



BOARD OF EDUCATION MEETING AGENDA

April 19, 2022

District Boardrooms A & B

6:30 p.m. CLOSED SESSION

7:00 p.m. OPEN SESSION

Ken Mintz, President
Rachel Hurd, Vice President
Laura Bratt, Clerk

Shelley Clark, Member
Suzanna Ordway, Member
Ronit Batra, Student Board Member

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

The Board Members value input from the community. Members of the public can address the Board at meetings regarding items that are not on the agenda during the agenda item *Public Comment for Non-Agendized Items*. Items that are on the agenda can be addressed when that item is introduced by the Board President.

In order to ensure that the Board has adequate time to hear from the public while balancing the need to conduct its agendized work, public comment will be handled in the following way:

- A time limit of three (3) minutes per speaker has been established and will be enforced. The Board reserves the right to decrease the amount of time allotted per speaker. All speakers will be allotted an equal amount of time.
- Comments for special meetings and workshops will be limited to the agenda item only.

Public Comment for both Agendized and Non-Agendized Items:

- Anyone who wishes to address the board must submit a Speaker Card to Cindy Fischer
- The Board President will call each speaker to the podium during the appropriate agenda item.
- Please note that, by law, the Board cannot take action or engage in dialogue on items not on the agenda.

For Items Not on the Agenda:

- A maximum of thirty minutes will be allotted for the agenda item: *Public Comment for Non-Agendized Items*.
- If the amount of time needed for all speakers to be heard exceeds the thirty minutes allotted, then *Public Comment for Non-Agendized Items* will be paused at the thirty minute mark and will be continue prior to agenda items: *Administrative Matters* until all remaining speakers whose cards were submitted before the pause have had an opportunity to be heard.
- When there is a topic that only one speaker wishes to address, that speaker will be prioritized.
- We strongly encourage speakers who wish to speak about the same topic to designate one or two individuals to speak on behalf of the entire group.
- If there are any people who share a unified view of a topic, they may raise their hand or stand while the designated speakers are addressing the Board so that the Board Members are aware of the level of support.

By law, board members can only discuss items that appear on the agenda. For this reason, board members do not engage in dialogue with individuals speaking during the non-agenda public comment section of the meeting. For individuals who wish to speak with board members in-depth about an issue, contacting board members on an individual basis is recommended, although individual board members have no legal authority to make decisions without consideration by the whole board.

Electronic Submission of Public Comment:

1. Email your comments to publiccomments@srvusd.net. Emails will be automatically forwarded to each Board Member and will be entered into the official minutes.
 - a. Public comments received from the time the agenda is posted through the end of the open session portion of the meeting, will be included in the minutes.
 - b. Public comments received 4 hours or less prior to the start of open session will be included in the minutes, but may not be read by all Board Members prior to the meeting.
 - c. No email attachments will be accepted with electronically submitted public comments.
 - d. Email addresses will not be included in the public record in order to protect the privacy of commenters.

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

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

Copies of board agenda backup and other informational materials provided to members of the Board of Education are available for review in the Office of the Superintendent beginning at 4:00 PM on the last working day of the week preceding each meeting of the Board of Education. For disability-related modification or accommodation, please contact the Office of the Superintendent at 552-5500 during business hours.

The meeting will be live-streamed at the following link:

https://www.srvusd.net/district/board_meetings and on our YouTube channel at SRVUSD Board.

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



CLOSED SESSION

Superintendent's Conference Room

April 19, 2022

6:30 p.m.

1.0 Call to Order

2.0 Attendance

3.0 Acceptance of Closed Session Agenda and Public Comment

Adjournment to Closed Session

4.0 Closed Session Agenda

4.1 Public Employee Appointment

(Government Code Section 54957)

- a) Principal, Elementary
- b) Principal, Alternative Education

Adjournment



OPEN SESSION

District Boardrooms A & B

April 19, 2022

7:00 p.m.

Please Note: All Public Comment is limited to three (3) minutes.

5.0 Pledge of Allegiance/Attendance

6.0 Report of Actions Taken in Closed Session

7.0 Acceptance of Minutes

7.1	Minutes of March 29, 2022	Action
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8.0 Agenda Approval and Consent Action

8.1	Acceptance of Open Session Agenda	Action
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8.2	Approval of Consent Agenda	Action
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9.0 Reports to the Board

9.1	Strategic Directions: Leadership Development - Student Voice	Oral
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9.2	Pilot of Elementary Phonics and Social Studies Instructional Materials Presentation	Oral
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9.3	Asian Pacific Heritage Month - May	Oral
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9.4	Mental Health Awareness Month - May	Oral
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9.5	Public Comment for Non-Agenda Item (Comments Limited to Three Minutes)	Oral
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9.6	Association Presidents' Report	Oral
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9.7	Student Board Member's Report	Oral
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9.8	Superintendent's Report	Oral
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10.0 Action Items/Public Hearings

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|------|--|----------------------------|
| 10.1 | Public Hearing for the Joint Initial Proposal for Labor Negotiations Between the San Ramon Valley Unified School District and the San Ramon Valley Education Association (SRVEA) for a 2022-2025 Successor Agreement | Enclosure
Action |
| 10.2 | Consideration of Acceptance of the Joint Initial Proposal for Labor Negotiations Between the San Ramon Valley Unified School District and the San Ramon Valley Education Association (SRVEA) for a 2022-2025 Successor Agreement | Enclosure
Action |
| 10.3 | Consideration of Adoption of Resolution No. 70/21-22, in the Matter of Notifying Certain Classified Employees of the Decision to Not Reemploy or to Reduce their hours for the 2022-23 School Year | Enclosure
Action |
| 10.4 | Consideration of Approval of Revision to Administrative Regulation 1312.3, Uniform Complaint Procedure | Enclosure
Action |
| 10.5 | Consideration of Approval of Declaration of Need for Fully Qualified Educators | Enclosure
Action |

11.0 Consent Items

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|-------|--|-----------------------------|
| 11.1 | Consideration of Approval of Certificated Personnel Changes | Enclosure
Consent |
| 11.2 | Consideration of Approval of Classified Personnel Changes | Enclosure
Consent |
| 11.3 | Consideration of Approval of Resolution #69/21-22, Approving Routine Budget Revisions | Enclosure
Consent |
| 11.4 | Ratification of Warrants | Enclosure
Consent |
| 11.5 | Consideration of Approval of Contracts/Purchases Over \$50,000 | Enclosure
Consent |
| 11.6 | Declaration of Surplus Property | Enclosure
Consent |
| 11.7 | Consideration of Approval of the Williams Uniform Complaint Quarterly Report | Enclosure
Consent |
| 11.8 | Consideration of Adoption of Resolution #67/21-22, Approval of CBEST Waiver for 30-Day Substitutes | Enclosure
Consent |
| 11.9 | Preview of Piloted Instructional Materials | Enclosure
Consent |
| 11.10 | Preview of Textbooks | Enclosure
Consent |
| 11.11 | Adoption of Textbooks | Enclosure |

Consent

- | | | |
|-------|--|-----------------------------|
| 11.12 | Consideration of Approval of Bid Award for Dougherty Valley High School Tennis Courts Restoration - Vintage Contractors, Inc. | Enclosure
Consent |
| 11.13 | Consideration of Approval of Bid Award for Rancho Romero Elementary School and Sycamore Valley Elementary School Gates & Fencing Project - Arktos Incorporated | Enclosure
Consent |
| 11.14 | Consideration of Approval of Bid Award for District Office Alterations - Construction West Services, Inc. | Enclosure
Consent |
| 11.15 | Consideration of Approval of Bid Award for ADA Pathway Improvements Various Sites, Phase 1 - Guerra Construction Group | Enclosure
Consent |
| 11.16 | Consideration of Approval of Bid Award for Monte Vista High School Paint Solar Array Project - C & J Painting | Enclosure
Consent |
| 11.17 | Consideration of Approval of Bid Award for California High School Carpet Replacement Project - Anderson Commercial Flooring | Enclosure
Consent |
| 11.18 | Consideration of Annual Approval of Membership of Committee on Assignments (Teacher Credentialing) | Enclosure
Consent |
| 11.19 | Consideration of Approval of Four New Position Descriptions for Lead Craftspersons | Enclosure
Consent |
| 11.20 | Consideration of Approval of New Position Description and Staffing for Paraeducator - Early Childhood Positions | Enclosure
Consent |

12.0 Administrative Matters

- 12.1 Board Members' Reports

Adjournment

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

699 Old Orchard Drive, Danville, CA 94526

BOARD OF EDUCATION MEETING

March 29, 2022

MINUTES

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

Prior to the Board meeting Trustees and staff attended the Classified Employees of the Year celebration held at John Baldwin Elementary. Jennifer Rhee, Library Media Coordinator from Tassajara Hills Elementary will represent SRVUSD at the county level.

Bonnie Brors	School Office Assistant	Alamo Elementary
Manisha Joshi	Special Education Para	Bella Vista Elementary
Denise Yoshimoto	Custodian	Bollinger Elementary
Cynthia Lodge	Account Clerk II	Business Office
Gunilla Norton	Secretary 1	California High
Debbie Gilfillan	Secretary 1	Charlotte Wood Middle
Stephanie Curry	Child Nutrition Manager	Child Nutrition
Dani Hoffmann	Special Education Para	Country Club Elementary
Heidi Boaz	School Office Assistant	Coyote Creek Elementary
Alieh Vaziri	Classroom Para	Creekside Elementary
Lindsay Fischer	School Office Manager	Diablo Vista Middle
Rosalinda Bejar	Custodian	Dougherty Valley High
Helen Burrows	Department Secretary III	Educational Services
Trina Walker	Secretary 1	Gale Ranch Middle
Norman Sohota	Lead Custodian	Golden View Elementary
Julie Defino	Instructional Assistant	Green Valley Elementary
Tai Nguyen	Custodian	Greenbrook Elementary
Smitha Panchumarthi	School Office Assistant	Hidden Hills Elementary
Angelina Silva	Benefits/Worker's Comp Analyst	Human Resources
Veena Virdee	School Office Manager	Iron Horse Middle
Barbara Batoog	School Office Assistant	John Baldwin Elementary
Matthew Parra	Custodian	Live Oak Elementary
Cathy Fleming	Secretary 1	Los Cerros Middle
Ancelmo Valencia	Grounds Utility Worker	Maintenance
Ven Nguyen	Lead Custodian	Montair Elementary
Melissa Alcorn	Counselor Technician	Monte Vista High
Allison Reid	Health Clerk Para	Montevideo Elementary
Sharon Morizono	Licensed Vocational Nurse	Neil Armstrong Elementary
Christine Catura	Secretary 1	Pine Valley Middle
Erika Agraz	Lead Custodian	Quail Run Elementary
Kathy Kawabata	School Office Assistant	Rancho Romero Elementary
Krystin Alcaraz	School Office Manager	San Ramon Valley High
Allison Vrankovich	Autism Specialist Para	Stone Valley Middle
Marie Hernbroth	Special Education Para	Sycamore Valley Elementary
Jennifer Rhee	Library Media Coordinator	Tassajara Hills Elementary
Julie Goto	Systems Programmer Analyst	Technology/Computer Support
Jaime Sahagun	Lead Mechanic	Transportation
Lisa Ryan	School Office Manager	Twin Creeks Elementary
Kelly Estes	Registrar	Venture School
Adolfo Portades	Crossing Guard	Vista Grande Elementary
Leslie Pugh	School Office Assistant	Walt Disney Elementary
Wilson Yoshida-Ng	Custodian	Windemere Ranch Middle

1.0 Call to Order

The Board of Education held its regular meeting at the SRVUSD Education Center. The meeting was called to order at 6:00PM.

2.0 Attendance

Board Members Present: Board President Ken Mintz, Board Vice President Rachel Hurd, Board Clerk Laura Bratt, Board Members Shelley Clark and Susanna Ordway.

Administrators Present: Superintendent John Malloy, Assistant Superintendent Christine Huajardo and Keith Rogenski, Chief Business Officer Danny Hillman, Executive Director Melanie Jones and Recording Secretary Cindy Fischer.

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| 3.0 Acceptance of Closed Session Agenda and Public Comment | On a motion by Laura Bratt, seconded by Susanna Ordway the closed session agenda was approved (5/0). There was no public comment. |
| 4.0 Closed Session | <p>The closed session was adjourned at 7:00M.</p> <p>Board President Ken Mintz reconvened the meeting in open session at 7:03PM.</p> |
| 5.0 Pledge of Allegiance/Attendance | <p>Board Members Present: Board President Ken Mintz, Board Vice President Rachel Hurd, Board Clerk Laura Bratt, Board Members Shelley Clark and Susanna Ordway</p> <p>Administrators Present: Superintendent John Malloy, Assistant Superintendent Christine Huajardo and Keith Rogenski, Chief Business Officer Danny Hillman, Directors Ilana Samuels, Chris George, Zetta Reicker, John Hillmon and Erin Hirst</p> <p>Others Present: 10 visitors attended. Recording Secretary Cindy Fischer</p> |
| 6.0 Report of Action Taken in Closed Session | There was no action taken in closed session |
| 7.0 Acceptance of Minutes | On a motion by Rachel Hurd seconded by Laura Bratt, the March 15, 2022 minutes were approved. (5/0) Batra (advisory) - yea |
| 8.0 Agenda Approval and Consent Action | |
| 8.1 Acceptance of Open Session Agenda | On a motion by Shelley Clark seconded by Susanna Ordway the open session agenda was approved. (5/0) Batra (advisory) – yea |
| 8.2 Approval of Consent Agenda | On a motion by Susanna Ordway seconded by Rachel Hurd, the consent agenda was approved as amended. (5/0) yea - Batra (advisory) Item 11.9 revision to budget implications line item from Measure D Fund to Local Building Fund. |
| 9.0 Reports to Board | |
| 9.1 Day of Silence – April 22 | <p>Director Chris George shared the presentation</p> <p>Public Comment:</p> <p>Taiwan Sacontrie (11.16)</p> <p>Mike Arata (14.05)</p> <p>Lisa Wirth (15.45)</p> <p>Lisa Disbrow (18.00)</p> |
| 9.2 School Site Fencing/Gating Plan Update | <p>Director Erin Hirst shared the presentation</p> <p>Public Comment:</p> <p>Taiwan Sacontrie (47.47)</p> |
| 9.3 Child Nutrition Update | <p>Director Zetta Reicker shared the presentation</p> <p>Public Comment:</p> <p>Taiwan Sacontrie (1.22.01)</p> |
| 9.4 Revised 2022-2023 Instructional Calendar | <p>Assistant Superintendent Keith Rogenski shared the presentation</p> <p>Public Comment:</p> <p>Taiwan Sacontrie (1.33.00)</p> |
| 9.5 Public Comment for Non-Agenda Items | <p>Taiwan Sacontrie (1.36.00)</p> <p>Lisa Disbrow (1.39.31)</p> |

Mike Arata (1.42.48)

- 9.6 Association Presidents' Comments** SRVEA President Laura Finco
Public Comment
Taiwan Sacontrie (1.55.50)
- 9.7 Student Board Member's Report** Student Board Member Ronit Batra met with Dr. Malloy and student senate to discuss many issues including how to put students front and center in decision making. The District will work with students to create a student Instagram for District communications. Mr. Batra attended SLAM's (Student Leaders for Anti-Racism Movement) 3rd and final session.
Public Comment:
Taiwan Sacontrie (2.10.28)
- 9.8 Superintendent's Report** Superintendent Malloy shared his report noting his attendance at the student senate meeting and the District with be sharing a report on student voice at the April board meeting. He noted we are experiencing a paradigm of students sharing their thoughts and then asking the adults how to solve. Deep learning means we create conditions where the students inform at the beginning, middle and end. We need to change the model if student voice is going to lead to influence.
- 10.0 Action Items/Public Hearings**
- 10.1 Consideration of Approval of the District Library Plan for 2021-22 and 2022-23 Goals** Assistant Superintendent Christine Huajardo introduced Teacher Librarians Kim Carter and Allison Hussenet
On a motion by Susanna Ordway, seconded by Shelley Clark the Board approved the District Library Plan for 21-22 and 22-23 goals. (5/0)
Student Board Member Batra: yea
Public Comment: None
- 10.2 Consideration of Approval of Preliminary Budget Assumptions for the 2022-23 School Year** Chief Business Officer Danny Hillman
On a motion by Rachel Hurd, seconded by Laura Bratt the Board approved the preliminary budget assumptions for the 2022-23 school year. (5/0)
Student Board Member Batra: yea
Public Comment: None

On a motion by Susanna Ordway, seconded by Shelley Clark, the Board approved extending the meeting to 11pm. (5/0) Student Board Member Batra: yea
- 10.3 Public Disclosure of the Major Provisions of the 2020-21 and 2021022 Salary Agreements for Management & Confidential Employees in Accordance with the Requirements for AB1200, AB2756 & Govt. Code 3547** Chief Business Officer Danny Hillman
- 10.4 Consideration of Approval of Salary Adjustments and a One-Time Payment for Tier IV Management and Confidential Employees** Assistant Superintendent Keith Rogenski
On a motion by Rachel Hurd, seconded by Shelley Clark the Board approved the salary adjustments and a one-time payment for tier IV management and confidential employees. (5/0)
Student Board Member Batra: yea
Public Comment: None
- 10.5 Consideration of Approval to Salary Adjustments and One-Time Payment and Addenda to the Employment Agreements of Contracted Management Employees** Assistant Superintendent Keith Rogenski
On a motion by Susanna Ordway, seconded by Shelley Clark the Board approved the salary adjustments and a one-time payment and addenda to the employment agreements for contracted management employees. (5/0)
Student Board Member Batra: yea
Public Comment: None

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|------|---|---|
| 10.6 | Consideration of Approval of New Position Description, a Revised Position Description, Increased Staffing, and Salary Range Placement Changes for Specific Management and Confidential Positions | <p>Assistant Superintendent Keith Rogenski</p> <p>On a motion by Laura Bratt, seconded by Rachel Hurd the Board approved the new position description, revised position description, increased staffing changes for specific management and confidential positions. (5/0)</p> <p>Student Board Member Batra: yea</p> <p>Public Comment: None</p> |
| 10.7 | Consideration of Approval for Additional Assistant Principal Staffing at the Middle School Level in the 2022-23 School Year | <p>Assistant Superintendent Keith Rogenski</p> <p>On a motion by Shelley Clark, seconded by Susanna Ordway the Board approved the additional assistant principal staffing at the middle school level in the 2022-23 school year. (5/0)</p> <p>Student Board Member Batra: yea</p> <p>Public Comment: None</p> |
| 10.8 | Consideration of Approval of Ballot Initiative No. 2100036, the Arts and Music in Schools – Funding Guarantee Accountability Act | <p>Superintendent John Malloy</p> <p>Following the Board’s discussion, no vote was taken.</p> |
| 11.0 | Consent Items | <p>11.1 Consideration of Approval of Certificated Personnel Changes</p> <p>11.2 Consideration of Approval of Classified Personnel Changes</p> <p>11.3 Consideration of Approval of Contracts/Purchases over \$50,000</p> <p>11.4 Ratification of Contracts and Purchase Orders</p> <p>11.5 Ratification of Warrants</p> <p>11.6 Declaration of Surplus Property</p> <p>11.7 Consideration of Adoption of Resolution #68/21-22, Approving Routine Budget Revisions</p> <p>11.8 Consideration of Rejection of Bid Award for Security Camera Installation – Various Sites</p> <p>11.9 Consideration of Approval of Bid Award for California High School Softball Netting Installation</p> <p>11.10 Preview of Textbooks</p> <p>11.11 Adoption of Textbooks</p> |
| 12.0 | Recess Meeting of the Board of Education/Convene Meeting of the San Ramon Valley School District Joint Powers Financing Authority | <p>Board President Mintz convened the meeting of the San Ramon Valley School District Joint Powers Financing Authority</p> |
| 13.0 | Agenda Approval | |
| 13.1 | Approval of Consent Agenda | <p>On a motion by Laura Bratt seconded by Shelley Clark the consent agenda was approved. (5/0) Batra (advisory) – yea</p> |
| 14.0 | Consent Items | <p>14.1 Confirmation of Officers of the San Ramon Valley Unified School District Joint Powers Financing Authority</p> |

14.2 Consideration of Acceptance of the Annual Financial Report of the San Ramon Valley Unified School District Joint Powers Financing Authority, for the period Ending June 30, 2021

15.0 Administrative Matters

Board members shared their reports and comments, noting attendance at the following:

15.1 Board Member's Reports

Board Member Ordway attended, along with the other trustees, classified employee of the year celebration, SRVEF science fair, California High feeder pattern music festival and the San Ramon Valley Diversity Coalition.

Board Member Clark attended the GSA Board Summit, Webinars on mental health, declining enrollment and early education. She visited the Del Amigo campus and conducted LCFF Raise the Base presentations at Creekside Elementary and Diablo Vista Middle. She also visited Windemere Ranch Middle, the SRVEF Science Fair and the San Ramon Valley Diversity Coalition.

Board Clerk Bratt attended the GSA Board Summit, TRAFFIX meeting and the SELPA community advisory committee.

Board Vice President Hurd along with Board Member Bratt and Clark attend the CSBA leg week virtual meetings. She attended the SELPA Community Advisory Committee, GSA Board Summit, LCFF Raise the Base presentations with the San Ramon Valley Affiliates and Country Club Elementary, Culture and Climate Committee meeting, SRVEF science fair and an on-line webinar on dyslexia.

Board President Mintz congratulated the classified employees of the year and noted attendance at several of the meetings attended by other Board members.

Adjourned

Adjourned 10:44pm.

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

DATE: **APRIL 19, 2022**

TOPIC: **STRATEGIC DIRECTIONS: LEADERSHIP DEVELOPMENT - STUDENT VOICE**

DISCUSSION:

The SRVUSD Board of Education approved the District's strategic plan in June. One of the six strategic directions (Shared Leadership) focuses on creating the conditions for shared leadership by building a culture of trust, collegiality, and shared responsibility with students, staff, and families. The Educational Services Department will present an overview of leadership development work involving a student voice in our District

RECOMMENDATION: Presentation

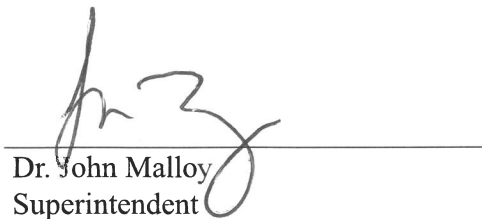
BUDGET IMPLICATIONS: None



Jon Campopiano
Executive Director



Christine Huajardo
Assistant Superintendent
Educational Services



Dr. John Malloy
Superintendent

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

DATE: **APRIL 19, 2022**

TOPIC: **PILOT OF ELEMENTARY PHONICS AND SOCIAL STUDIES**
INSTRUCTIONAL MATERIALS PRESENTATION

DISCUSSION: The Educational Services Department will present an overview of the Phonics and Social Studies curriculum to be considered for implementation in the 2022-23 school year.

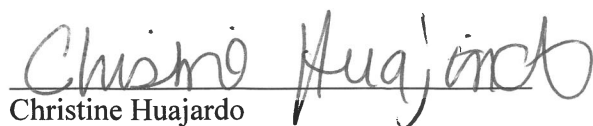
SRVUSD elementary teachers piloted materials in two subject areas during the 2021-22 school year - Phonics and Social Studies. In Phonics, the teachers used Core Knowledge Language Arts (CKLA) and 95% Group. In Social Studies, the teachers used Teacher Created Materials (TCM) and Savvas. Data was collected over the course of the pilot implementation and monthly meetings were held to discuss the merits of each product. In March, several meetings were held to review the data and make recommendations to the Board on which curricula we believe will best support students.

RECOMMENDATION: Presentation


BUDGET IMPLICATIONS: The adoption of any new curriculum has budget implications. The Phonics curriculum is estimated to cost approximately 1,000,000 and the Social Studies is estimated to cost approximately 1,600,000.



Debra Petish
Executive Director
Curriculum & Instruction



Christine Huajardo
Assistant Superintendent
Educational Services



Dr. John Malloy
Superintendent

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

DATE: April 19, 2022

TOPIC: PUBLIC HEARING FOR THE JOINT INITIAL PROPOSAL FOR LABOR
NEGOTIATIONS BETWEEN THE SAN RAMON VALLEY UNIFIED
SCHOOL DISTRICT AND THE SAN RAMON VALLEY EDUCATION
ASSOCIATION (SRVEA) FOR A 2022-2025 SUCCESSOR AGREEMENT

DISCUSSION:

The San Ramon Valley Unified School District and the San Ramon Valley Education Association (SRVEA) are presenting a joint initial proposal for labor negotiations at the School Board meeting of April 19, 2022. The Educational Employment Relations Act requires that a public hearing on the proposal be held before the commencement of negotiations. The public is invited to comment on the proposal during the public hearing.

RECOMMENDATION:

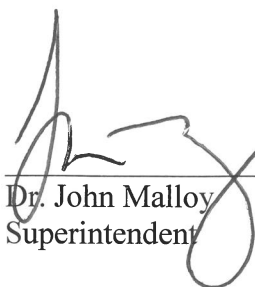
The Board of Education hold a public hearing on April 19, 2022 on the San Ramon Valley Unified School District's and the San Ramon Valley Education Association's joint initial proposal for a 2022-2025 Successor Agreement.

BUDGET IMPLICATIONS:

None at this time.



Keith Rogenski
Assistant Superintendent
Human Resources



Dr. John Malloy
Superintendent

10.1

Item Number

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

DATE: April 19, 2022

TOPIC: CONSIDERATION OF ACCEPTANCE OF THE JOINT INITIAL PROPOSAL FOR LABOR NEGOTIATIONS BETWEEN THE SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT AND THE SAN RAMON VALLEY EDUCATION ASSOCIATION (SRVEA) FOR A 2022-2025 SUCCESSOR AGREEMENT

DISCUSSION:

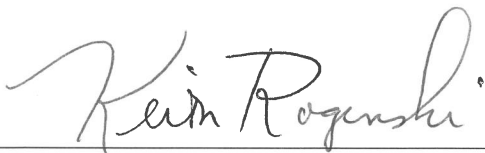
Pursuant to the Educational Employment Relations Act, initial proposals for labor negotiations by school districts and labor unions must be submitted at a public meeting of the governing board. The joint initial proposal from the San Ramon Valley Unified School District and the San Ramon Valley Education Association is attached hereto. A public hearing is also provided for as a separate agenda item at this April 19, 2022 Board meeting, at which time the public is allowed comment on this proposal.

RECOMMENDATION:

Accept the joint initial proposal for labor negotiations from the San Ramon Valley Unified School District and the San Ramon Valley Education Association for a 2022-2025 Successor Agreement.

BUDGET IMPLICATIONS:

None at this time.



Keith Rogenski
Assistant Superintendent
Human Resources



Dr. John Malloy
Superintendent

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
&
SAN RAMON VALLEY EDUCATION ASSOCIATION**

JOINT INITIAL PROPOSAL FOR A 2022-2025 SUCCESSOR AGREEMENT

April 19, 2022

The San Ramon Valley Unified School District and the San Ramon Valley Education Association hereby submit the following joint initial proposal for a 2022-2025 successor collective bargaining agreement.

All terms and conditions of the existing collective bargaining agreement between the San Ramon Valley Unified School District and the San Ramon Valley Education Association will remain unchanged, with the exception of agreements that are reached on the articles identified below.


The parties submit the following articles to re-open contract negotiations for a successor agreement:

- | | |
|-------------------|-----------------------------|
| 1. Article XI: | Grievance Procedure |
| 2. Article XV: | Class Size |
| 3. Article XXI: | Salaries |
| 4. Article XXII: | Health and Welfare Benefits |
| 5. Article XXIV: | Technology |
| 6. Article XXXII: | Duration |

The San Ramon Valley Unified School District and the San Ramon Valley Education Association reserve their individual, respective rights to create, add to, delete from, amend and modify their proposals and/or open articles of the contract during the negotiations process.

Unless otherwise indicated, proposals will be in conceptual format. The parties look forward to meeting to address these topics and to achieving a settlement that supports the needs of students and their respective interests.

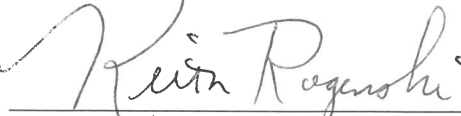
FOR THE ASSOCIATION:



Laura Finco
President

4/14/2022
Date

FOR THE DISTRICT:



Keith Rogenski
Assistant Superintendent, Human Resources

4/14/2022
Date

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

DATE: April 19, 2022

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 70/21-22, IN THE MATTER OF NOTIFYING CERTAIN CLASSIFIED EMPLOYEES OF THE DECISION TO NOT REEMPLOY OR TO REDUCE THEIR HOURS FOR THE 2022-23 SCHOOL YEAR

DISCUSSION:

The Board of Education adopted Resolution No. 63/21-22 to decrease classified staff due to a lack of work and/or lack of funds for the 2022-23 school year on February 22, 2022. Adoption of Resolution No. 70/21-22 is the final Board action needed to authorize the Superintendent/designee to provide final notice of layoff to the employees listed in Attachment A that they shall not be reemployed effective for the 2022-2023 school year.

RECOMMENDATION:

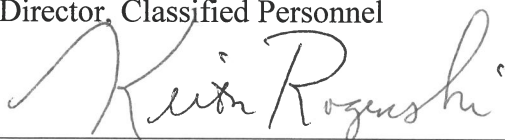
Adopt Resolution No. 70/21-22, In the Matter of Notifying Certain Classified Employees of the Decision to Not Reemploy or to Reduce Their Hours for the 2022-2023 School Year

BUDGET IMPLICATIONS:

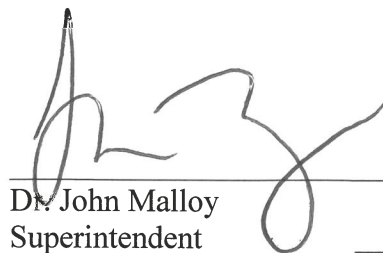
The financial impact of reducing the classified services included in Resolution No. 63/21-22 was disclosed at the Board of Education meeting on February 22, 2022. The Board's approval of Resolution No. 70/21-22 has no additional financial impact upon the District.



LaTonya Williams
Director, Classified Personnel



Keith Rogenski
Assistant Superintendent
Human Resources



Dr. John Malloy
Superintendent

10.3

Item Number

BEFORE THE GOVERNING BOARD
OF THE SAN RAMON UNIFIED SCHOOL DISTRICT
CONTRA COSTA COUNTY, CALIFORNIA

In the Matter of Notifying Certain Classified Employees of the Decision to Not Reemploy or to Reduce Their Hours for the 2022-2023 School Year <hr style="width: 40%; margin-left: 0;"/>))))))	RESOLUTION NO. 70/21-22
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WHEREAS, on February 22, 2022, the Governing Board of the San Ramon Valley Unified School District adopted a resolution to reduce or discontinue classified services for the 2022-2023 school year due to a lack of work and/or lack of funds; and

WHEREAS, the classified employee listed on Attachment A were given notice of intention not to reemploy or that their services would be reduced for the 2022-2023 school year; and

WHEREAS, the employees listed on Attachment A either did not request a hearing or expressly waived their right to a hearing; and

WHEREAS, it is necessary to not reemploy or to offer to reemploy in less than a full-time position certain classified staff for the 2022-2023 school year; and

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the San Ramon Valley Unified School District as follows:

1. That the employee listed in Attachment A be notified prior to May 15, 2022 of the decision to not reemploy or to reduce their hours as set forth in Attachment A; and
2. That the employee listed in Attachment A shall have reemployment rights pursuant to the California Education Code.

BE IT FURTHER RESOLVED that this action shall be deemed effective immediately.

The foregoing Resolution was PASSED and ADOPTED at a regularly scheduled meeting of the Board of Education of the San Ramon Valley Unified School District on the 19th day of April 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Dated: _____, 2022

Ken Mintz
President, Board of Trustees
San Ramon Valley Unified School District
Contra Costa County, California

Certified a True Copy:

Laura Bratt
Clerk, Board of Trustees
San Ramon Valley Unified School District
Contra Costa County, California

ATTACHMENT A

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

**LIST OF CLASSIFIED EMPLOYEES
SENT INITIAL LAYOFF NOTICES AND TO
RECEIVE FINAL LAYOFF NOTICES**

Estefania Evans (.225 FTE reduction only)

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

DATE: April 19, 2022

**TOPIC: CONSIDERATION OF APPROVAL OF REVISION TO
ADMINISTRATIVE REGULATION 1312.3, UNIFORM COMPLAINT
PROCEDURE**

DISCUSSION:

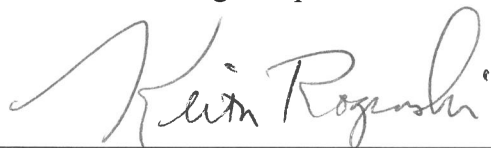
At its meeting on October 26, 2021, the Board approved revisions to both Board Policy and Administrative Regulation 1312.3, Uniform Complaint Procedures. Since that time, staff has learned that a small number of additional revisions to the Administrative Regulation are needed to bring it into full compliance with current regulations.

RECOMMENDATION:

Administration recommends approval of revisions to Administrative Regulation 1312.3, Uniform Complaint Procedure as attached.

BUDGET IMPLICATIONS:

There are no budget implications anticipated due to these revisions.



Keith Rogenski
Assistant Superintendent
Human Resources



Dr. John Malloy
Superintendent

Item Number

10.4

Uniform Complaint Procedure

AR 1312.3 Community Relations

Except as the Board of Trustees may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Compliance Officers

The Board designates the positions identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) in the positions identified below also serve as the Compliance Officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment/Anti-Bullying responsible for handling complaints regarding unlawful discrimination or harassment, such as discriminatory harassment, intimidation, and bullying, and in AR 5145.7 – Sexual Harassment, as responsible for handling complaints regarding sexual harassment. The Compliance Officers shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

UCP Compliance Officer
Keith Rogenski
Assistant Superintendent, Human Resources
San Ramon Valley Unified School District
699 Old Orchard Drive
Danville, CA 94526
925-552-2923
krogenski@srvusd.net

Title IX Coordinator
David Kravitz
Director, Student Services
San Ramon Valley Unified School District
699 Old Orchard Drive
Danville, CA 94526
925-552-5033
dkravitz@srvusd.net

The Compliance Officer who receives a complaint may designate another individual to investigate and resolve the complaint. The Compliance Officer shall promptly notify the complainant and respondent if applicable, who is assigned to the complaint. As necessary, additional staff or legal counsel may conduct or support the investigation.

In no instance shall a Compliance Officer be assigned to a complaint if the Compliance Officer has a bias or conflict of interest that could prohibit the fair investigation or resolution of the complaint. Any complaint against a Compliance Officer or that raises a concern about the Compliance Officer's ability to investigate the complaint

fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those involving alleged unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned individuals may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

If any school personnel witnesses an act of discrimination, harassment, intimidation or bullying, they shall take immediate steps to intervene when safe to do so. The Compliance Officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results of an investigation. If interim measures are determined to be necessary, the Compliance Officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the Compliance Officer determines that they are no longer necessary or until the district issues its investigation report. The Compliance Officer may decide to maintain interim measures in place after an investigation report is issued.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with applicable federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group. ~~and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy.~~
2. **The list of all state and federal programs within the scope of the UCP.**
3. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate.

4. A statement that, in the case of a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, a UCP complaint must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct.
5. A statement that a UCP complaint must be filed no later than one year from the date the alleged violation occurred.
6. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
7. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3260 - Fees and Charges)

8. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

9. A statement that complaints will be investigated in accordance with the district's UCP and a written investigation report will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant.
10. A statement that the complainant has a right to appeal the district's investigation report to CDE for programs within the scope of the UCP by filing a written appeal, including a copy of the original complaint and the district's investigation report, within 30 days of receiving the district's investigation report.
11. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available to the complainant under state or federal antidiscrimination laws, if applicable.
12. A statement that copies of the district's UCP are available free of charge.

In addition, in each license-exempt California State Preschool Program (CSPP) classroom, a notice shall be posted notifying parents/guardians, students, and teachers of the health and safety requirements of Title 5 regulations that apply to CSPP programs pursuant to Health and Safety Code 1596.7925 and the location at which to obtain a form to file any complaint alleging noncompliance with those requirements. (Education Code 8235.5)

The annual notification, complete contact information of the Compliance Officers, and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If fifteen percent (15%) or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the Compliance Officer who shall maintain a log of complaints received.

All UCP complaints shall be filed not later than one year from the date the alleged violation occurred. For complaints relating to the Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the LEA.

All complaints shall be filed in writing, signed by the complainant, and filed with the Compliance Officer, whenever possible. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist the complainant in the filing of the complaint. The signature on a complaint may be handwritten, typed (including in an email), or electronically generated. (5 CCR 4600)

All school personnel who are in receipt of a complaint that pertains to UCP shall immediately notify the site administrator. All UCP complaints filed with a site administrator will be forwarded to a Compliance Officer. All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. The Compliance Officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (items #1 through 26 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously, without a signature, if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

3. A complaint alleging unlawful discrimination, such as discriminatory harassment, intimidation, or bullying, may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that any specific class of individuals has been subjected to unlawful discrimination, or by a duly authorized representative who alleges that an individual student has been subjected to unlawful discrimination, harassment, intimidation or bullying. . The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying is filed anonymously, the Compliance Officer shall pursue an investigation or other response as appropriate, based on the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, or the alleged victim, when not the complainant, requests confidentiality, the Compliance Officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Investigation of Complaint

The Compliance Officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint and shall notify the complainant and/or representative of the opportunity to present any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the Compliance Officer shall determine the proper investigation procedures to ensure an unbiased and thorough investigation. Generally, an investigation will include collection of all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The Compliance Officer/Investigator shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the Compliance Officer/Investigator shall inform both parties of the status of the investigation. The Compliance Officer/Investigator shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner to the extent practicable. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's Compliance Officer/Investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation(s). Similarly, a respondent's refusal to provide the district's Compliance Officer/Investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the Compliance Officer/Investigator with access to records and other information related to the allegation(s) in the complaint and shall not in any way obstruct the investigation.

Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The Compliance Officer/Investigator shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Investigation Report

Unless extended by written agreement with the complainant, the Compliance Officer shall prepare and send to the complainant a written report, as described herein below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's written report at the same time it is provided to the complainant.

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. Findings of fact based on the evidence gathered.
2. Conclusion providing a clear determination as to each allegation as to whether the district is in compliance with the relevant law.
3. Corrective action(s), whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600.
4. Notice of the complainant's right to appeal the district's investigation report to CDE except when the district has used the UCP to address a complaint not specified in 5 CCR 4610.
5. Procedures to be followed for initiating an appeal to CDE.

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the investigation report shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60-day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.
4. If an employee is disciplined as a result of the complaint, the investigation report shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Corrective Actions

When a complaint is found to have merit, the Compliance Officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

(cf. 5137 - Positive School Climate)

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling;
2. Academic support;
3. Health services;
4. Assignment of an escort to allow the victim to move safely about campus;
5. Information regarding available resources and how to report similar incidents or retaliation;
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim;
7. Restorative justice; and/or
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law;
2. Parent/guardian conference;
3. Education regarding the impact of the conduct on others;
4. Positive behavior support;
5. Referral to a student success team;
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law; and/or
7. Disciplinary action, such as suspension or expulsion, as permitted by law.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 52075).

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education (CDE)

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP, may file an appeal in writing with the CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures;

2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law;
3. The material findings of fact in the district's investigation report are not supported by substantial evidence;
4. The legal conclusion in the district's investigation report is inconsistent with law; and/or
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

The CDE will not process an appeal if it is untimely or if it fails to include this information. (5 CCR 4632)

Upon notification by CDE that the complainant has appealed the district's investigation report, the Superintendent or designee shall forward the following documents to the CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint.
2. A copy of the written investigation report.
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator.
4. A report of any action taken to resolve the complaint.
5. A copy of the district's uniform complaint procedures.
6. Other relevant information requested by CDE.

The district's failure to provide a timely and complete response may result in the CDE ruling on the appeal without considering information from the district. (5 CCR 4633)

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Health and Safety Complaints in California State Preschool Program (CSPP)

UCP complaints regarding state preschool health and safety issues in a license-exempt CSPP program shall comply with the following:

1. All complaints shall be filed with the preschool program administrator or designee, and may be filed anonymously. The complaint form shall specify the location for filing the complaint and shall contain a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as he or she wishes. A complainant who self-identifies is entitled to a response if the complainant indicates that a response is requested. Any response, if requested, shall be written in English and the primary language in which the complaint was filed.

2. If it is determined that the complaint is beyond the authority of the preschool program administrator, the matter shall be forwarded to the Superintendent or designee in a timely manner, not to exceed 10 working days, for resolution. (Education Code 8235.5)
3. Investigation of a complaint regarding health or safety issues in a license-exempt CSPP program shall begin within 10 days of receipt of the complaint. (Education Code 8235.5)
4. The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint.
5. If the preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee.
6. A complainant not satisfied with the resolution of the complaint has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 8235.5)
7. A complainant may file a written appeal of the district's decision to CDE in accordance with 5 CCR 4632 as described above. (Education Code 8235.5) Any appeal must be filed within 30 days of the date of the complainant's receipt of the district's report. **The SSPI or his or her designee shall comply with the requirements of 5 CCR Section 4633 and shall provide a written Investigation Report to the State Board of Education describing the basis for the complaint, the LEA's response to the state preschool health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from the LEA's remedy.**
8. The district shall report summarized data on the nature and resolution of all CSPP health and safety complaints by general subject area with the number of resolved and unresolved complaints, on a quarterly basis to the Board at a regularly scheduled meeting, and to the County Superintendent of Schools.
9. All complaints and responses are public records. (Education Code 8235.5)

Regulation
approved: March 22, 2016

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Danville, California

revised: October 26, 2021

revised: April 19, 2022

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

DATE: April 19, 2022

TOPIC: CONSIDERATION OF APPROVAL OF DECLARATION OF
NEED FOR FULLY QUALIFIED EDUCATORS

DISCUSSION

State laws regarding emergency teaching permits have been revised. Districts are now required to submit a Board-approved Declaration of Need for Fully Qualified Educators prior to applying for any emergency permits. Other changes in the law include required orientation and on-going assistance to first-time emergency permit holders, and the creation of a District "Plan to Develop Fully Qualified Educators". The latter Plan needs to address ways in which the District will work in conjunction with local colleges and universities to offer courses and utilized internships with the goal of assisting existing teachers and other employees to qualify for teaching credentials in needed areas. Approval of the Declaration of Need will assure that the District will be able to staff all classrooms with appropriately credentialed teachers during the 2022-2023 school year.

RECOMMENDATION:

Approve the attached Declaration of Need for Fully Qualified Educators


BUDGET IMPLICATIONS:

None at this time

Presented by:



Keri Van de Star
Director, Human Resources



Keith Rogenski
Asst. Superintendent, Human Resources


Dr. John Malloy
Superintendent

Item Number

10.5



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 22/23

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: SAN RAMON VALLEY USD District CDS Code: 61804

Name of County: CONTRA COSTA County CDS Code: 07

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

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

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 04 / 19 / 2022 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2023.

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

Dr. John Malloy

Superintendent

Name

Signature

Title

(925) 837-9247

(925) 552-2933

April 19, 2022

Fax Number

Telephone Number

Date

699 Old Orchard Dr., Danville, CA 94526

Mailing Address

jmalloy@srvusd.net

EMail Address

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

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

The declaration shall remain in force until June 30, _____.

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

Submitted by Superintendent, Director, or Designee:

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	18
Bilingual Authorization (applicant already holds teaching credential)	6
List target language(s) for bilingual authorization: <u>Mandarin/Spanish/French</u>	
Resource Specialist	5
Teacher Librarian Services	6

LIMITED ASSIGNMENT PERMITS

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

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	16
Single Subject	25
Special Education	15
TOTAL	55

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☒

If no, explain. Participate with College/University Internship Programs

Does your agency participate in a Commission-approved college or university internship program? Yes ☒ No ☐

If yes, how many interns do you expect to have this year? 30

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

Alliant International, Brandman, Cal State East Bay, National, San Jose State, Univ of Pacific,
University of Phoenix, St. Marys, San Francisco State, Fortune School of Ed, Holy Names,
Concordia, Cal State Teach, JFK Univ, Fresno State

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



State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov

Website: www.ctc.ca.gov

ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

This form must be signed by either:

☒ The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

☐ The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

☒ Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

OR

☐ The situation or circumstances that necessitate the use of an emergency permit holder are as follows: (Attach additional sheets, if necessary.)

I hereby certify that all of the information contained in this statement of need is true and correct.

San Ramon Valley USD	4/19/2022
_____ <i>Signature of the District Superintendent</i>	_____ <i>District</i>
_____ <i>Signature of the County Superintendent of Schools</i>	_____ <i>County</i>
	_____ <i>Date</i>

It is not necessary to submit this form to the Commission on Teacher Credentialing.

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

DATE: April 19, 2022

TOPIC: CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL
CHANGES

DISCUSSION:

The attached personnel changes require Board approval.

RECOMMENDATION:

The Administration recommends approval of the Certificated Personnel Changes.

BUDGET IMPLICATIONS:

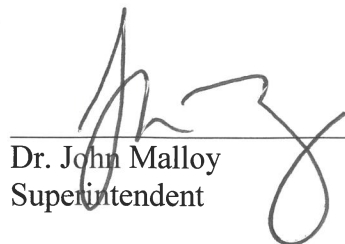
All recommendations for changes are presently within approved budget categories or have received specific Board approval.



Keith Rogenski
Assistant Superintendent
Human Resources



Keri Van de Star
Director
Human Resources



Dr. John Malloy
Superintendent

Item Number

11.1

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - April 19, 2022

Resignations/Retirements/Deceased

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>	<u>Reason</u>
Rossana	Aguilar	Teacher, Elementary	1.000	CC	06/03/22	Retirement
David	Bolin	Principal, Middle	1.000	WR	06/21/22	Retirement
Robin	Bovberg	Teacher, Middle	1.000	LC	07/28/22	Retirement
Debra	Davis	Teacher, Resource	1.000	GL	06/03/22	Retirement
Daniel	Edwards	Teacher, Elementary	0.500	QR	06/03/22	Resignation
Daniel	Edwards	Teacher, Middle	0.500	CW	06/03/22	Resignation
Samantha	Edwards	Teacher, Elementary	1.000	GL	06/03/22	Resignation
Tyler	Gulyas	Teacher, High	1.000	CH	06/03/22	Resignation
Gregory	Kontzer	Assistant Principal, Middle	1.000	DV	06/06/22	Resignation
Colleen	Logan	Teacher, Elementary	1.000	GV	06/03/22	Retirement
Kathleen	Mac Dougall	Teacher, High	0.400	DH	06/03/22	Resignation
Maureen	McCarroll	Teacher, Middle	1.000	WR	06/03/22	Retirement
Stephen	Nester	Teacher, High	1.000	SR	06/03/22	Resignation
Monina	Salazar	Principal, Elementary	1.000	AL	06/13/22	Retirement
Gilita	Thomas	Teacher, Middle	1.000	VE	06/03/22	Retirement
Kyle	Wallace	School Psychologist	0.200	TH	06/10/22	Resignation
Mary	Wettig	Teacher, Elementary	1.000	VE	06/03/22	Resignation
Carol	Williams	Teacher, Elementary	1.000	TH	06/03/22	Retirement

2021-22 Leaves of Absence

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Dates</u>
Sarah	Allen	Teacher, Elementary	1.000	GL	01/14/22-04/10/22
Sarah	Ash	Teacher, Elementary	1.000	GL	03/14/22-06/02/22
Derek	Augarten	Teacher, Middle	1.000	GR	03/21/22-05/22/22
Connie	Brunetti	Teacher, Middle	1.000	GR	03/23/22-05/01/22
Tiffany	Goh*	TSA, MTSS Liaison	0.500	CR	11/15/21-06/03/22
Tiffany	Goh*	TSA, MTSS Liaison	0.500	TH	11/15/21-06/03/22
Donna	Grim	Principal, Elementary	1.000	GV	03/09/22-03/20/22
Karina	Han	Teacher, Elementary	1.000	BC	04/01/22-06/03/22
Vivian	Hermosillo	Teacher, High	1.000	CH	03/28/22-06/02/22
Bryan	Jensen*	Teacher, High	1.000	MV	11/02/21-06/01/22
Dawn	Kriz	TSA, Elementary	0.474	CK	03/09/22-03/30/22
Allison	Lemas	Teacher, Elementary	0.500	QR	03/14/22-06/03/22
Kelly	Raab	Teacher, Middle	1.000	PV	03/02/22-03/16/22
Michelle	Ross*	Teacher, Middle	1.000	LC	08/06/22-06/02/22
Tracy	Schluntz*	Teacher, Middle	1.000	PV	02/15/22-04/10/22
Jill	Seidenverg*	Teacher, High	0.800	MV	01/11/22-03/28/22

2021-22 Temporary Employment - Partial Year

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Dates</u>
Soraya	Estevez	Teacher, High	0.200	MV	03/07/22-06/02/22
Linda	Fellers	Teacher, High	0.200	MV	03/07/22-06/02/22
Danielle	Franco	Teacher, High	0.200	MV	03/07/22-06/02/22
Richard	Henriquez	Teacher, High	0.200	MV	03/07/22-06/02/22
Kerry	Wells	Teacher, High	0.100	VE	03/07/22-06/02/22
Oriana	Yanes	Teacher, High	0.200	MV	03/07/22-06/02/22

Coach Employment

<u>First</u>	<u>Last</u>	<u>Sport</u>	<u>Location</u>
Erin	Callahan	Women's Varsity Tennis	DH
David	Nix	Men's JV Golf	MV
Peter	Shin	Tennis	DH

*Revised

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

DATE: April 19, 2022

TOPIC: CONSIDERATION OF APPROVAL OF CLASSIFIED PERSONNEL
CHANGES

DISCUSSION:

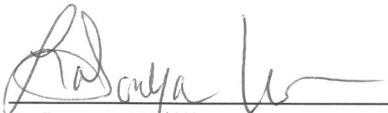
The attached personnel changes require Board approval.

RECOMMENDATION:

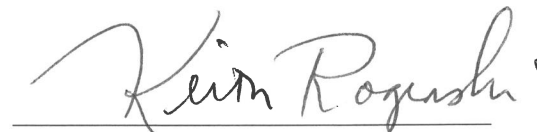
The Administration recommends approval of the Classified Personnel Changes.

BUDGET IMPLICATIONS:

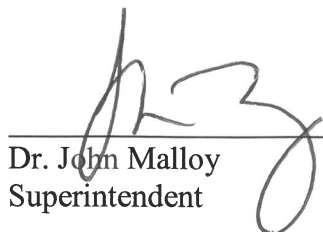
All recommendations for changes are presently within approved budget categories or have received specific Board approval.



LaTonya Williams
Director, Human Resources



Keith Rogenski
Assistant Superintendent, Human Resources



Dr. John Malloy
Superintendent

CONSIDERATION OF APPROVAL OF CLASSIFIED PERSONNEL CHANGES - April 19, 2022

Separation

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Action</u>	<u>Eff Date</u>
Demaryae	Delaney	Bus Driver	BS	Resign	03/26/22
Eric	Olafsson	Custodian	HH/LO	Resign	04/02/22
Lori	Benetti	Director I Accounting/Payroll	EC	Retire	07/01/22
Tabatha	Britto-Jacoby	Noon Duty Supervisor	MT	Resign	02/05/22
Sonali	Heda	Noon Duty Supervisor	LO	Resign	03/21/22
Gabrielle	Crisologo	Paraeducator-Autism Specialist	GB	Resign	01/28/22
Nichole	Johnson	Paraeducator-Autism Specialist	LC	Resign	03/29/22
Andrea	Elder	Paraeducator-Classroom	CC	Resign	06/03/22
Caitlin	Harms	Paraeducator-Classroom	TH	Resign	06/03/22
Liane	Swenson	Paraeducator-Special Education	MV	Retire	06/03/22
Barbara	Murray	Registrar-High School	SR	Retire	07/17/22
Nucchi	Calicura	School Bus Driver/Behind Wheel Trainer	TRAN	Retire	07/14/22
Renee	Semany	School Secretary-Elementary	BV	Resign	04/16/22
Peggy	Conklin	School Secretary-Secondary	CH	Retire	06/11/22
Catherine	Hatter	School Secretary-Secondary	SR	Retire	04/01/22

Employment

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly</u>	<u>Fund</u>	<u>Eff Date</u>
Dimple	Gursahani	Child Nutrition Assistant	WR	18.75	Dist	03/29/22
Behnoush	Aghili	Highschool Bookkeeping Technician	MV	30.00	Dist/Ext	03/23/22
Anushree	Menon	Instructional Assistant	HH	30.00	Cat	03/21/22
Maria	Orpilla	Instructional Assistant	CC	18.00	Cat	03/07/22
Ummam	Sandhu	Instructional Assistant	NA	15.00	Ext	03/25/22
Shoba	Hariharan	Noon Duty Superviosor	CK	8.75	Dist	04/11/22
Laura	Cavanaugh	Paraeducator-Special Education	GB	30.50	Cat	03/22/22

Voluntary Transfer

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly</u> <u>Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Gina	Turturici	Instructional Assistant	RR	19.75	Ext	
		to Instructional Assistant	DA	19.50	Cat	03/18/22
Smita	Srivastava	Paraeducator-Classroom	AL	9.50	Ext	
		to Paraeducator-Classroom	LO	19.00	Ext	04/11/22
Candace	Molano	School Office Manager-High School	CH	40.00	Dist	
		to Administrative Secretary-District	DO	40.00	Dist	04/04/22

Voluntary Change in Classification

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly</u>	<u>Fund</u>	<u>Eff Date</u>
Anna	Kum	Lead Child Nutrition Assistant to Paraeducator-Autism Specialist	QR DH	35.00 29.50	Dist Cat	03/28/22

Increase in FTE

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly</u>	<u>Fund</u>	<u>Eff Date</u>
David	Onghan	Computer Systems Technician/10 Mo to Computer Systems Technician/11 Mo	TECH TECH	33.00 40.00	Dist Dist	04/01/22

Voluntary Unpaid Leave of Absence

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Eff Date</u>	<u>End Date</u>
Estefania	Evana	Paraeducator-Autism Specialist	WR	03/31/22	05/01/22

39 Month Reemployment

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Eff Date</u>
Alikee	Speer	Lead Child Nutrition Assistant	03/31/22

Probationary Release

<u>EID#</u>	<u>Classification</u>	<u>Loc</u>	<u>Eff Date</u>
6407	Paraeducator-Autism Specialist to Paraeducator-Special Education	LO NA	03/25/22

Classified Summer Employment

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Action</u>	<u>Eff Date</u>
Cecilia	Barlett	Summer School-Office Mgr Middle	Hire	6/14-7/13/22
Sandra	Moeller	Summer School-Office Mgr Elementary	Hire	6/14-7/13/22
Patricia	Theobald	Summer School-Office Mgr High School	Hire	6/14-7/26/22

Classified Employment - Other

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Action</u>	<u>Eff Date</u>
Demaryae	Delaney	Sub Bus Driver	Hire	03/26/22
Alejandro	Wence	Sub Custodian	Hire	03/23/22
Javier	Landeros	Student Worker	Hire	03/25/22
Patrick	Schlicher	Student Worker	Hire	03/18/22

DATE: April 19, 2022

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION #69/21-22,
APPROVING ROUTINE BUDGET REVISIONS

DISCUSSION: Routine budget revisions are brought before the Board for approval monthly. The items below detail the changes and movement between accounts.

*On a monthly basis, revenues are reviewed and adjusted to reflect projections based on new information such as enrollment, grant award letters, and receipts from local donations.

Revenues

LCFF/Other State

LCFF and Other State revenues are increased \$1,228,301 primarily due to new Special Education Preschool and Infant grant funds.

Federal Revenues –

Federal revenues are increased \$1,172,462 primarily due to new Special Education grant funds from the American Rescue Plan.

Other Local Revenues –

Other Local revenues are increased \$951,351 because of new projections for Facility Community Use and local donations to schools.

*On a monthly basis, expenditure budgets are reviewed and adjusted to reflect projections based on new information such as grant awards, local donations, and district expenditure commitments.

Expenditures

Salaries and Benefits –

Salaries and benefits are increased \$1,226,380 due to increased projections for substitute teachers, local donations and Special Education salaries.

Supplies/Services –

Supplies and services are increased \$2,584,794 in part because of increased legal fees, utility costs and local donations but primarily because of Special Education grants.

Capital Outlay –

Capital Outlay is increased \$34,800 in the Routine Restricted Maintenance program.

Transfers –

Transfers In are decreased \$315,000 because the Facility Community Use program projects increased revenues and, therefore, does not need this support from Fund 40, Special Reserve Capital Outlay.

Other Funds

Special Reserve Fund 17 -

Interest is reduced \$20,000. The projected ending balance is \$16,373,413.

Building Fund 21 -

Interest is reduced \$75,000. The projected ending fund balance is \$20,901,316.

Capital Facilities Fund 25 -

Interest is reduced \$70,000. The projected ending balance is \$6,154,056.

Special Reserve Capital Outlay Fund 40 -

Interest is reduced \$54,850. Expenses are decreased \$249,400. The projected ending balance is \$11,157,544.

Bond Interest and Redemption Fund 51 -

Interest is reduced \$218,000. The projected ending balance is \$49,233,568.

Self-Insurance Fund 67 -

Interest is reduced \$10,700. The projected ending balance is \$3,724,954.

RECOMMENDATION:

The Administration recommends adoption of Resolution No. 69/21-22, approving the budget adjustments as presented.

BUDGET IMPLICATIONS:

Various, as noted above.



Gael Treible
Interim Director, Fiscal Services



Daniel Hillman
Chief Business Officer



John Malloy
Superintendent

1 GENERAL FUND**REVENUES**

	Revised Budget 2/28/2022	Adjustments this Period	Revised Budget 3/31/2022
LCFF/Other State	\$ 356,796,759	\$ 1,228,301	\$ 358,025,060
Federal Revenues	22,000,988	1,172,462	23,173,450
Other Local Revenues	28,065,360	951,351	29,016,711
Total Revenues	\$ 406,863,107	\$ 3,352,114	\$ 410,215,221

EXPENDITURES

Certificated Salaries	\$ 173,361,995	\$ 1,022,218	\$ 174,384,213
Classified Salaries	55,840,612	395,688	56,236,300
Employee Benefits	110,828,302	-191,526	110,636,776
Books and Supplies	37,203,749	-28,415	37,175,334
Services, Other Operating Expenses	43,622,778	2,613,209	46,235,987
Capital Outlay	1,183,520	34,800	1,218,320
Other Outgo	1,092,091	0	1,092,091
Direct Support/Indirect Costs	-1,333	0	-1,333
Total Expenditures	\$ 423,131,714	\$ 3,845,974	\$ 426,977,688

Excess or Deficiency before other Sources and Uses

\$ -16,268,607	\$ -493,860	\$ -16,762,467
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OTHER FINANCING SOURCES/USES

Transfers In	\$ 1,111,344	\$ -315,000	\$ 796,344
Transfers Out	2,712,545	0	2,712,545
Sources	0	0	0
Uses	0	0	0
Total, Other Financing Sources/Uses	\$ -1,601,201	\$ -315,000	\$ -1,916,201

NET INCREASE (DECREASE) IN FUND BALANCE

\$ -17,869,808	\$ -808,860	\$ -18,678,668
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FUND BALANCE, RESERVES**Beginning Balance**

Beginning Balance as of July 1 - Unaudited	\$ 51,255,648	\$ 0	\$ 51,255,648
Audit Adjustments	0	0	
As of July 1 - Audited	51,255,648	0	51,255,648
Adjustments for Restatements	0	0	
Net Beginning Balance	51,255,648	0	51,255,648

Ending Balance

\$ 33,385,840	\$ -808,860	\$ 32,576,980
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COMPONENTS OF ENDING BALANCE

Unappropriated Amount	\$ 0	\$ 0	\$ 0
Restricted Ending Balances	11,476,528	0	11,476,528
Instructional Materials	314,067	0	314,067
Professional Development	0	0	0
Revolving Cash	153,700	0	153,700
Stores Inventory	68,207	0	68,207
Reserve for Economic Uncertainty	0	0	0
Site Designated Amounts	1,012,544	0	1,012,544
Lottery	95,313	491,280	586,593
Prepaid Expenses	329,446	0	329,446
Technology Infrastructure Replacement	0	0	0
Technology End User Devices	0	0	0
LCFF Shortfall	16,713,906	-1,292,157	15,421,749
Safety and Mental Wellness	0	0	0
Efficiency Investments	0	0	0
Bridge	3,222,129	-7,983	3,214,146
	33,385,840	-808,860	32,576,980

17 Special Reserve Fund

REVENUES

	Revised Budget 2/28/2022	Adjustments this Period	Revised Budget 3/31/2022
<i>Federal Revenues</i>	\$ 0	\$ 0	\$ 0
<i>Other State Revenues</i>	0	0	0
<i>Other Local Revenues</i>	80,000	-20,000	60,000
Total Revenues	\$ 80,000	\$ -20,000	\$ 60,000

EXPENDITURES

<i>Classified Salaries</i>	\$ 0	\$ 0	\$ 0
<i>Employee Benefits</i>	0	0	0
<i>Books and Supplies</i>	0	0	0
<i>Services, Other Operating Expenses</i>	0	0	0
<i>Capital Outlay</i>	0	0	0
<i>Other Outgo</i>	0	0	0
<i>Direct Support/Indirect Costs</i>	0	0	0
Total Expenditures	\$ 0	\$ 0	\$ 0

Excess or Deficiency before other Sources and Uses	\$ 80,000	\$ -20,000	\$ 60,000
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OTHER FINANCING SOURCES/USES

<i>Transfers In</i>	\$ 0	\$ 0	\$ 0
<i>Transfers Out</i>	0	0	0
<i>Sources</i>	0	0	0
<i>Uses</i>	0	0	0
Total, Other Financing Sources/Uses	\$ 0	\$ 0	\$ 0

NET INCREASE (DECREASE) IN FUND BALANCE	\$ 80,000	\$ -20,000	\$ 60,000
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FUND BALANCE, RESERVES**Beginning Balance**

Beginning Balance as of July 1 - Unaudited	\$ 16,313,413	\$ 0	\$ 16,313,413
Audit Adjustments	0	0	
As of July 1 - Audited	16,313,413	0	16,313,413
Adjustments for Restatements	0	0	
Net Beginning Balance	16,313,413	0	16,313,413

Ending Balance

\$ 16,393,413	\$ -20,000	\$ 16,373,413
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Components of Ending Fund Balance

Declining Enrollment/Restoration	3,715,302	0	3,715,302
REU	12,678,111	-20,000	12,658,111

16,393,413	-20,000	16,373,413
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25 Capital Facilities - Developer Impact Program

REVENUES

	Revised Budget 2/28/2022	Adjustments this Period	Revised Budget 3/31/2022
<i>Federal Revenues</i>	\$ 0	\$ 0	\$ 0
<i>Other State Revenues</i>	0	0	0
<i>Other Local Revenues</i>	1,397,000	-70,000	1,327,000
Total Revenues	\$ 1,397,000	\$ -70,000	\$ 1,327,000

EXPENDITURES

<i>Classified Salaries</i>	\$ 356	\$ 0	\$ 356
<i>Employee Benefits</i>	37	0	37
<i>Books and Supplies</i>	500,633	0	500,633
<i>Services, Other Operating Expenses</i>	1,752,603	0	1,752,603
<i>Capital Outlay</i>	573,881	0	573,881
<i>Other Outgo</i>	0	0	0
<i>Direct Support/Indirect Costs</i>	0	0	0
Total Expenditures	\$ 2,827,510	\$ 0	\$ 2,827,510

Excess or Deficiency before other Sources and Uses	\$ -1,430,510	\$ -70,000	\$ -1,500,510
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OTHER FINANCING SOURCES/USES

<i>Transfers In</i>	\$ 0	\$ 0	\$ 0
<i>Transfers Out</i>	0	0	0
<i>Sources</i>	0	0	0
<i>Uses</i>	0	0	0
Total, Other Financing Sources/Uses	\$ 0	\$ 0	\$ 0

NET INCREASE (DECREASE) IN FUND BALANCE	\$ -1,430,510	\$ -70,000	\$ -1,500,510
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FUND BALANCE, RESERVES**Beginning Balance**

Beginning Balance as of July 1 - Unaudited	\$ 7,654,566	\$ 0	\$ 7,654,566
Audit Adjustments	0	0	
As of July 1 - Audited	7,654,566	0	7,654,566
Adjustments for Restatements	0	0	
Net Beginning Balance	7,654,566	0	7,654,566

Ending Balance**Components of Ending Fund Balance**

Assigned for Capital Outlay	\$ 6,224,056	\$ -70,000	\$ 6,154,056
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40 Special Reserve Capital Outlay

REVENUES

	Revised Budget 2/28/2022	Adjustments this Period	Revised Budget 3/31/2022
<i>Federal Revenues</i>	\$ 0	\$ 0	\$ 0
<i>Other State Revenues</i>	0	0	0
<i>Other Local Revenues</i>	902,083	-54,850	847,233
Total Revenues	\$ 902,083	\$ -54,850	\$ 847,233

EXPENDITURES

<i>Classified Salaries</i>	\$ 0	\$ 0	\$ 0
<i>Employee Benefits</i>	0	0	0
<i>Books and Supplies</i>	0	9,050	9,050
<i>Services, Other Operating Expenses</i>	4,100	56,550	60,650
<i>Capital Outlay</i>	498,477	0	498,477
<i>Other Outgo</i>	3,440,328	0	3,440,328
<i>Direct Support/Indirect Costs</i>	0	0	0
Total Expenditures	\$ 3,942,905	\$ 65,600	\$ 4,008,505

Excess or Deficiency before other Sources and Uses	\$ -3,040,822	\$ -120,450	\$ -3,161,272
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OTHER FINANCING SOURCES/USES

<i>Transfers In</i>	\$ 2,712,545	\$ 0	\$ 2,712,545
<i>Transfers Out</i>	531,070	-315,000	216,070
<i>Sources</i>	0	0	0
<i>Uses</i>	0	0	0
Total, Other Financing Sources/Uses	\$ 2,181,475	\$ 315,000	\$ 2,496,475

NET INCREASE (DECREASE) IN FUND BALANCE	\$ -859,347	\$ 194,550	\$ -664,797
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FUND BALANCE, RESERVES**Beginning Balance**

Beginning Balance as of July 1 - Unaudited	\$ 11,822,341	\$ 0	\$ 11,822,341
Audit Adjustments	0	0	
As of July 1 - Audited	11,822,341	0	11,822,341
Adjustments for Restatements	0	0	
Net Beginning Balance	11,822,341	0	11,822,341

Ending Balance

	\$ 10,962,994	\$ 194,550	\$ 11,157,544
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Components of Ending Fund Balance

Child Care Building	279,121	-4,800	274,321
Solar	3,387,974	-35,000	3,352,974
DVMS Fields	369,679	-1,000	368,679
DVHS CSA	59,076	-100	58,976
Solar Reserve	2,136,166	-5,000	2,131,166
Facility Community Use	389,638	308,000	697,638
Capital Investments	2,758,707	0	2,758,707
Technology Infrastructure Replacement	65,600	-67,550	-1,950
Safety Committee	1,517,033	0	1,517,033
Ending Balance	\$ 10,962,994	\$ 194,550	\$ 11,157,544

51 Bond Interest and Redemption Fund

REVENUES

	Revised Budget 2/28/2022	Adjustments this Period	Revised Budget 3/31/2022
<i>Federal Revenues</i>	\$ 0	\$ 0	\$ 0
<i>Other State Revenues</i>	156,100	0	156,100
<i>Other Local Revenues</i>	42,423,900	-218,000	42,205,900
Total Revenues	\$ 42,580,000	\$ -218,000	\$ 42,362,000

EXPENDITURES

<i>Classified Salaries</i>	\$ 0	\$ 0	\$ 0
<i>Employee Benefits</i>	0	0	0
<i>Books and Supplies</i>	0	0	0
<i>Services, Other Operating Expenses</i>	0	0	0
<i>Capital Outlay</i>	0	0	0
<i>Other Outgo</i>	37,803,550	0	37,803,550
<i>Direct Support/Indirect Costs</i>	0	0	0
Total Expenditures	\$ 37,803,550	\$ 0	\$ 37,803,550

Excess or Deficiency before other Sources and Uses	\$ 4,776,450	\$ -218,000	\$ 4,558,450
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OTHER FINANCING SOURCES/USES

<i>Transfers In</i>	\$ 0	\$ 0	\$ 0
<i>Transfers Out</i>	0	0	0
<i>Sources</i>	0	0	0
<i>Uses</i>	0	0	0
Total, Other Financing Sources/Uses	\$ 0	\$ 0	\$ 0

NET INCREASE (DECREASE) IN FUND BALANCE	\$ 4,776,450	\$ -218,000	\$ 4,558,450
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FUND BALANCE, RESERVES**Beginning Balance**

Beginning Balance as of July 1 - Unaudited	\$ 44,675,118	\$ 0	\$ 44,675,118
Audit Adjustments	0	0	
As of July 1 - Audited	44,675,118	0	44,675,118
Adjustments for Restatements	0	0	
Net Beginning Balance	44,675,118	0	44,675,118

Ending Balance

Components of Ending Fund Balance	\$ 49,451,568	\$ -218,000	\$ 49,233,568
Restricted Ending Balance	49,451,568	-218,000	49,233,568

67 Self Insurance Fund

REVENUES

	Revised Budget 2/28/2022	Adjustments this Period	Revised Budget 3/31/2022
<i>Federal Revenues</i>	\$ 0	\$ 0	\$ 0
<i>Other State Revenues</i>	0	0	0
<i>Other Local Revenues</i>	4,205,000	-10,700	4,194,300
Total Revenues	\$ 4,205,000	\$ -10,700	\$ 4,194,300

EXPENDITURES

<i>Certificated Salaries</i>	\$ 0	\$ 0	\$ 0
<i>Classified Salaries</i>	0	0	0
<i>Employee Benefits</i>	3,880,000	0	3,880,000
<i>Books and Supplies</i>	5,000	0	5,000
<i>Services, Other Operating Expenses</i>	285,000	0	285,000
<i>Capital Outlay</i>	0	0	0
<i>Other Outgo</i>	0	0	0
<i>Direct Support/Indirect Costs</i>	0	0	0
Total Expenditures	\$ 4,170,000	\$ 0	\$ 4,170,000

Excess or Deficiency before other Sources and Uses	\$ 35,000	\$ -10,700	\$ 24,300
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OTHER FINANCING SOURCES/USES

<i>Transfers In</i>	\$ 0	\$ 0	\$ 0
<i>Transfers Out</i>	0	0	0
<i>Sources</i>	0	0	0
<i>Uses</i>	0	0	0
Total, Other Financing Sources/Uses	\$ 0	\$ 0	\$ 0

NET INCREASE (DECREASE) IN FUND BALANCE	35,000	-10,700	24,300
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FUND BALANCE, RESERVES**Beginning Balance**

Beginning Balance as of July 1 - Unaudited	\$ 3,700,654	\$ 0	\$ 3,700,654
Audit Adjustments	0	0	
As of July 1 - Audited	3,700,654	0	3,700,654
Adjustments for Restatements	0	0	
Net Beginning Balance	3,700,654	0	3,700,654

Ending Balance**Components of Ending Fund Balance**

Restricted Net Position	\$ 3,735,654	\$ -10,700	\$ 3,724,954
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**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 69/21-22
APPROVING ROUTINE BUDGET REVISIONS**

Page 51 of 89

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

WHEREAS, the Governing Board believes it to be in the best interest of the District to regularly revise the 2021-22 budget in order to more accurately portray the financial condition of the District;

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the San Ramon Valley Unified School District does hereby authorize the Contra Costa County Superintendent of Schools to revise its 2021-22 budget as hereafter detailed.

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

APPROVED, PASSED and ADOPTED by the Governing Board of the San Ramon Valley Unified School District this 19th day of April, 2022, by the following vote:

AYES:

NAYS:

ABSENT:

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

DATE: April 19, 2022


TOPIC: RATIFICATION OF WARRANTS

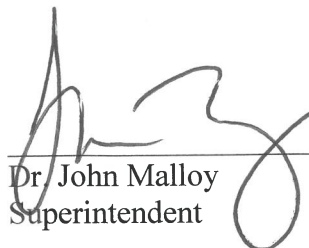
DISCUSSION: In accordance with Policy 3300, listed below is a summary of warrants issued for the following dates March 24, 2022 through April 13, 2022. Detailed warrant registers are available in the District's Business Office for public inspection.


Fund Number	Fund Name	Vendor Warrants	Salary Warrants	Total
1	General Fund	2,267,657.26	13,204,389.23	15,472,046.49
5	Warrant Pass Through Fund	14,649,005.06	-	14,649,005.06
13	Child Nutrition Fund	297,675.82	159,391.29	457,067.11
21	Building Fund	830,125.13	49,144.98	879,270.11
25	Capital Facilities Fund	4,392.61		4,392.61
30	State School Building Fund			-
35	County School Facilities Fund			-
40	Special Reserve Capital Outlay		358.78	358.78
51	Bond Interest & Redemption			-
53	Tax Override Fund			-
67	Self-Insurance Fund	262,692.49		262,692.49
71	Retiree Benefit Fund			-
77				-
	Payroll A/P Clearing			-
	Total All Funds	18,311,548.37	\$13,413,284.28	\$31,724,832.65

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

BUDGET IMPLICATIONS: As noted above.


Lori Benetti
Director, Accounting/Payroll


Dr. John Malloy
Superintendent


Daniel Hillman
Chief Business Office

San Ramon Valley Unified School District

699 Old Orchard Drive, Danville, California, 94526

DATE: April 19, 2022

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

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

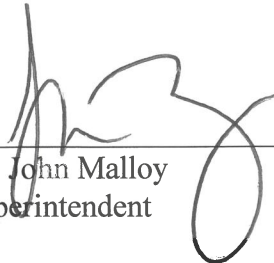
Vendor Name	Item	Amount	Funding
Jeffco Roofing	Roof replacement on Administration building at Montair Elementary School	\$59,409.00	Routine Restricted Maintenance
Silke Communications	(350) Kenwood Emergency Radios and programming	\$229,45.06	General Fund - Safety
Troxel	Pixie and Cables	\$84,597.37	Measure D

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

BUDGET IMPLICATIONS: As stated above.



Daniel Hillman
Chief Business Officer



Dr. John Malloy
Superintendent

11.5

Item Number

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

DATE: 4/19/2022

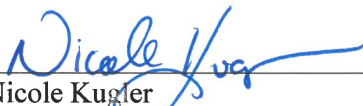
TOPIC: DECLARATION OF SURPLUS PROPERTY

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

Quantity	Item	Quantity	Item	Quantity	Item
268	Wireless Access Points	91	Projector	2	DVD Player
242	MacBook	24	Audio Amplifier	1	Electric Hold Puncher
		21	Speaker	95	Desktop
577	Chromebook/Laptop	95	iMac	16	Monitor
1	Mac Tower	244	iPad	10	Camera
2	AV Switch	18	Printer	2	Stand
6	Server/Hotspot	1	Apple TV	7	Keyboard

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

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



Nicole Kugler
Business Manager



Daniel Hillman
Chief Business Officer



Dr. John Malloy
Superintendent

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

DATE: April 19, 2022

TOPIC: CONSIDERATION OF APPROVAL OF THE WILLIAMS UNIFORM
COMPLAINT QUARTERLY REPORT

DISCUSSION:

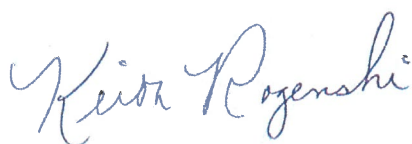
Under the Williams Uniform Complaint Policy, the District is required to report publicly on a quarterly basis the number of complaints it received pertaining to textbooks and instructional materials, teacher vacancy and misassignment, and facilities conditions. Once presented and approved by the Board of Education in a public meeting, the report is sent to the Contra Costa County Office of Education.

RECOMMENDATION:

Approval.

BUDGET IMPLICATIONS:

There are no budget implications.



Keith Rogenski
Assistant Superintendent
Human Resources



Dr. John Malloy
Superintendent



Quarterly Uniform Complaint Form

[Education Code 35186]

District: San Ramon Valley Unified School District

Person completing this form: Adrienne Herrera

Title: Administrative Assistant

Report Submission **Due Date:** (check one)

☐
☐
☒
☐

Q1: Jul-Sep 2021 – DUE: November 1, 2021

Q2: Oct-Dec 2021 – DUE: January 31, 2022

Q3: Jan-Mar 2022 – DUE: April 29, 2022

Q4: Apr-Jun 2022 – DUE: August 1, 2022

Date for information to be reported publicly at governing board meeting: April 19, 2022

Please check the box that applies:

☒

No complaints were filed with any school in the district during the quarter indicated above.

☐

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

Area of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		

Dr. John Malloy

Print Name of District Superintendent

Signature of District Superintendent

Date

Please return completed form to Danielle Low-Anderson, Williams Settlement Administrative Assistant
 CCCOE – 77 Santa Barbara Road, Pleasant Hill, CA 94523
 FAX: (925) 942-3356 • E-MAIL: dlow@cccoe.k12.ca.us

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

DATE: April 19, 2022

TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 67/21-22,
APPROVAL OF CBEST WAIVER FOR 30-DAY SUBSTITUTES

DISCUSSION: Many Districts, including San Ramon Valley Unified School District, are experiencing a substitute shortage. This shortage has been caused by the number of credentialed substitute teachers who are being hired in our District or neighboring districts to ensure all classes are taught by highly qualified teachers. As fully credentialed teachers continue to be a priority in both our and neighboring districts, the number of qualified substitutes will continue to decrease. Obviously, this will further impact the number of substitutes available to us. Some teachers who substituted during the 2021-22 school year will be hired as regular teachers for the 2022-23 school year.

San Ramon Valley Unified School District is attempting to counteract this shortage in a number of ways. The District will continue to participate in County-wide Substitute Job Fairs and send out notices in Principal and PTA newsletters, the SRVEA president's newsletter, and on the District Job Hotline about the need for substitutes. The District and SRVEA have agreed to continue to compensate teachers who substitute during their prep periods. The shortage continues despite these efforts.

To ease the substitute shortage, the California Credential Commission has developed a procedure for requesting a CBEST waiver for 30 day substitute credentials. The approval is for the 2022-23 school year and only by districts that implement the Class Size Reduction Program.

For the CBEST waiver request, the Credential Commission is relaxing the public notice requirement that each individual must be approved by the Governing Board before the waiver request is submitted. Instead, the Governing Board is required to declare that the District will hire teachers from its substitute pool and will now experience difficulty in recruiting individuals who qualify for the 30 day Substitute Teaching Permit, and have already passed the CBEST test. This declaration need be approved only once for all substitute CBEST waivers requested in 2022-23. The waiver cannot exceed one calendar year and the beginning date of service must be between August 4, 2022 and June 1, 2023.

11.8

Item Number

CONSIDERATION OF ADOPTION OF RESOLUTION NO. 67/21-22

Page 2

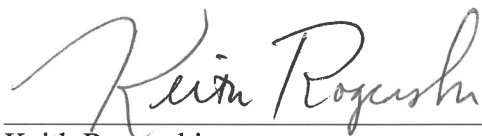
The District will continue to provide in-service training during the year for all substitute teachers to help maintain the quality of the substitute teachers who teach in the San Ramon Valley Unified School District.

RECOMMENDATION: The administration recommends Board adoption of Resolution No. 67/22-23, approving the 30-Day Substitute CBEST Waiver.

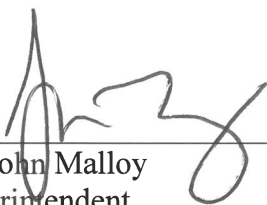
BUDGET IMPLICATIONS: This does not increase the cost for substitutes.



Keri Van de Star
Director, Human Resources



Keith Rogenski
Asst. Superintendent, Human Resources



Dr. John Malloy
Superintendent

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, California 94526
(925) 552-2928 • FAX (925) 837-9247

CONSIDERATION OF RESOLUTION NO. 67/21-22

AUTHORIZING APPROVAL OF 30-DAY SUBSTITUTE WAIVER

WHEREAS, the San Ramon Valley Unified School District Board of Education declares that teachers were hired from the District substitute pool as regular teachers in this District as well as in surrounding districts
and

WHEREAS, the San Ramon Valley Unified School District is unable to recruit substitutes who have had an opportunity to take and pass the California Basic Education Skills Test (CBEST);
and

WHEREAS, the San Ramon Valley Unified School District anticipates the need to hire a minimum of 30 substitutes on variable term (CBEST) waivers.

NOW THEREFORE BE IT RESOLVED that the Governing Board approves the use of the 30-Day Substitute CBEST waiver during the 2022-23 school year.

PASSED AND ADOPTED at the regular meeting of this Board held on April 19, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

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

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

DATE: April 19, 2022

TOPIC: PREVIEW OF PILOTED INSTRUCTIONAL MATERIALS

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

Elementary Phonics	Core Knowledge Language Arts (CKLA)	Elementary (K-Grade 2)
Elementary Social Science	Teacher Created Materials (TCM)	Elementary (K- Grade 5)

SRVUSD elementary teachers piloted materials in two subject areas during the 2021-2022 school year - Phonics and Social Studies. In Phonics, the teachers used Core Knowledge Language Arts (CKLA) and 95% Group. In Social Studies, the teachers used Teacher Created Materials (TCM) and Savvas. Data was collected over the course of the pilot implementation and monthly meetings were held to discuss the merits of each product. In March, several meetings were held to review the data and make recommendations to the Board on which curricula we believe will best support students. Our recommendation is to adopt CKLA for Phonics in kindergarten through second grade and TCM for Social Studies in grades kindergarten through five.

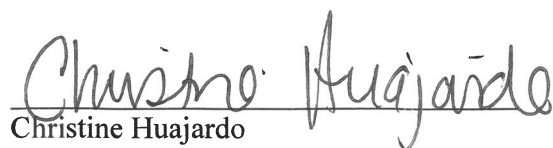
District Policy 6161.1, requires that instructional materials be available for review prior to adoption. This board item is to serve as notice that the instructional materials will be available through the Educational Services Department from date April 19, 2022 to May 3, 2022 and will be presented to the School Board on May 3, 2022 for adoption.

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

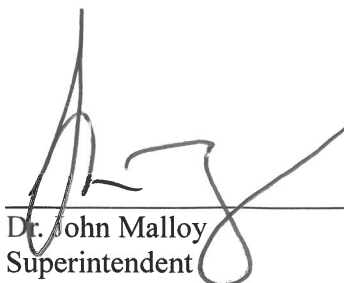
BUDGET IMPLICATIONS: The adoption of any new curriculum has budget implications. The Phonics curriculum is estimated to cost approximately 1,000,000 and the Social Studies is estimated to cost approximately 1,600,000.



Debra Petish
 Executive Director of
 Curriculum and Instruction



Christine Huajardo
 Assistant Superintendent
 Educational Services



Dr. John Malloy
 Superintendent

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

DATE: **APRIL 19, 2022**

TOPIC: **PREVIEW OF TEXTBOOKS**

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

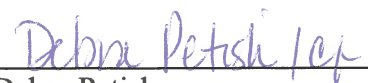
<i>Les Aventures d'Isabelle</i>	Karen Rowan/Donna Tatum-Johns Command Performance Language Institute Copyright 2017	All High Schools Grade 9-12	\$8.00
<i>Continued on next page</i>			

Les Aventures d'Isabelle; Le Leçon de Chocolat; Les Chaussettes de Tito; Rhumus à Paris; Alice (La Liste) (graphic novel in PDF format); Bart Veut un chat; Zeinixx; Kobe: Naissance d'une légende; Alice (La Liste); Khadra: 63 rue d'Aubagne; Camille: le studio de danse these are books written in French to supplement the French class curriculum for levels 1 and 2 with fresh readers (short, leveled novels with sheltered vocabulary) that will help students increase their language proficiency in an enjoyable manner. These books have been previewed for age appropriateness and educational content.

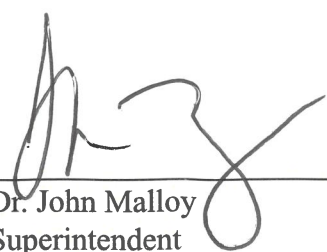
District Policy 6161.1 requires that textbooks be placed on display prior to adoption. This board item is to serve as notice that these textbooks will be on display in the Educational Services Department (Building D) from April 19, 2022 through May 3, 2022. These textbooks will be presented to the School Board on May 3, 2022 for adoption.

RECOMMENDATION: The administration recommends adoption of these textbooks after the required preview period.

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


 Debra Petish
 Executive Director
 Curriculum & Instruction


 Christine Huajardo
 Assistant Superintendent
 Educational Services


 Dr. John Malloy
 Superintendent

Preview of Textbooks, April 19, 2022, continued:

<i>Le Leçon de Chocolat</i>	Theresa Marrama Theresa Marrama Copyright 2021	All High Schools Grade 9-12	\$9.00
<i>Les Chaussettes de Tito</i>	Theresa Marrama Theresa Marrama Copyright 2020	All High Schools Grade 9-12	\$9.00
<i>Rhumus à Paris</i>	Theresa Marrama Theresa Marrama Copyright 2022	All High Schools Grade 9-12	\$9.00
<i>Alice (La Liste)</i> (graphic novel in PDF format)	Cécile Lainé Cécile Lainé Copyright 2020	All High Schools Grade 9-12	\$15.00
<i>Bart Veut un chat</i>	Senor Jordan and Michael Coxon TPRS Books Copyright 2022	All High Schools Grade 9-12	\$8.00
<i>Zeinixx</i>	Theresa Marrama Theresa Marrama Copyright 2021	All High Schools Grade 9-12	\$9.00
<i>Kobe: Naissance d'une légende</i>	Theresa Marrama Theresa Marrama Copyright 2021	All High Schools Grade 9-12	\$9.00
<i>Alice (La Liste)</i>	Cécile Lainé Cécile Lainé Copyright 2020	All High Schools Grade 9-12	\$7.50
<i>Khadra: 63 rue d'Aubagne</i>	Cécile Lainé Cécile Lainé Copyright 2020	All High Schools Grade 9-12	\$7.50
<i>Camille: le studio de danse</i>	Cécile Lainé Cécile Lainé Copyright 2020	All High Schools Grade 9-12	\$7.50

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

DATE: **APRIL 19, 2022**

TOPIC: **ADOPTION OF TEXTBOOKS**

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

<i>Crenshaw</i>	Katherine Applegate Feiwei & Friends Copyright 2015	All Elementary Schools Grade TK-5	\$6.52
<i>Me Llamo Víctor: Parte 1 & Parte 2</i>	Jim Wooldridge & Juan Carlos Pinilla Señor Woolly LLC Copyright 2019	All High Schools Grade 9-12	\$12.60
<i>Continued on next page</i>			

Crenshaw is a book to support the whole schools' reading program and build community. This book has been previewed for age appropriateness and educational content.

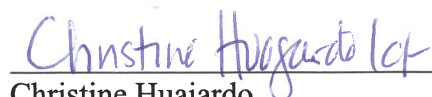
Me Llamo Víctor: Parte 1 & Parte 2 are books in Spanish ideal to supplement Spanish language acquisition in an engaging way with visual stimuli that encourages reading for novice-mid to intermediate-mid and novice-mid to intermediate-high second-language Spanish learners in high school. These books have been previewed for age appropriateness and educational content.

RECOMMENDATION: The administration recommends adoption of these textbooks after the required preview period.

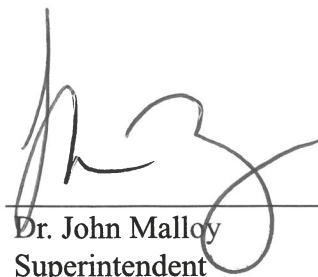
BUDGET IMPLICATIONS: District Instructional Material funds and/or site donations will be used to purchase these books.



Debra Petish
Executive Director
Curriculum & Instruction



Christine Huajardo
Assistant Superintendent
Educational Services



Dr. John Malloy
Superintendent

11.11

Adoption of Textbooks, April 19, 2022, continued:

<i>La Casa de la Dentista</i>	Jim Wooldridge & Carlos Pinilla Señor Wooly LLC Copyright 2017	All High Schools Grade 9-12	\$12.60
<i>Billy y las Botas</i>	Jim Wooldridge & Carlos Pinilla Señor Wooly LLC Copyright 2016	All High Schools Grade 9-12	\$9.90
<i>La Lucha de la Limonada 1-4</i>	Jim Wooldridge & Juan Carlos Pinilla Señor Wooly LLC Copyright 2021	All High Schools Grade 9-12	\$5.39

La Casa de la Dentista supports students and supplements Spanish language acquisition in an engaging way with visual stimuli that encourages reading for novice and intermediate Spanish learners in high school. This book has been previewed for age appropriateness and educational content.

Billy y las Botas is a book in Spanish that supplements Spanish language acquisition in an engaging way with visual stimuli that encourages reading. This book has been previewed for age appropriateness and educational content.

La Lucha de la Limonada 1-4 is a series of books in different levels of Spanish to supplement language acquisition in an engaging way with visual stimuli that encourages reading in Spanish class. These books have been previewed for age appropriateness and educational content.

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

DATE: **APRIL 19, 2022**

TOPIC: **CONSIDERATION OF APPROVAL OF BID AWARD FOR DOUGHERTY VALLEY HIGH SCHOOL TENNIS COURTS RESTORATION - VINTAGE CONTRACTORS, INC.**

DISCUSSION: On April 5, 2020 the District received and publicly opened a bid for the Dougherty Valley High School Tennis Courts Restoration project. The bid result is listed below.

Bid #860			
Contractor	Base Bid	10% Contingency	Total Not to Exceed
Vintage Contractors, Inc.	\$371,280	\$37,128	\$408,408

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

- Vintage Contractors, Inc. for a total not-to-exceed amount of \$408,408.

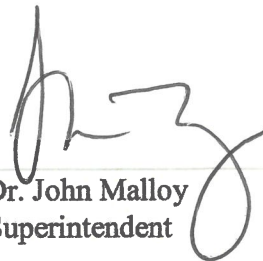
BUDGET IMPLICATIONS: As shown above – Local Building Fund



Erin Hirst
Director, Facilities



Daniel Hillman
Chief Business Officer



Dr. John Malloy
Superintendent

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

DATE: APRIL 19, 2022

**TOPIC: CONSIDERATION OF APPROVAL OF BID AWARD FOR RANCHO ROMERO
ELEMENTARY SCHOOL AND SYCAMORE VALLEY ELEMENTARY
SCHOOL GATES & FENCING – ARKTOS INCORPORATED**

DISCUSSION: On March 31, 2022, the District received and publicly opened bids for Rancho Romero Elementary School and Sycamore Valley Elementary School Gates & Fencing project. The bid results are listed below.

Bid #866			
Contractor	Base Bid	10% Contingency	Total Not to Exceed
Arktos Incorporated	\$291,000	\$29,100	\$320,100
AAA Fence Co., Inc.	\$299,430		
Pisor Fence Division, Inc.	\$409,904		

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

- Arktos Incorporated, for a total not-to-exceed amount of \$320,100.

BUDGET IMPLICATIONS: As shown above – Measure D Fund


Erin Hirst
Director, Facilities


Daniel Hillman
Chief Business Officer


Dr. John Malloy
Superintendent

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

DATE: APRIL 19, 2022

TOPIC: CONSIDERATION OF APPROVAL OF BID AWARD FOR THE SRVUSD DISTRICT OFFICE ALTERATIONS - CONSTRUCTION WEST SERVICES, INC.

DISCUSSION: On April 5, 2022 the District received and publicly opened bids for the SRVUSD District Office Alterations project. The bid results are listed below.

Bid #868			
Contractor	Base Bid	10% Contingency	Total Not to Exceed
Construction West Services, Inc.	\$676,289	\$67,629	\$743,918
CWS Construction Group, Inc.	\$915,000		
ELLA	\$921,000		
W.A. Thomas Co., Inc.	\$993,000		

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

- Construction West Services, Inc., for a total not-to-exceed amount of \$743,918.

BUDGET IMPLICATIONS: As shown above – Local Building Fund


 Erin Hirst
 Director, Facilities


 Daniel Hillman
 Chief Business Officer


 Dr. John Malloy
 Superintendent

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

DATE: **APRIL 19, 2022**

TOPIC: **CONSIDERATION OF APPROVAL OF BID AWARD FOR ADA
 PATHWAY IMPROVEMENTS VARIOUS SITES, PHASE 1 - GUERRA
 CONSTRUCTION GROUP**

DISCUSSION: On March 29, 2022, the District received and publicly opened bids for the ADA Pathway Improvement Various Sites, Phase 1 project. The bid results are listed below.

Bid #869			
Contractor	Base Bid	10% Contingency	Total Not to Exceed
Guerra Construction Group	\$267,740	\$26,774	\$294,514
VNH Builders	\$410,000		
Kerex Engineering, Inc.	\$439,000		

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

- Guerra Construction Group, for a total not-to-exceed amount of \$294,514.

BUDGET IMPLICATIONS: As shown above – Measure D Fund


 Erin Hirst
 Director, Facilities


 Daniel Hillman
 Chief Business Officer


 Dr. John Malloy
 Superintendent

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

DATE: **APRIL 19, 2022**

TOPIC: **CONSIDERATION OF APPROVAL OF BID AWARD FOR MONTE VISTA
HIGH SCHOOL PAINT SOLAR ARRAY PROJECT – C & J PAINTING**

DISCUSSION: On March 31, 2022 the District received and publicly opened a bid for the Monte Vista High School Paint Solar Array Project. The bid result is listed below.

Bid #873			
Contractor	Base Bid	10% Contingency	Total Not to Exceed
C&J Painting	\$53,000	\$5,300	\$58,300

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

- C&J Painting, for a total not-to-exceed amount of \$58,300.

BUDGET IMPLICATIONS: As shown above – Routine Restricted Maintenance



Craig Cesco
Director, Maintenance & Grounds



Daniel Hillman
Chief Business Officer



Dr. John Malloy
Superintendent

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

DATE: **APRIL 19, 2022**

TOPIC: **CONSIDERATION OF APPROVAL OF BID AWARD FOR CALIFORNIA
HIGH SCHOOL CARPET REPLACEMENT PROJECT – ANDERSON
COMMERCIAL FLOORING**

DISCUSSION: On April 5, 2022 the District received and publicly opened a bid for the California High School carpet replacement project. The bid result is listed below.

Bid #874			
Contractor	Base Bid	10% Contingency	Total Not to Exceed
Anderson Commercial Flooring	\$171,622	\$17,162	\$188,784

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

- Anderson Commercial Flooring, for a total not-to-exceed amount of \$188,784.

BUDGET IMPLICATIONS: As shown above – Routine Restricted Maintenance



Craig Cesco
Director, Maintenance & Grounds



Daniel Hillman
Chief Business Officer



Dr. John Malloy
Superintendent

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

DATE: April 19, 2022

TOPIC: CONSIDERATION OF ANNUAL APPROVAL OF MEMBERSHIP OF
COMMITTEE ON ASSIGNMENTS (TEACHER CREDENTIALING)

DISCUSSION:

On occasion teachers have special skills or preparation to teach a subject outside their credential authorization. With their consent they may be assigned to teach an elective course in the area of the special skills or preparation provided that the assignment is first approved by a Committee on Assignments. These assignments shall be for a maximum of one school year, but may be extended. The Education Code allows for the creation of a Committee on Assignments, with equal teacher and administrative representation, with the charge to analyze and approve these teaching assignments. We are requesting Board approval of membership of the Committee.

RECOMMENDATION:

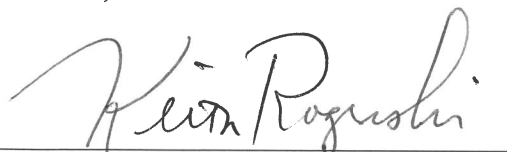
Approve membership for the Committee on Assignments for the 2022-23 school year as described on the attached District Plan.

BUDGET IMPLICATIONS:

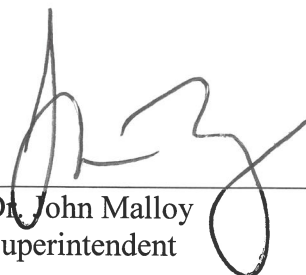
None



Keri Van de Star
Director, Certificated Personnel



Keith J. Rogenski
Asst. Superintendent



Dr. John Malloy
Superintendent

Item Number

11.18

San Ramon Valley Unified School District

DISTRICT PLAN FOR COMMITTEE ON ASSIGNMENTS

PURPOSE: A district may establish a Committee on Assignments as outlined in EC 44258.7 c and d to review and approve assignment of teachers with special skills and preparation to teach an elective course in the area of their special skills or preparation and outside their credential area.

SUBMIT THIS FORM TO PERSONNEL ADMINISTRATOR, COUNTY OFFICE OF EDUCATION

1. This is to certify the establishment of our District Committee on Assignments in accordance with provision of EC 44258.7 (d) (1).

District Superintendent

President of District Governing Board

2.
 - A. Effective date of establishment of Committee on the Committee on Assignments:
 - B. Effective date of this plan update: August 1, 2022
3. District administrative contact person relative to the Committee on Assignments:
 Name: Keri Van De Star Phone: (925) 552-2925
 Title: Director, Human Resources
4. Procedures for selection of the committee membership in accordance with EC 44258.7 (2):
 1. Director of Certificated Personnel to appoint one (1) administrator.
 2. San Ramon Valley Education Association to appoint one (1) teacher.
 3. San Ramon Valley Education Association may select a second teacher to act as subject matter specialist for special cases. In the event, a second administrator will also be appointed.
5. Term of office for Committee on Assignments members:

<u>SRVEA Representative</u>	<u>Date</u>	<u>Length of Term</u>
Laura Finco	8/2022	Through 2022/2023
 <u>Administrative Representative</u>	 <u>Date</u>	 <u>Length of Term</u>
Keri Van De Star	8/2022	Through 2022/2023
6. Criteria for determining teachers' qualification for assignments pursuant to EC 44258.7 (4)
 1. Education Code 44258.7 c and d.
 2. Additional training/preparation or demonstration of special skills in the subject area under consideration.
 3. The committee will request consultation with the District master teacher in subjects under consideration for approval, as needed.

Committee on Assignment

Ed Code: 44258.7 (c) and (d)

(a) The holder of a standard secondary credential who, prior to September 1, 1989, has taught successfully in a subject within the department of his or her academic major or minor for a minimum of three years, as verified by the employing school district, may receive a supplementary authorization in that subject upon application, payment of a fee, which shall not exceed one-half of the regular credential fee, and evidence that one of the following has been accomplished:

(1) Successful completion, by September 1, 1989, of a minimum of 12 semester units, or six upper division or graduate units, of coursework at an accredited institution in the subject.

(2) The securing of a passing score on an examination in the subject approved by the Commission on Teacher Credentialing.

(3) Verification of competence in the subject matter by a subject area specialist not associated with the employing school district.

(b) A person who holds a teaching credential in a subject or subjects other than physical education may be authorized by action of the local governing board to coach one period per day in a competitive sport for which students receive physical education credit, provided that he or she is a full-time employee of the school district and has completed a minimum of 20 hours of first aid instruction appropriate for the specific sport.

(c) A teacher employed on a full-time basis who teaches kindergarten or any of grades 1 to 12, inclusive, and who has special skills and preparation outside of his or her credential authorization may, with his or her consent, be assigned to teach an elective course in the area of the special skills or preparation, provided that the assignment is first approved by a committee on assignments. For purposes of this subdivision an "elective course" is a course other than English, mathematics, science, or social studies. The membership of the committee on assignments shall include an equal number of teachers, selected by teachers, and school administrators, selected by school administrators.

(d) Assignments approved by the committee on assignments shall be for a maximum of one school year, but may be extended by action of the committee upon application by the schoolsite administrator and the affected teacher. All initial assignments or extensions shall be approved prior to the assignment or extension. Districts making assignments under this subdivision shall submit a plan to the county superintendent of schools which shall include, but need not be limited to, the following:

(1) Statements signed by the district superintendent and the president or chairperson of the district governing board, approving the establishment of the committee.

(2) Procedures for selection of the committee membership.

(3) Terms of office for committee members.

(4) Criteria for determining teachers' qualifications for these assignments.

(e) The Commission on Teacher Credentialing may develop and recommend general criteria that may be used by local committees on assignment in assessing a candidate's qualifications.

(f) The commission shall issue an Activity Supervisor Clearance Certificate to candidates serving in a position pursuant to subdivision (a) of Section 49024 upon verification of the candidate's personal identification and verification that the candidate meets all professional requirements pursuant to Sections 44339, 44340, 44341, and 44346.5. Each certificate shall be issued initially for a five-year period and may be renewed. The commission shall establish a fee for the Activity Supervisor Clearance Certificate.

(Amended by Stats. 2009, Ch. 379, Sec. 1. (AB 1025) Effective January 1, 2010.)

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

DATE: **April 19, 2022**

TOPIC: **CONSIDERATION OF APPROVAL OF FOUR NEW POSITION DESCRIPTIONS FOR LEAD CRAFTSPERSONS**

DISCUSSION:

During this year's successor negotiations between San Ramon Valley Unified School District and Service Employees International Union, Local 1021, the parties agreed to create and staff four new, lead craftsperson positions. The primary responsibilities of these lead craftspersons include providing support, oversight, and assistance to staff members to ensure timely completion of projects in accordance with District and trade standards, providing staff training, enhancing communication with Department management and outside vendors, and supporting other skilled trades in completing their work assignments. As designed, these positions will be working leads.

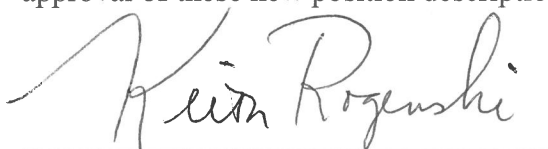
The four new lead craftsperson positions will include Lead Maintenance Plumber, Lead HVAC-R Specialist, Lead Maintenance Painter and Lead Maintenance Electrician. The former two positions will be posted and filled internally this school year; the latter two positions will be posted and filled internally next year. The positions vacated by the staff members selected for these lead positions will not be backfilled.

RECOMMENDATION:

Approve the four, attached new position descriptions as presented.

BUDGET IMPLICATIONS:

The cost associated with creating and filling these new lead positions was included in the total cost of the negotiated agreement between the District and SEIU as publicly disclosed at the February 22, 2022 Board meeting. There is no additional cost associated with the Board's approval of these new position descriptions.



Keith Rogenski
Assistant Superintendent
Human Resources



Dr. John Malloy
Superintendent

Item Number

11.19

San Ramon Valley Unified School District

Lead Maintenance Plumber

Purpose Statement

The job of Lead Maintenance Plumber is done for the purpose of providing support and oversight to department operations with specific responsibilities for coordinating and assisting workers; ensuring completion of projects in accordance with trade standards; providing information on department plans and operations; assisting in the training of plumbers; and support other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

Essential Functions

- Assists in overseeing department operations for the purpose of ensuring functions are performed efficiently in compliance with District and site requirements.
- Analyzes department plans and work environment for indemnifying the best work locations and determine the most safe efficient approach.
- Collaborates, communicates, and coordinates with supervisor and all plumber colleagues for the purpose of completing projects and work orders efficiently.
- Estimates time and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Facilitates and participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Installs plumbing systems and fixtures for the purpose of providing enhanced and upgraded systems and capabilities.
- Diagnoses causes of problems and failures in plumbing systems for the purpose of identifying repair and replacement needs.
- Monitors buildings and facilities for the purpose of evaluating conditions, identifying necessary repairs, and recommending preventive maintenance.
- Analyzes blue prints, schematics, and drawings of plumbing systems for the purpose of determining the efficient installation of new or upgraded plumbing systems.
- Coordinates with stakeholders for the purpose of completing projects and work orders efficiently.
- Estimates time, materials and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Maintains a variety of work-related items for the purpose of ensuring availability and functionality in safe operating conditions.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.
- Performs a wide variety of District repairs (e.g. backflow, broken pipes, backed up kitchen drains, broken shower nozzles, etc.) for the purpose of ensuring a workable environment.

- Researches work-related topics for the purpose of gathering information and making recommendations.
- Responds to a wide variety of inquiries for the purpose of providing information and making recommendations.
- Assists in training Maintenance Workers as needed for the purpose of developing their professional and safety awareness skills.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in plumbing such as sewer snakes, , inspection cameras, pipe threaders, cutters, leak detecting equipment; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in plumbing installation, maintenance, and repair at a journeyman level; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; and working with frequent interruptions.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Five years of experience as a plumber with increasing levels of responsibility is required

Education (Minimum): High school diploma or equivalent. Targeted, job related education within the trade.

Equivalency: Journey-level plumber.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Valid Driver's License
Backflow Certification (ability to obtain)

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA

Non Exempt

Approval Date

Requested April 19, 2022

Salary Grade

Range 12

Revised Date

San Ramon Valley Unified School District

Lead HVAC-R Specialist

Purpose Statement

The job of Lead HVAC-R Specialist is done for the purpose of providing support and oversight to department operations with specific responsibilities for coordinating and assisting workers; ensuring completion of projects in accordance with trade standards; providing information on department plans and operations; assisting in the training of HVAC workers; and support other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

Essential Functions

- Assists in overseeing department operations for the purpose of ensuring functions are performed efficiently in compliance with District and site requirements.
- Analyzes department plans and work environment for the purpose of indemnifying the best work location and determine the most safe and efficient approach.
- Collaborates, communicates, and coordinates with supervisor and all HVAC colleagues for the purpose of completing projects and work orders efficiently.
- Estimates time and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Facilitates and participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Maintains, installs and repairs commercial and non-commercial air conditioning, heating, refrigeration and ventilation equipment for the purpose of ensuring the ongoing functioning of HVAC-R systems.
- Accesses and troubleshoots HVAC-R control systems for the purpose of ensuring units are operating correctly and within safety guidelines.
- Conserves, recovers, and recycles refrigerants used in air conditioning and refrigeration systems for the purpose of complying with federal and state regulations.
- Makes adjustments and repairs as necessary or directed for the purpose of keeping equipment in proper operating condition and making recommendations for corrective action when necessary.
- Monitors HVAC-R and EMS systems and their components for the purpose of evaluating their condition, identifying necessary repairs and recommending preventive maintenance.
- Notifies supervisor of work requirements prior to performing repairs for the purpose of taking appropriate action.
- Participates in meetings, workshops, and training for the purpose of conveying and/or gathering information required to perform job functions.
- Performs general demolition, retrofit, installation and maintenance of HVAC-R and EMS components as necessary for the purpose of resolving functionality and safety concerns.
- Performs HVAC-R related plumbing maintenance and repair for the purpose of resolving functionality and safety concerns.
- Receives and completes work orders concerning adjustments and repair of equipment for the purpose of completing work as requested.

- Records work order requests, purchase orders, and responds to complaints for the purpose of documenting activities and/or conveying information.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the installation, repair and maintenance of HVAC equipment; planning and managing projects; preparing and maintaining accurate records; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: district energy management system (EMS); heating systems; boiler and chiller repair and maintenance techniques; EMS control systems; and oral and written communication skills.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying mechanical aptitude.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Five years of experience as an HVAC-R Specialist with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent. Completion of college level or technical/trade education in HVAC-R field.

Equivalency: Any combination of work experience and training that fulfills at least five years of experience as an HVAC-R specialist.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Universal EPA/HVAC-R Technician Certificate
Valid Driver's License

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Requested April 19, 2022

Salary Grade

Range 13

Revised Date

San Ramon Valley Unified School District

Lead Maintenance Painter

Purpose Statement

The job of Lead Maintenance Painter is done for the purpose of providing support and oversight to department operations with specific responsibilities for coordinating and assisting workers; ensuring completion of projects in accordance with trade standards; providing information on department plans and operations; assisting in the training of painters; and support other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

Essential Functions

- Assists in overseeing department operations for the purpose of ensuring functions are performed efficiently in compliance with District and site requirements.
- Analyzes department plans, and work environment for indemnifying the best work locations and determine the most safe efficient approach.
- Collaborates, communicates, and coordinates with supervisor and all painter colleagues for the purpose of completing projects and work orders efficiently.
- Estimates time and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Facilitates and participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Paints and stains a variety of surfaces for the purpose of maintaining facilities and equipment in an attractive, safe, and usable condition.
- Prepares a variety of surfaces for the purpose of ensuring that they are sufficient for painting and refinishing.
- Removes graffiti or other types of vandalism in a timely manner for the purpose of maintaining attractive facilities and minimizing further vandalism.
- Monitors buildings and facilities for the purpose of evaluating conditions, identifying necessary repairs, and recommending preventive maintenance.
- Confers with immediate supervisor regarding the coordination of day-to-day maintenance activities for the purpose of ensuring the proper maintenance and repair of District buildings and facilities.
- Coordinates with stakeholders for the purpose of completing projects and work orders efficiently.
- Estimates time, materials and equipment needed to complete work projects for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Maintains vehicle, tools, and equipment for the purpose of ensuring availability and functionality in safe operating condition.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Procures equipment and supplies for the purpose of maintaining inventory and ensuring availability and functionality of items required to complete projects.

- Researches work-related topics for the purpose of gathering information and making recommendations.
- Responds to inquiries for the purpose of providing information and making recommendations.
- Assists in training Maintenance Workers as needed for the purpose of developing their professional and safety awareness skills.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at work sites.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial painting including air spraying equipment, line spraying equipment, brushes, rollers, ladders, scaffolding, etc.; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in painting; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and reading, writing, and communicating clearly in English.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Five years of experience as a painter with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent. Targeted, job related education within the trade.

Equivalency: Journey-level painter.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

Valid Driver's License

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Requested April 19, 2022

Revised Date

Salary Grade

Range 12

San Ramon Valley Unified School District

Lead Maintenance Electrician

Purpose Statement

The job of Lead Maintenance Electrician is done for the purpose of providing support and oversight to department operations with specific responsibilities for coordinating and assisting workers; ensure completion of projects in accordance with trade standards; providing information on department plans and operations; assisting in the training of electricians; and support other skilled trades in completing work assignments.

This job reports to Assigned Supervisor

Essential Functions

- Assists in overseeing department operations for the purpose of ensuring functions are performed efficiently in compliance with District and site requirements.
- Analyzes department plans, and work environment for the purpose of indemnifying the best work locations and determine the most safe efficient approach.
- Collaborates, communicates, and coordinates with supervisor and all electrician colleagues for the purpose of completing projects and work orders efficiently.
- Estimate time and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Facilitates and participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Diagnoses causes of electrical problems or failures for the purpose of identifying equipment and systems repair and replacement needs.
- Installs all elements and components of electrical infrastructure for the purpose of providing a safe and functional environment.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of electrical systems.
- Repairs elements and components of electrical infrastructure for the purpose of ensuring the electrical infrastructure is functional and in safe working condition.
- Analyzes blue prints, schematics, and drawings for existing and proposed electrical systems for the purpose of identifying locations and determining the efficient installation of new and existing electrical systems.
- Coordinates with stakeholders for the purpose of completing projects and work orders efficiently.
- Confers with immediate supervisor regarding the coordination of day-to-day maintenance activities for the purpose of ensuring the proper maintenance and repair of District buildings and facilities.
- Estimates time, materials and equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Maintains vehicle, tools, and equipment for the purpose of ensuring availability and functionality in safe operating condition.
- Participates in meetings for the purpose of conveying and gathering information required to perform job functions.
- Prepares information for the purpose of documenting activities and conveying information.

- Procures equipment and supplies for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Researches work-related topics for the purpose of gathering information and making recommendations.
- Assists in training Maintenance Workers as needed for the purpose of developing their professional and safety awareness skills.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring their availability at job sites.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; diagnosing equipment malfunctions; estimating required resources; inspecting buildings and grounds; operating job related equipment; planning and managing projects; reading blueprints and schematics; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, laws, rules, regulations, and policies regarding industrial electrical analysis, estimation, installation, and repair at the journeyman level; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; analyzing issues and determining appropriate course of action; applying material handling techniques; available on-call; communicating with persons of diverse backgrounds; displaying mechanical aptitude; meeting deadlines and schedules; organizing tasks; setting priorities; working as part of a team; and working with detailed information.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Five years of experience as an Electrician with increasing levels of responsibility is required.

Education (Minimum): High school diploma or equivalent. Targeted, job related education within the trade.

Equivalency: Journey-level electrician.

Required Testing

None Required

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Certificates and Licenses

CA Electrician Certification
Valid Driver's License

Clearances

Criminal Background Clearance
Physical Capacities Test Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Requested April 19, 2022

Revised Date

Salary Grade

Range 12

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

DATE: April 19, 2022

**TOPIC: CONSIDERATION OF APPROVAL OF A NEW POSITION
DESCRIPTION AND STAFFING FOR PARAEDUCATOR - EARLY
CHILDHOOD POSITIONS**

DISCUSSION:

The San Ramon Valley Unified School District and the California School Employees Association, Chapter 65, Unit III, have worked to develop and negotiate a new position description for Paraeducator – Early Childhood to support and meet state requirements for Transitional Kindergarten beginning in the 2022-2023 school year. The primary responsibilities of staff members working in these positions will be to provide support to the educational process by working with individual and/or small groups of students; assisting with providing education in designated subject areas; and providing clerical support to teacher/s and staff.

Although staffing needs for these new positions are still being determined, staff expects there will be a need to staff up to twenty-seven (27) Paraeducator - Early Childhood positions at its elementary school sites at .4375 FTE (3 ½ hours/day) in the 2022-2023 school year.

RECOMMENDATION:

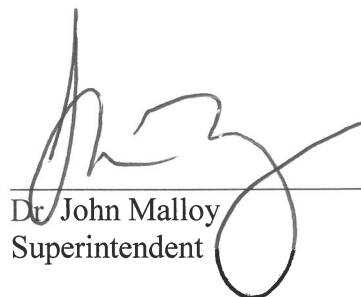
Approve the new, attached position description for Paraeducator – Early Childhood and the staffing of up to twenty-seven (27) positions in 2022-2023 as described above.

BUDGET IMPLICATIONS:

While there is no direct cost associated with the Board's approval of the new job description, the staffing of the new Paraeducator positions is estimated to increase District personnel costs by \$414,000 annually.



Keith Rogenski
Assistant Superintendent
Human Resources



Dr. John Malloy
Superintendent

San Ramon Valley Unified School District

Paraeducator – Early Childhood

Purpose Statement

The job of Paraeducator – Early Childhood is done for the purpose of providing support to the educational process with specific responsibilities for working with individual and/or small groups of students; assisting teachers and students in providing specialized education in a designated subject area; and providing clerical support to teacher/s and staff.

This job reports to Assigned Supervisor

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Assists students, individually or in small groups, with lesson assignments during the school day for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with teachers and/or other staff for the purpose of providing instructional and behavior support.
- Follows the schedule for instruction in coordination with the teacher for the purpose of providing additional instructional support for students.
- Implements instructional programs and lesson plans in specialized areas of instruction, under the supervision of assigned teacher, for the purpose of presenting and/or reinforcing learning concepts.
- Maintains classroom equipment and work area for the purpose of ensuring availability of items, providing a safe learning environment, and/or meeting mandated requirements.
- Monitors individual and/or groups of students in the classroom setting for the purpose of providing a safe and positive learning environment.
- Reports observations and incidents relating to students for the purpose of communicating information to the appropriate instructional and/or administrative staff for appropriate action.
- Supports teacher for the purpose of providing support for student learning and reinforcing safe and appropriate behavior.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; adhering to safety practices and procedures; administering first aid; communicating effectively; resolving student behavior issues; and mentoring and guiding.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; age appropriate activities; relate to students in group situations with a variety of age levels; health standards and hazards; methods of instruction and training; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with constant interruptions; giving and receiving oral and written instructions; working independently and responsibly with minimal supervision; adapting to changing work priorities; dealing with frequent interruptions; meeting deadlines and schedules; organizing tasks; and working with detailed information/data.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Early childhood job related experience is desired.

Education (Minimum): High school diploma or equivalent and completion of six (6) semester units of Early Childhood Education or Child Development Coursework preferred.

Required Testing

None Required

Certificates and Licenses

CPR/First Aid Certificate Desired

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Requested April 19, 2022

Salary Grade

Range B

Revised Date