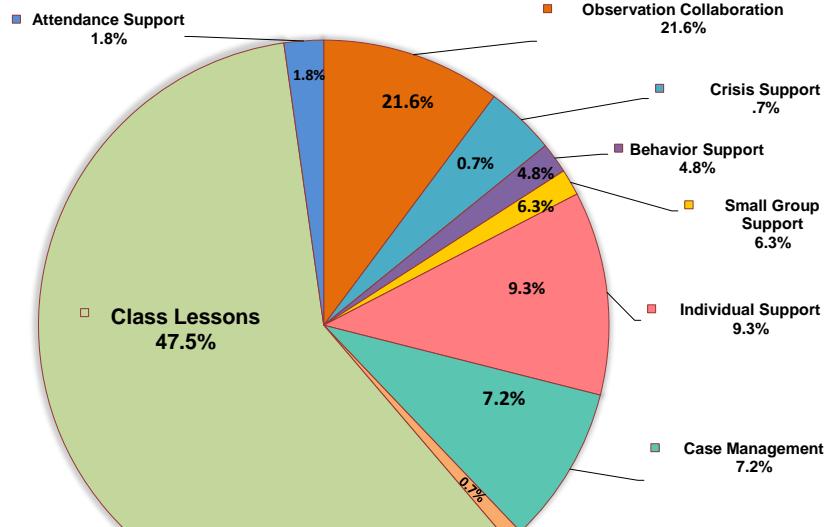
CHECK IN / CHECK OUT POINT SHEET	
Date	Time
Initial Points	Initial Points
Actions to prevent problem behavior	Actions to prevent problem behavior
Actions to teach replacement behavior	Actions to teach replacement behavior
Total Points	Total Points

Small Groups

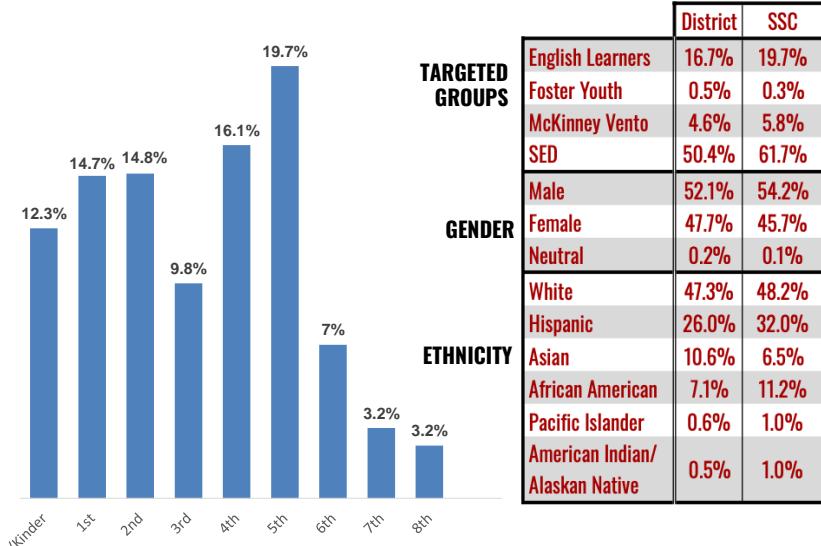
Sites supported by
Social Emotional Support
Technicians



Types of Service



Grade Level

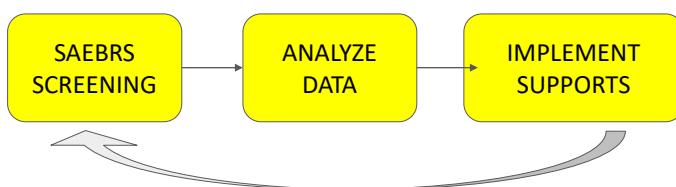


Universal Screener- SAEBRS and mySAEBRS

Social Academic Emotional Behavior Risk Screener

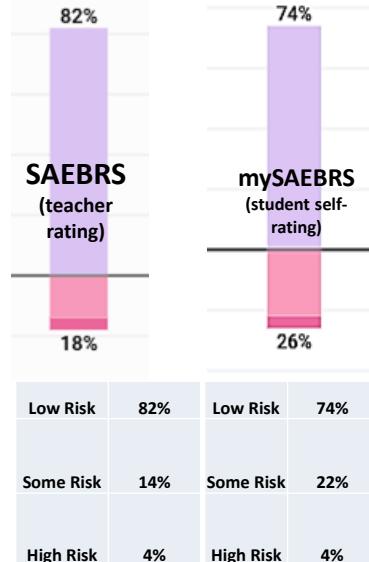
SAEBRS-Teacher-based rating scale of student risk for social emotional and behavioral problems for K–12 students. The SAEBRS is designed for universal screening to identify school, class, and individual-level, social emotional learning needs.

mySAEBRS-Student-based rating scale mySAEBRS is a brief, norm-referenced tool for screening all students to identify those who are at risk for social emotional behavior (SEB) problems.

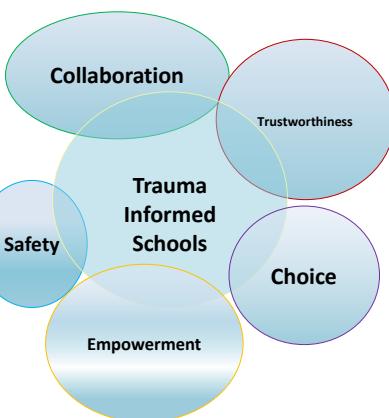


SAEBR斯/mySAEBR斯

- Optional participation
- 20 elementary/K-8 school participated
- 4 middle school/high School
- 12 schools completed both SAEBR斯 & mySAEBR斯
- 9,051 students screened with SAEBR斯
- 3,264 students screened with mySAEBR斯
- Winter & spring screening available



Trauma Informed School Practices



"A program, organization, or system that is trauma informed:

Realizes the widespread impact of trauma and understands the potential paths for recovery;

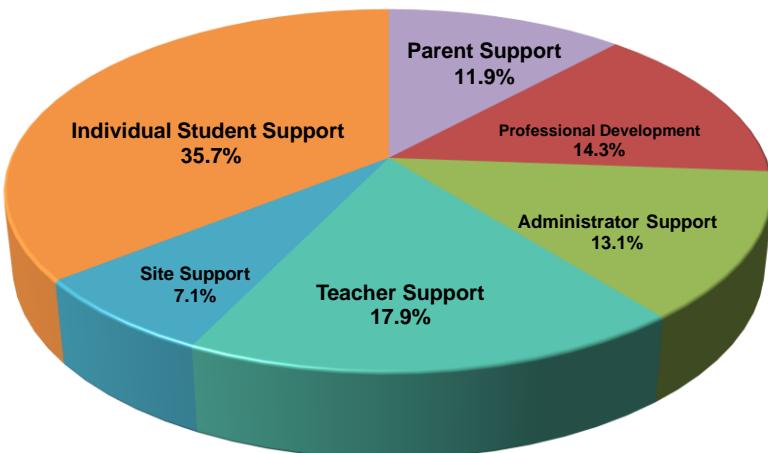
Recognizes the signs and symptoms of trauma in students, families, staff and others involved in the system;

Responds by fully integrating knowledge about trauma into policies, procedures and practices; and seeks to actively resist re-traumatizing"

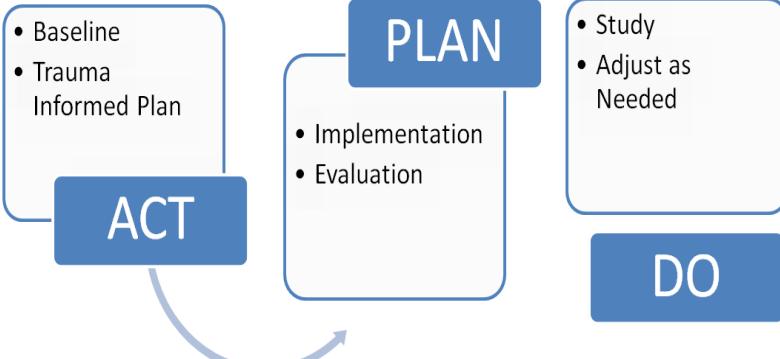
- Substance Abuse Mental Health Administration (SAMHA, 2012)



Trauma Informed School Practices



Next Steps



Restorative Practices & Positive Behavioral Interventions and Supports (PBIS)



Graduate School

CALIFORNIA PBIS COALITION



Restorative Practices for Educators

- Fundamental practices to resolve conflicts
- Facilitating classrooms to create a positive learning environment
- Building relationships

SJUSD PBIS Cohort Training

- Resumed professional development for 2 cohorts of schools: 13 Sites
- Tier I and tier II school-wide behavior supports

11



Mental Health Screening Referral Process

- New online referral system for school staff
- Collaborative services between Support Center staff & White House Counseling Center
- Referrals document student concerns and previous attempts with tier I and II interventions
- <https://www.sanjuan.edu/Page/49858>



San Juan
Unified School District

Referral to Tier 3 Student Mental Health Screening

White House Counseling Center and Multi-Tiered System of Supports (MTSS)

Please read prior to completing form:

This form is to be completed by the school's student intervention team (i.e. SST, LST, COST, etc.). Prior to submitting the form, please ensure parent/guardian consents to a referral for mental health screening. Once submitted, a staff member from White House Counseling Center or MTSS will contact the parent/guardian and the identified school staff member (indicated below) prior to initiating the screening.

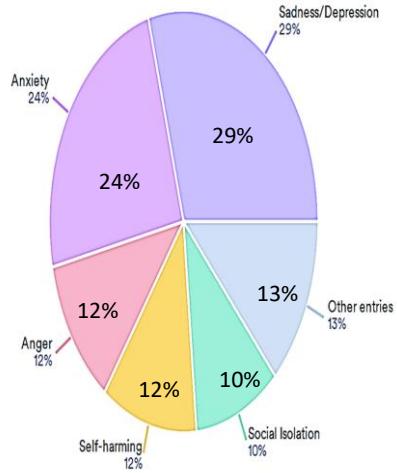
12



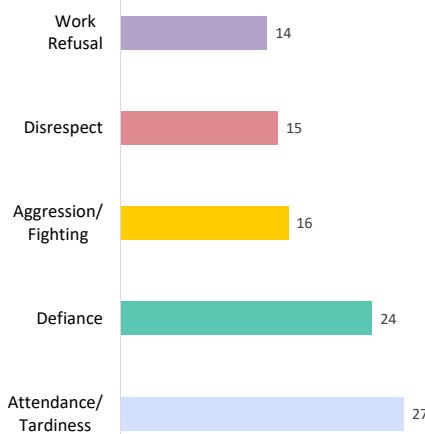
Tier III Mental Health Referral System

(referrals through 11/30/2021)

Social-Emotional Concern(s) - Select all that apply:



Behavior Concern(s)



School-Based Mental Health

- New contract with Sacramento County launched January, 2021
- As of December 1, 2021 - 63 students in ongoing treatment for school-based mental health (30,000+ counseling minutes provided)
- Medi-Cal client cases providing reimbursable dollars
- Partnership with SCOE school-based mental health initiative expanded



14

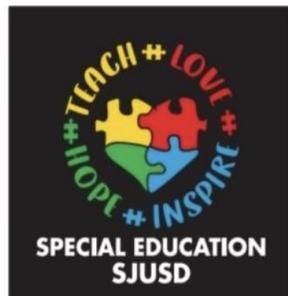


Specialized Services

School Psychologist

School psychologists work alongside school site intervention teams supporting all students. Supports include personal and group counseling, family supports, academic and behavioral support plans.

School psychologists also serve Learning Support Teams, Positive Behavioral Interventions & Supports, and Student Success Teams.



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Specialized Services

Mental Health Therapist

Our mental health therapist teams support students transitioning back to school, by collaborating with teachers, school psychologists and case managers. They also provide crisis intervention and support classroom settings.



16



Community Partnership Mentor Program

"Participation in mentoring program has been associated with improved social skills, decreased antisocial behaviors, and improved academic behaviors"



135 students being served



50 students being served



Project Optimism

200+ students being served



271 students being served



Student Identity Clubs

"These clubs provide a safe space for students to talk about things that are personal to them and to get the support they need, as well as to just have fun with other students they relate to."



18

- Over 50 Identity Clubs in our middle and high schools
- Approximately 500 students participating



Listening Circles

Listening circles provide people with an opportunity to speak and listen to each other, cultivate empathy, and gain a shared sense of understanding in an atmosphere of safety, decorum and equality.



19

San Juan
Unified School District

Supporting English Learner, Refugee and Immigrant Students

- Cultural Brokers
 - School Community Resource Assistants
 - School Community Intervention Specialists
 - Epic Wellness
 - Culture Clubs
- Community Partnerships
 - World Relief
 - International Rescue Committee
 - Willow Way
 - Amazing Athletes/Soaring Scholars
 - Sacramento Youth Center
- Parent & Community Outreach



20

San Juan
Unified School District

Creating Community Through the Universal Language of Soccer

- 8 elementary/K-8 sites participated
- 800 fully outfitted soccer players
- 600+ medical physicals conducted by volunteer doctors
- 2 tournaments
- Countless smiles



[SJUSD Soccer Program 2021-22](#)

21



Board Discussion and Questions?



22



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

AGENDA ITEM: I-2

MEETING DATE: 01/11/2022

SUBJECT: Family and Community Engagement Update

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

DEPARTMENT: Family and Community Engagement

ACTION REQUESTED:

The superintendent is recommending that the board receive an update on the activities and actions of the district's Family and Community Engagement department.

RATIONALE/BACKGROUND:

The Family and Community Engagement department would like to update the board and community on current districtwide efforts to increase and expand family engagement and community partnerships at the school site and district level. Information will be shared regarding innovative ways the department has reconnected, redefined, and reimagined family and community engagement during the pandemic. The presentation will feature successful activities accomplished in the fall, as well as new and exciting family and community engagement opportunities ahead.

ATTACHMENT(S):

A: Presentation

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 01/03/2022

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

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

Current Year Only On-going

LCAP/STRATEGIC PLAN:

Goal: 1 Focus: 01.01

Goal: 1 Focus: 01.02

Goal: 1 Focus: 01.03

Goal: 1 Focus: 01.04

Strategic Plan: 3

PREPARED BY: Amy Rovai Gregory, Director, Family Engagement and Partnership Development

APPROVED BY: Trent Allen, APR, Chief of Staff 
Kent Kern, Superintendent of Schools 

Family & Community Engagement (FACE)

San Juan Unified School District
Board of Education
January 11, 2022

Meet the Team!



Amy Rovai Gregory

Director, Family Engagement &
Partnership Development



Luis Cruz Solache

Coordinator, Family Engagement



Elizabeth Lopez

Coordinator, School/Family Problem
Resolution



Natalia Aguirre

District Community Engagement
Specialist



Colleen Cadwallader

Executive Director, San Juan
Education Foundation
Coordinator, Family & Community
Engagement



Ruth McGrath

Administrative Assistant,
Family & Community Engagement

Meet the Family Support Ambassadors!



Kimber Rice
Parent Ambassador,
Central Office Support



Coenita St. Mary
Parent Ambassador,
Encina Preparatory High School



Lesley Leatherwood
Parent Ambassador,
El Camino Fundamental
High School



Hannah Klinger
Parent Ambassador,
Mesa Verde High School



Neighborhood and Community Parent Liaisons

- 18 part-time Liaisons
 - 15 Title 1 schools
 - 2 high density school sites
 - Special Education department
- The goal is to build relationships with families and support schools' SPSA family engagement goals.



Examples of Liaison Activities:

- ❖ Welcoming new families
- ❖ Recruiting and organizing family volunteers
- ❖ Fatherhood outreach
- ❖ Resource referrals
- ❖ Reading programs
- ❖ Assist with family nights
- ❖ Promote and support school events
- ❖ Provide input on district initiatives



What We Do:

- Conflict resolution
- Create fun family/site engagement opportunities
- Build community partnerships
- Plan district community engagement events
- Facilitate family leadership development
- Customize family engagement plans with schools
- Alleviate systemic barriers for families
- Provide community resources and emergency support for families
- Help sites create inclusive environments
- Support advocacy opportunities for students and families
- Help build community within and across our district



5

Reconnect

rethink
revise
redesign
revisit
review
reconsider
reinvent
remodel
evaluate

redefine

Reimagine

EDUCATE • INSPIRE • SUCCEED • CONTRIBUTE

San Juan Unified School District

FACE
FAMILY AND COMMUNITY ENGAGEMENT

6



Reconnect with Families

- Food & resource distributions
- Virtual Family Power Hour
- Virtual family workshops
- Family check-in opportunities



San Juan
Unified School District

7

JOIN THE FAMILY & COMMUNITY ENGAGEMENT TEAM FOR:

Family Power Hour

An hour dedicated to answering questions you may have regarding:

- ENROLLMENT
- SCHOOL PROGRAMS
- RESOURCES TO SUPPORT STUDENT SUCCESS
- DISTRICT DEPARTMENT INFORMATION

Sessions will be held Wednesday evenings from 5:30-6:30pm on the following dates:

- AUGUST 18
- AUGUST 25
- SEPTEMBER 1
- SEPTEMBER 8

Visit www.sanjuan.edu/familyhour, 30 minutes prior to the session to access a live Zoom link.

Or, simply scan the QR code below:



OPORTUNIDADES DE PARTICIPACIÓN DE LA FAMILIA Y COMUNIDAD

OTOÑO 2021

El Departamento de Participación de la Familia y Comunidad ofrece una variedad de clases familiares presenciales y virtuales, en persona, talleres, y conferencias durante el año escolar. Padres de familia, estudiantes, maestros, abuelos, cuidadores, tutores, y miembros de la comunidad están invitados a participar y aprender como apoyar el éxito académico y social-emocional en la escuela.

CONTACTO Y REGISTRACIÓN

Para registrar en línea, por favor escanea el código QR a la derecha. Para registrar por teléfono, píldese comunicarse al Departamento de Participación de la Familia y Comunidad a 916-973-7070.

Conóctese con nosotros en Facebook: <https://www.facebook.com/SanJuanUnifiedFamilyAndCommunityEngagementDepartment>

WWW.SANJUAN.EDU/FAMILY



ESCANEE EL CÓDIGO QR PARA MÁS INFORMACIÓN



If you or your student(s) need a disability-related modification or accommodation, including auxiliary aids or services, to participate in any program, service or activity offered to you, contact our office at least one week before the scheduled event so that we may make every reasonable effort to accommodate you.

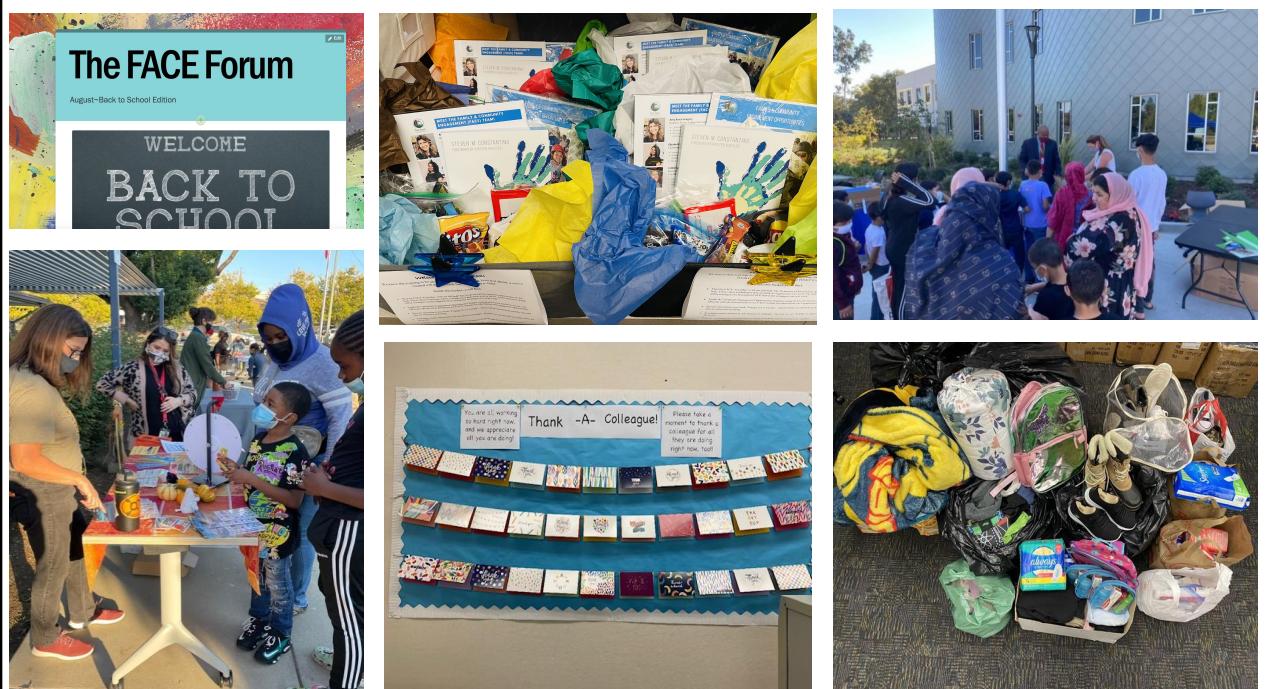


8



Reconnect with Schools, Departments & Partners

- Visits with each school/department
- Needs assessments
- Customized family engagement plans
- Monthly FACE Forum newsletter
- Monthly morale boosters
- Community connection meetings



Redefine Family & Community Engagement Roles

- San Juan Central Welcome Ambassador
- Problem Resolution Coordinator
- San Juan Education Foundation/ FACE Coordinator



11



Afghan Refugee Donation Drive

San Juan Unified is collecting donations in support of our Afghan community members impacted by the current Afghanistan crisis. Items requested include:

- Clothing (infant, youth, adult)
- Shoes, Socks, Undergarments
- Hygiene products (soap, shampoo, lotion, toothpaste, deodorant, lotion, etc.)
- Bed sheets, blankets, pillows, towels, washcloths, new/used linens
- Bath towels, washcloths
- New and gently-used strollers
- New and gently-used wheelchairs, walkers, canes and crutches

Donate at:
District Office - 3738 Walnut Ave., Carmichael
or online at www.sanjuan.edu/afghanrefugedonation

When:
Monday - Friday
8:30 a.m. - 4 p.m.

For more information, contact the Family and Community Engagement Department (FACE) at: 916-971-7929 or email face@sanjuan.edu

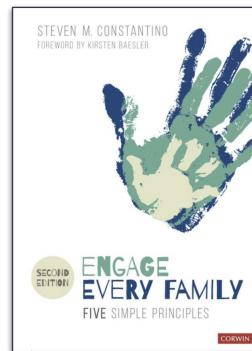
Goal Reached! Thank You!



12

Redefine Family & Community Education

- Virtual workshop opportunities for staff
- District-wide virtual book club
- Digital resource library to support students and families
- Neighborhood Learning Project



For sites that would like to participate in this opportunity, FACE will help fund the following for your school:

- 1-Hour Paid Training by NLP-Trained Staff
- Materials & Supply Purchase for Make & Take Games
- Hourly Time Card Funding
- Snacks & Waters for Families at the Event
- FACE Staff to Help Set Up and Take Down Event
- FACE Outreach & Marketing of Event to Community
- Partnership Supports for Event & Beyond

If your site is interested in this unique and highly-effective family engagement opportunity, please complete the Interest Form below and a FACE team member will reach out to you!

<https://forms.gle/r8y1MAjrCuS9C5k9>

2021-22 FACE Signature Engagement Grant!



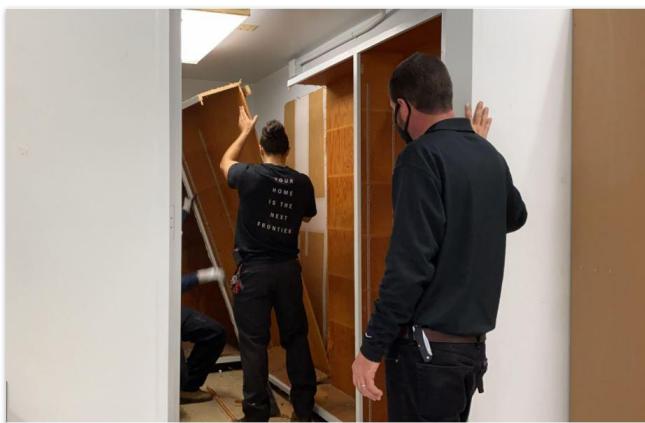
Redefine Family & Community Opportunities

- Involvement vs. Engagement
- Digital volunteer process
- Partnering community and schools in innovative ways



15

Partner Intentionally



 *Lemonade Day!*®



16



The Future of Family & Community Engagement

- Family Engagement site teams
- Expansion of community school supports
- W.E.S.T. expansion
- Onboarding process for partnerships
- Leadership workshops & family experiences



FACE VIRTUAL CONFERENCE

Saturday,
March 26th
9 am-12:30 pm

Join us for a fun and interactive morning of learning together!

- ❖ Family Workshops
- ❖ Guest Speakers
- ❖ Community Resources
- ❖ Family Fellowship
- ❖ Prize Giveaways
- ❖ And More!

More information coming soon!
Stay updated by visiting our website at www.sanjuan.edu/face



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20

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

AGENDA ITEM: I-3

MEETING DATE: 01/11/2022

SUBJECT: West Region Grades 6-8 School Planning

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Facilities

ACTION REQUESTED:

The superintendent is recommending that the board approve creating new boundaries for Katherine Johnson Middle School and Arcade Fundamental Middle School, as well as adjusting the existing grades 6-8 boundaries in the western region of the district, as needed. The superintendent is also recommending that the board approve the relocation of the newly established Katherine Johnson Middle School from the Encina Preparatory High School campus to the Creekside Adult School campus.

RATIONALE/BACKGROUND:

A yearlong empathy gathering process was conducted by Ms. Nina Mancina to engage community and staff stakeholders to gather input regarding academics and grade configurations of Encina Preparatory High School and Encina Middle School. At the conclusion of the process, stakeholders' interests emerged. Stakeholders prefer a traditional sixth through eighth grade and ninth through twelfth grade configuration model, and expressed support for a separate middle and high school in the western region of the district. Staff recommended the creation of Katherine Johnson Middle School to the board, and an initial phase of logistical separation by relocating the Encina Preparatory High School and Katherine Johnson Middle School programs to designated areas of the campus, and each would share core facilities. The initial phase was intended to be on an interim basis while facilities staff gathered data to further the action needed to provide a long-term facilities solution and true separation.

On January 26, 2021, staff held a workshop that provided the board with several Encina Preparatory High School and Katherine Johnson Middle School facilities scenarios for discussion, clarification and to request further information from staff, if needed. Board members requested a study be conducted to include a demographic analysis focused on walk distances and the locations of high-density forecasted student populations to ensure the proper location of the new middle school in the west region.

On September 28, 2021, staff presented enrollment updates and trends to further analyze the impacts of declining and increasing enrollment in the district's three regions. Staff confirmed the east and central regions are experiencing enrollment declines, with the west region experiencing growth in all grade levels. Primary increases are forecasted to be sixth through eighth grade students, as we have previously experienced growth in the kindergarten to fifth grade student populations.

On November 16, 2021, staff presented a sixth through eighth grade west region facilities planning item that included forecasted enrollment, student density maps and current capacity versus future capacity needs. The stakeholder engagement and board interests coupled with the demographic data provided to the board supports the need to create a new boundary at Arcade Fundamental Middle School and Katherine Johnson Middle School and to also adjust existing grades 6-8 boundaries in order to meet the capacity demand of shifting demographics of student densities. New boundaries and adjustments to existing boundaries shall be effective for the 2024-2025 school year. The demographic analysis also supports the relocation of the newly formed Katherine Johnson Middle School from the current Encina Preparatory High School campus to the current Creekside Adult School campus, located at 2641 Kent Drive in Sacramento. The Adult School relocation is to be determined, and will require further study to ensure a new location supports the board's interests as well as meet the needs of the students accessing the adult education program.

ATTACHMENT(S):

N/A

BOARD COMMITTEE ACTION/COMMENT:

Facilities Committee: 02/02/2021

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 01/03/2022

Board of Education: 01/26/2021; 09/28/2021; 11/16/2021

FISCAL IMPACT:

Current Budget: N/A

Additional Budget: N/A

Funding Source: N/A

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

Current Year Only Ongoing:

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Frank Camarda, Chief Operations Officer 

APPROVED BY: Kent Kern, Superintendent of Schools 

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

AGENDA ITEM: I-4

MEETING DATE: 01/11/2022

SUBJECT: Williams Complaint Report

CHECK ONE:

For Discussion:

For Action:

Report:

Workshop:

Recognition:

Emergency Action:

DEPARTMENT: Legal Services

ACTION REQUESTED:

The superintendent is recommending that the board receive a report regarding Williams-type complaints filed with the district during the time period from October 1, 2021, to December 31, 2021.

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):

A: Williams Act 2nd Quarterly Report

BOARD COMMITTEE ACTION/COMMENT:

N/A

PREVIOUS STAFF/BOARD ACTION:

Superintendent's Cabinet: 01/03/2022

FISCAL IMPACT:

Current Budget: \$ N/A

Additional Budget: \$ N/A

Funding Source: N/A

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

Current Year Only On-going

LCAP/STRATEGIC PLAN:

Goal: N/A Focus: N/A

Action: N/A

Strategic Plan: N/A

PREPARED BY: Linda C. T. Simlick, General Counsel

LTS

APPROVED BY: Kent Kern, Superintendent of Schools

KK



San Juan Unified School District

Legal Services

**3738 Walnut Avenue, Carmichael, California 95608
P.O. Box 477, Carmichael, California 95609-0477
Telephone (916) 971-7110; FAX (916) 971-7704
Internet Web Site: www.sanjuan.edu**

Kent Kern, Superintendent of Schools
Linda C. T. Simlick, General Counsel

WILLIAMS UNIFORM COMPLAINT PROCESS (UCP) Quarterly Report

Year covered by this report: 2021

Quarter covered by this report: Quarter 2 (October - December)

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:

Linda C. T. Simlick
General Counsel

**SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2021-2022**

K
01/11/2022

JANUARY 25

Recognition: 2022 Classified Employees of the Year – A	Oropallo
Recognition: National School Counseling Week (Feb. 7-11) – A	Schnepp
Expanded Learning Opportunities Update (Elementary) – R	Townsend-Snider
Redistricting Trustee Map Boundaries – D [Public Hearing 12/14/21]	Simlick
2020-2021 Audit Report – A	Stahlheber
Technology Update – R	Skibitzki
Annual Policy Review – D	Simlick
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement and Family Engagement	
*School Accountability Report Cards (SARCs) – A	Bassanelli
*LCAP PAC Bylaws Revision – A	Bassanelli

FEBRUARY 15 (3rd Tuesday)

Recognition: Arts Education Month (March) – A	Townsend-Snider
Recognition: National School Social Work Week (Mar. 6-12) – A	Calvin
English Learner/Refugee Update – R	Calvin
LCAP Supplemental Update – A	Bassanelli/Stahlheber
LCAP Supplemental Update Choices Charter School – A	Ginter
Redistricting Trustee Map Boundaries – A [Discussed 01/25/22]	Simlick
Recommendation for Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – D	Oropallo
Recommendation for Reducing/Discontinuing CCS & Criteria for Tie Break (Certificated ECE) – D	Oropallo
Notice of Intent to Reduce Classified Positions – D	Oropallo
*Annual Policy Review– A [Discussed 01/11/22]	Simlick
BP 3430 Investing and Debt Management	
BP 5116.1 Intradistrict Open Enrollment	
BP 6145 Extracurricular/Cocurricular Activities	
BP 6020 Parent Involvement	

MARCH 8

Career Technical Education Update – R	Schnepp
Second Interim Budget Report – R	Stahlheber
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated TK-12) – A [Discussed 02/15/22]	Oropallo
Resolutions: Reductions in PKS & Criteria for Tie Break (Certificated Adult Ed) – A [Discussed 02/15/22]	Oropallo
Resolution: Notice of Intent to Reduce Classified Positions – A [Discussed 02/15/22]	Oropallo
2022 CSBA Delegate Assembly Election – A	Board
*Consolidated Application, Winter Report 2022 (Part II) – A	Calvin
*Resolution: School Board Election Order – A	Kern

MARCH 22

WORKSHOP: Governance Transition to Seven Board Members – D	Kern
Recognition: Week of the Young Child (Apr. 2-8) – A	Townsend-Snider
Discovery Club Update – D	Townsend-Snider
*Head Start and Early Head Start Grant Application 2022-2023 – A	Townsend-Snider
*Audit Report for Measures J, N, P and S – A	Stahlheber

APRIL 5 (1st Tuesday)

Instructional Materials Adoptions – D	Schnepp
New High School Courses – D	Schnepp
Williams Complaint Report – R	Simlick
Proposed Board Meeting Dates for 2022-2023 – A	Board

APRIL 19 (3rd Tuesday)

Recognition: School Bus Driver's Appreciation Day (Apr. 26) – A
Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 11) – A
*Instructional Materials Adoptions – A [Discussed 04/05/22]
*New High School Courses – A [Discussed 04/05/22]

Oropallo
Calvin
Schnepp
Schnepp

MAY 10

Recognition: California Day of the Teacher (May 11) – A
Recognition: Classified School Employee Week (May 15-21) – A
Hearing Officer's Recommendation-2022 RIF (if applicable) – A
*Approval of CTE 2022 Advisory Committee Roster – A
*Head Start/Early Head Start COLA Funding Allocation 2022-2023 – A

Oropallo
Oropallo
Simlick
Schnepp
Townsend-Snider

MAY 24

Recognition: National Science Bowl (if applicable) – A
Recognition: Science Olympiad (if applicable) – A
Recognition: Academic Decathlon (if applicable) – A
*Head Start/Early Head Start Contract Resolution FY 2022-2023 – A

Schnepp
Schnepp
Schnepp
Townsend-Snider

JUNE 14

School Climate: Parent-Staff-Student Voice – R
Public Hearing: LCAP – D
Public Hearing: LCAP/Choices Charter School – D
Public Hearing: Adoption of the 2022-2023 Budget – D
Temporary Interfund Borrowing of Cash – A
*CIF Superintendent Designation of Representatives 2022-2023 – A

Bassanelli
Bassanelli
Ginter
Stahlheber
Stahlheber
Schnepp

JUNE 28

LCAP – A [Public Hearing 06/14/22]
LCAP Choices Charter School – A [Public Hearing 06/14/22]
Adoption of the 2022-2023 Budget – A [Public Hearing 06/14/22]
*Consolidated Application, Spring Report 2021-2022 – A
*2021-2022 Actuarial Report (OPEB) – A
*Charter School 2020-2021 Audit Reports (Aspire, Atkinson, CMP, GIS, GV, OFY) – A

Bassanelli
Ginter
Stahlheber
Calvin
Oropallo
Stahlheber

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