



**Sunnyvale SD**

Published: Mar 29, 2019 02:18 PM

**BOARD OF EDUCATION Regular Board Meeting**

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

819 West Iowa Avenue, Board Room, Sunnyvale California 94086, United States

Our Mission: Sunnyvale School District provides every student with a strong foundation of academic, behavioral, and social-emotional skills to prepare them for success in a diverse, challenging, and changing world.

- *Agenda materials are available online and in the Superintendent's Office upon request.*
- *Individuals requiring special accommodations should contact the Superintendent's Office at least two working days before the meeting date.*

A. OPENING OF MEETING BY BOARD PRESIDENT

**Quick Summary/Abstract:**

The Board President shall announce that a recording is being made at the direction of the Board and that the recording may capture sounds of those attending the meeting.

1. Pledge of Allegiance

B. APPROVAL OF AGENDA

**Quick Summary/Abstract:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

C. APPROVAL OF MINUTES

**Quick Summary/Abstract:**

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

1. Regular board meeting of March 21, 2019
2. Special board development meeting of March 28, 2019

D. COMMENTS FROM THE BOARD AND SUPERINTENDENT

E. PRESENTATIONS

1. Ellis Elementary School - Principal Eric Panosian
2. After School Sports Update - Jeremy Nishihara

F. COMMENTS FROM THE PUBLIC

**Quick Summary/Abstract:**

This portion of the Agenda provides an opportunity for members of the public to directly address the Governing Board on any item of interest to the public; however, provisions of the Brown Act Government Code 54954.2(a) and .3 preclude any action being taken on any item not appearing on the posted agenda. Time limits allocated to public testimony are three (3) minutes per person and twenty (20) minutes per topic. Speakers are asked to give their name and affiliation so that an accurate record is reflected in the minutes.

G. COMMENTS FROM THE SUNNYVALE EDUCATION ASSOCIATION (3 minutes)

H. COMMENTS FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (3 minutes)

I. REVIEW AND DISCUSSION

1. Revised Board Policy 3100 - Budget (van Gogh)
2. Revised Board Policy 3260 – Fees and Charges (van Gogh)
3. Board Health Benefits (Picard)

J. REVIEW AND ACTION

1. 2019 California School Boards Association (CSBA) Delegate Assembly Run-off Election (Picard)

K. CONSENT AGENDA ITEMS

**Quick Summary/Abstract:**

Any item on the Consent Agenda is subject to review and discussion prior to being approved by the Board. If necessary, an item(s) may be removed for separate action. The public may address the Board regarding any item(s) on the Consent Agenda.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_ Board Action \_\_\_\_\_

1. Approval of Consultant Contracts Agreements (Mendoza) (Gallagher)
2. Approval of General Contractor Agreements (Heinemann, PowerSchool, Kaiser, Psyched Services, Northwest YMCA) (Gallagher)
3. Approval of Personnel Assignment Order 18-17 (Gallagher)
4. Acceptance of Donations to the District (Picard)

L. INFORMATION AGENDA

1. District English Learner Advisory Committee (DELAC) Meeting Minutes (Duggan)
2. Williams Uniform Complaint Settlement Quarterly Report (Gallagher)
3. Revised Administrative Regulation 3100 – Budget (van Gogh)
4. Revised Administrative Regulation 3260 – Fees and Charges (van Gogh)

M. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

N. ADJOURN TO CLOSED SESSION

**Quick Summary/Abstract:**

Public Employment: K-8 Teacher, Para Educators, Food Services Assistant II

Public Employee Discipline/Dismissal/Release (GC 54957)

Public Employee Performance Evaluation (GC 54957) - Title: Superintendent of Schools

O. RECONVENE TO OPEN SESSION

1. Report from Closed Session

P. FUTURE MEETINGS/ADJOURNMENT

**Quick Summary/Abstract:**

Thursday, May 2, 2019, 7:00 p.m.

Regular Board Meeting  
District Office Board Room



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**C.1. Regular board meeting of March 21, 2019**

**Type:**

Action

**Attachments:**

1. 3/21/19 Board Meeting Minutes



Published: Mar 15, 2019 08:30 AM  
**Minutes for BOARD OF EDUCATION Regular Board Meeting**  
 Thursday, March 21, 2019  
 Open Session: 7:00 PM  
 Sunnyvale School District

**Attendance:**

Attendees	Present/Absent	Arrival	Departure
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**Board of Education**

Jeff Arnett	Absent	--	--
Michelle Maginot	Present	7:00 PM	8:47 PM
Reid Myers	Present	7:00 PM	8:47 PM
Nancy Newkirk	Present	7:00 PM	8:47 PM
Bridget Watson	Present	7:00 PM	8:47 PM

**Cabinet**

Mala Ahuja	Present	7:00 PM	8:28 PM
Tasha Dean	Present	7:00 PM	8:28 PM
Michael Gallagher	Present	7:00 PM	8:28 PM
Benjamin Picard	Present	7:00 PM	8:47 PM

A. OPENING OF MEETING BY BOARD PRESIDENT

**Minutes:**

Board President Nancy Newkirk called the meeting to order at 7:00 p.m. She announced that the meeting is being recorded and that the recording may capture sounds of those attending the meeting. She also announced that board member, Jeffrey Arnett, is absent due to illness.

1. Pledge of Allegiance

B. APPROVAL OF AGENDA

**Votes:**

Motion: Approval of the agenda as presented

Motion By: Reid Myers

Seconded By: Michelle Maginot

Jeff Arnett	ABSENT
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

C. APPROVAL OF MINUTES

**Votes:**

Motion: Approval of minutes as presented

Motion By: Reid Myers

Seconded By: Michelle Maginot

Jeff Arnett	ABSENT
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

1. Regular board meeting of March 7, 2019
2. Special board development meeting of March 8, 2019

D. COMMENTS FROM THE BOARD AND SUPERINTENDENT

**Minutes:**

Bridget Watson:

- Attended the Schools for Sound Finance presentation on community-funded districts
- Visited the Maker Lab at Vargas
- Participated in Bishop Reads
- Attended the Citizens Oversight Committee meeting

Reid Myers:

- Visited the Maker Lab at Vargas
- Attended the CFSCPTA Reflections (art program) Awards
- Saw the movie, Angst, at Sunnyvale Middle School
- Attended the LGBTQ Parent Workshop at Cherry Chase

Michelle Maginot:

- Participated in Legislative Action Day

Nancy Newkirk:

- Visited Maker Lab at Vargas
- Attended the Safe Routes to School Advisory Group meeting
- Toured the youth programs at the Community Center as part of the Sunnyvale Collaborative for Healthier Youth
- Attended the Local Planning Council meeting

Dr. Benjamin Picard, Superintendent:

- Stated that an expansion of the District's partnership with Stanford Teacher Education Program is underway. Pam Cheng, Tasha Dean, Mala Ahuja, and Dr. Picard met with leadership from Stanford, Santa Clara USD, and Aspire Charter Schools on the topic of learning differences, inclusion, and special education. Stanford is developing a new special education teacher program, and they are looking at the design of special education programs and practices with the eventual hopes of creating lighthouse schools of exemplary and innovative practices to which other schools can look to as models for improvement. It was a rich discussion centered on inclusion and breaking down barriers between special education and regular education, and we are slated for more over the next few months. Dr. Picard stated that we are fortunate in so many ways to have this partnership with Stanford University.
- Shared that he and Alia Wilson attended the Books and Brews fundraising event for Silicon Valley Reading Partners. Dr. Picard was asked to say a few words on behalf of the partnership. It was an inspiring evening. There were several volunteers from our schools, and the keynote speaker was the lead of Reading Partners Lab at San Miguel, Ivan Abrego, who told his story of immigration and how literacy and public education and a high school counselor changed his life and set him on a pathway to college, which he would otherwise not have pursued.
- Gave a reminder about upcoming events, such as the CHAC Changing Lives Together Breakfast on 3/27, Project Cornerstone's Asset Champions Breakfast on 3/28, a special board development meeting on 3/28 from 5:00 p.m. - 8:00 p.m., and Our Kids Our Community on 5/1 at LinkedIn.

Dr. Michael Gallagher, Deputy Superintendent:

- Stated that the Principal Search for Cumberland and Cherry Chase Elementary Schools is underway



E. PRESENTATIONS

1. Vargas Elementary School - Principal Kathryn Armstrong

**Minutes:**

Principal Kathryn Armstrong and Assistant Principal John Austin presented on how, at Vargas Elementary School, student success is achieved through a student-centered approach comprising of positive climate and culture, effective and engaging instructional practice, and family and community engagement.

Vargas PTA President, Mikael Arneborn, and the Vargas Food Distribution Team, Ana Moreno, Martha Farias, Claudia Elizabeth Carranza, and Martha Ortiz, were recognized as Volunteers of the Year for their dedication and commitment that benefit the Vargas community.

Vargas Elementary School's Green Team members, Sonja Arneborn, Rilee Lackey, and Revati Tambe, presented on the importance of plastic pollution reduction. The Green Team identified how plastic waste can be reduced in the cafeteria in a cost effective way by using dispensers instead of pre-packaged plastic utensils. This program has been implemented recently and will most likely be adopted in other schools within the District.

2. Revisiting Our Grading Practices - Jonathan Watts

**Minutes:**

Technology Integration Specialist, Jonathan Watts, presented on why the District is revisiting grading practices and what the proposed changes will be. He shared a proposed timeline for the successful implementation of standards based grading, changing from a 5-point scale to a 4-point scale.

F. COMMENTS FROM THE PUBLIC

**Minutes:**

No comments

G. COMMENTS FROM THE SUNNYVALE EDUCATION ASSOCIATION (3 minutes)

**Minutes:**

No comments

H. COMMENTS FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (3 minutes)

**Minutes:**

No comments

I. CONSENT AGENDA ITEMS

**Votes:**

Motion: Approval of Consent Agenda items as listed

Motion By: Reid Myers

Seconded By: Bridget Watson

Jeff Arnett	ABSENT
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

1. Approval of Purchase Orders and Warrants February 2019 (van Gogh)
2. Approval of Change Order #01 – Columbia MS Parking Lot – Guerra Construction Group (Smiley)
3. Approval of Memorandum of Understanding (MOU) between Sunnyvale School District and Sunnyvale Education Association (SEA) (Gallagher)
4. Adoption of Revised Board Policy 4158 4258 4358 - Employee Security (Gallagher)
5. Approval of Consultant Contracts Agreements (Zorio, Kavanaugh) (Gallagher)
6. Approval of General Contractor Agreements (First Presbyterian Church, Foothill-De Anza, Theatreworks, Adroit Advanced Technologies, Girl Scouts, San Jose Taiko) (Gallagher)
7. Approval of Personnel Assignment Order 18-15 (Gallagher)
8. Acceptance of Donations to the District (Picard)

J. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

**Minutes:**

No comments

K. ADJOURN TO CLOSED SESSION

**Minutes:**

Board President Newkirk adjourned the meeting to closed session at 8:28 p.m.

L. RECONVENE TO OPEN SESSION

1. Report from Closed Session

**Minutes:**

Board President Newkirk reconvened the meeting to open session at 8:46 p.m.

She announced that during closed session, the Board discussed public employment, public employee discipline/dismissal/release, and public employee performance evaluation.

The Board did not take action on any item discussed in closed session.

M. FUTURE MEETINGS/ADJOURNMENT

**Minutes:**

Board President Newkirk announced that the next meeting of the Board of Education is a special board development meeting scheduled for Thursday, March 28, 2019, at the District Office Board Room. Ms. Newkirk adjourned the meeting at 8:47 p.m.



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**C.2. Special board development meeting of March 28, 2019**

**Type:**

Action

**Attachments:**

1. 3/28/19 Board Meeting Minutes



Published: Mar 22, 2019 01:37 PM

**Minutes for BOARD OF EDUCATION Special Board Development Meeting**

Thursday, March 28, 2019

Open Session: 5:00 PM

Sunnyvale School District

**Attendance:**

Attendees	Present/Absent	Arrival	Departure
<b>Board of Education</b>			
Jeff Arnett	Present	5:00 PM	8:15 PM
Michelle Maginot	Present	5:00 PM	8:15 PM
Reid Myers	Present	5:00 PM	8:15 PM
Nancy Newkirk	Present	5:00 PM	8:15 PM
Bridget Watson	Present	5:00 PM	8:15 PM

A. OPENING OF MEETING BY BOARD PRESIDENT

**Minutes:**

Board President Nancy Newkirk called the meeting to order at 5:00 p.m. She announced that the meeting is being recorded and that the recording may capture sounds of those attending the meeting.

Administrator present: Dr. Benjamin Picard

B. APPROVAL OF AGENDA

**Votes:**

Motion: Approval of the agenda as presented

Motion By: Reid Myers

Seconded By: Michelle Maginot

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES

Bridget Watson	YES
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Result: PASSED

C. OPEN SESSION

1. Pledge of Allegiance

D. COMMENTS FROM THE PUBLIC

**Minutes:**

No comments

E. CONSENT AGENDA ITEMS

**Votes:**

Motion: Approve Consent Agenda items as listed

Motion By: Reid Myers

Seconded By: Jeff Arnett

Jeff Arnett	YES
Michelle Maginot	YES
Reid Myers	YES
Nancy Newkirk	YES
Bridget Watson	YES

Result: PASSED

1. Authorization to Enter into an Agreement Incorporating a Minnesota WSCA-NASPO Contract with Transource Services Corporation for Computer Equipment and Related Peripherals and Services (Smiley)

F. REVIEW AND DISCUSSION

1. Effective Governance Workshop - Babs Kavanaugh (Facilitator)

**Minutes:**

The Board participated in an Effective Governance Workshop facilitated by Babs Kavanaugh.

The Board also discussed the following list of interests:

**Examine all of our practices through an equity lens.**

Sharpen our focus on Social Emotional Learning by:

- Learning to recognize bias
- Embracing diversity and developing a shared understanding of equity among all stakeholders
- Developing culturally responsive teaching in every classroom
- Developing alignment /clarity of expectations in every classroom centered on:
  - Assessment
  - Teaching practices
  - Student outcomes
  - Inclusivity

Identify root causes of low performance and create a sense of urgency in support of:

- Academic achievement with a focus on the following subgroups:
  - Low Socio-Economic Status
  - English Learners
  - Hispanic
  - African American
  - Students with Disabilities
  - Newcomers
  - Student groups and their families
- A focus on Early Childhood Education
- Every student a reader by second grade

Develop and implement a Technology Plan that clarifies and ensures the meaningful use of instructional technology across grade levels.

- Identify student outcomes
- Adopt technology grade level standards
  - Review ISTE standards (International Society for Technology in Education)
  - State-adopted standards
  - Long Beach Unified standards
- Digital Safety

To Do Projects:

- Pictures in Board Room
- Defining Key Words in Mission Statement
- Study funding of Science Camp
- Evaluation of policies re. balancing school north-south populations via Program of Choice offerings for elementary schools and middle schools

- Study feasibility of middle school Yosemite Trip

G. FUTURE MEETINGS/ADJOURNMENT

**Minutes:**

President Newkirk announced that the next meeting of the Board of Education is a regular board meeting scheduled for Thursday, April 4, 2019, at the District Office Board Room. President Newkirk adjourned the meeting at 8:15 p.m.





**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**E.1. Ellis Elementary School - Principal Eric Panosian**

**Type:**

Informational

**Attachments:**

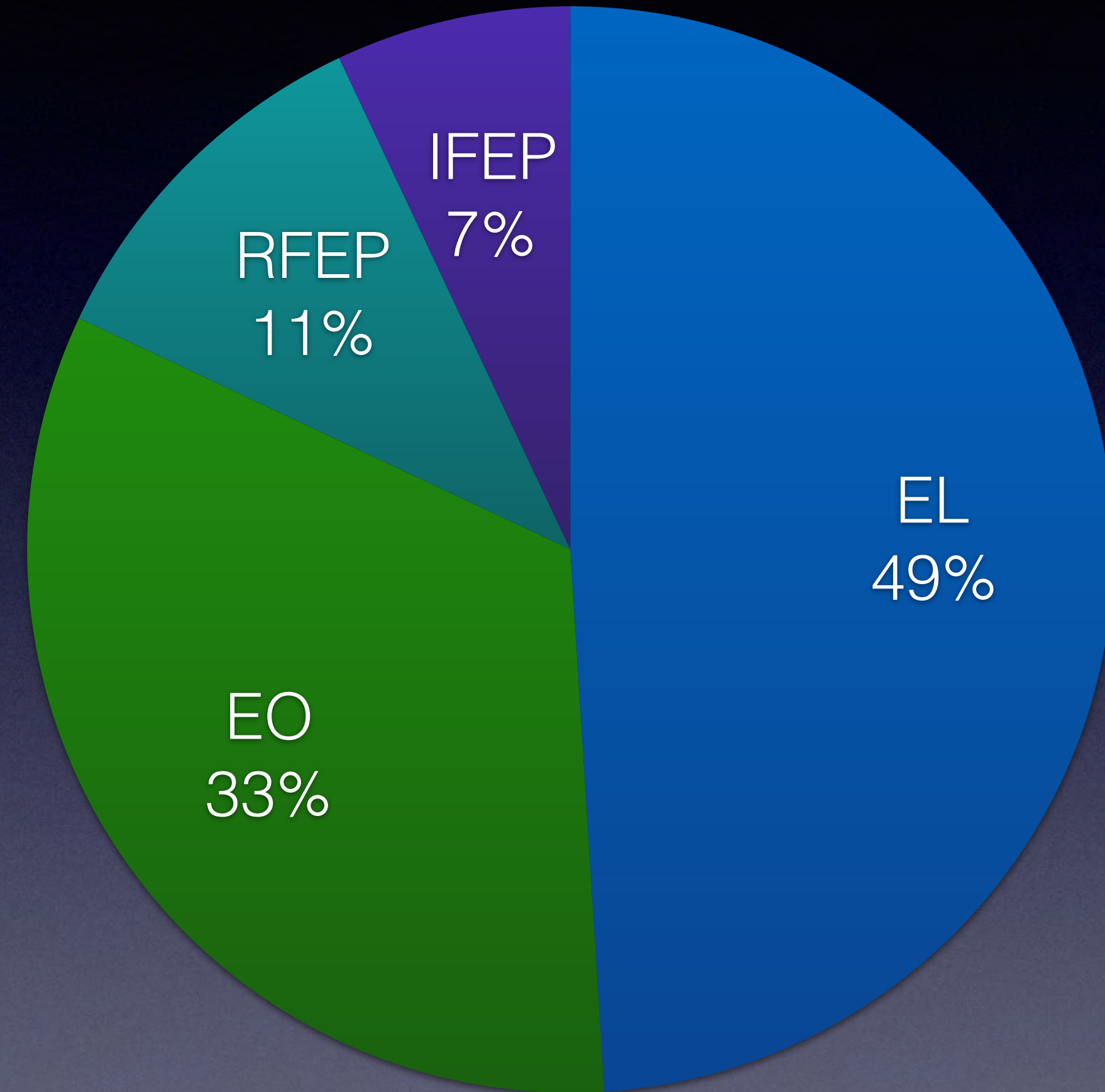
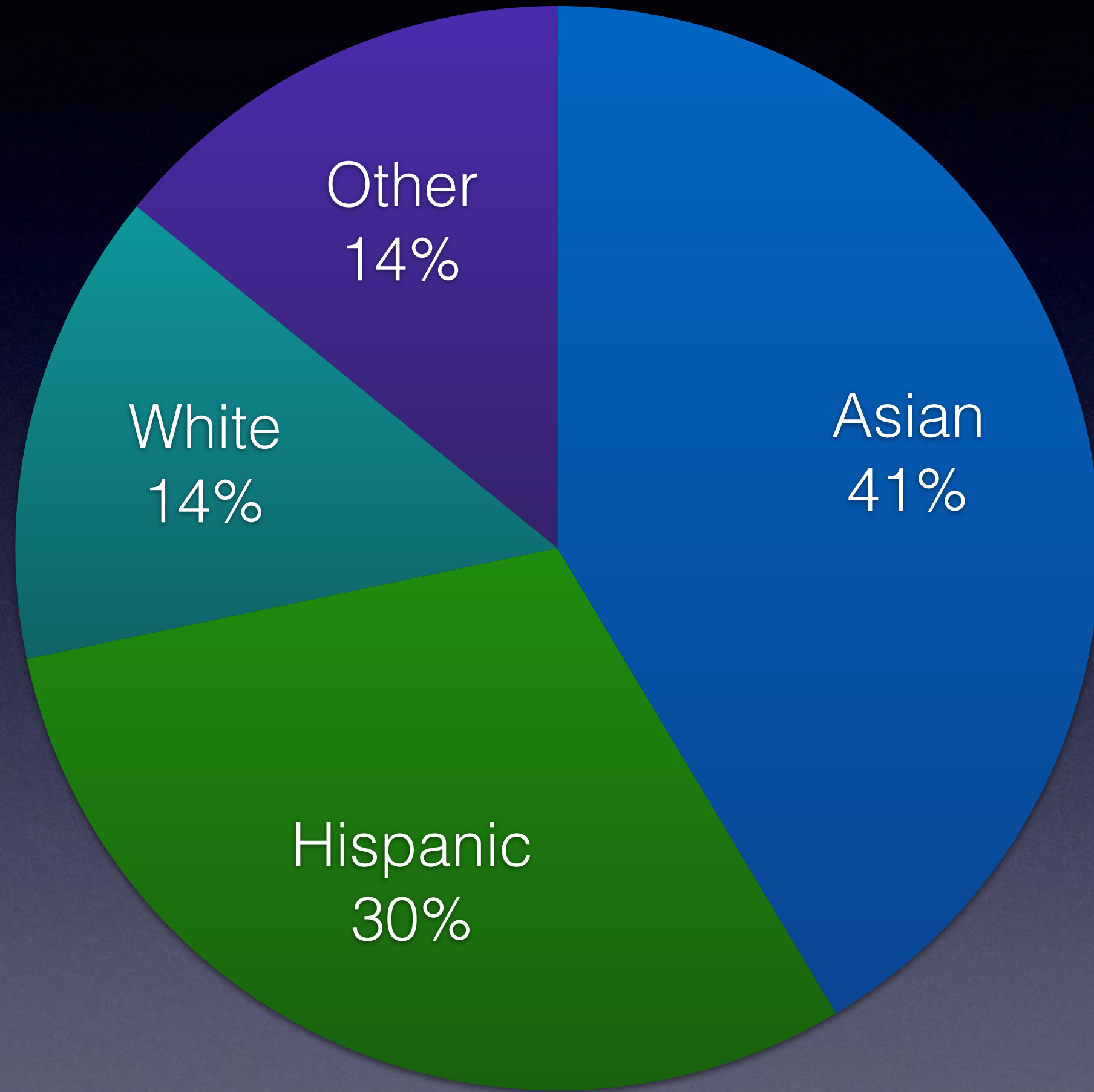
1. Ellis Board Presentation

A large, stylized graphic of blue wings, resembling a bird or eagle, with multiple feathers on each wing, positioned behind the text.

# Ellis School

## Site Presentation

# Demographics

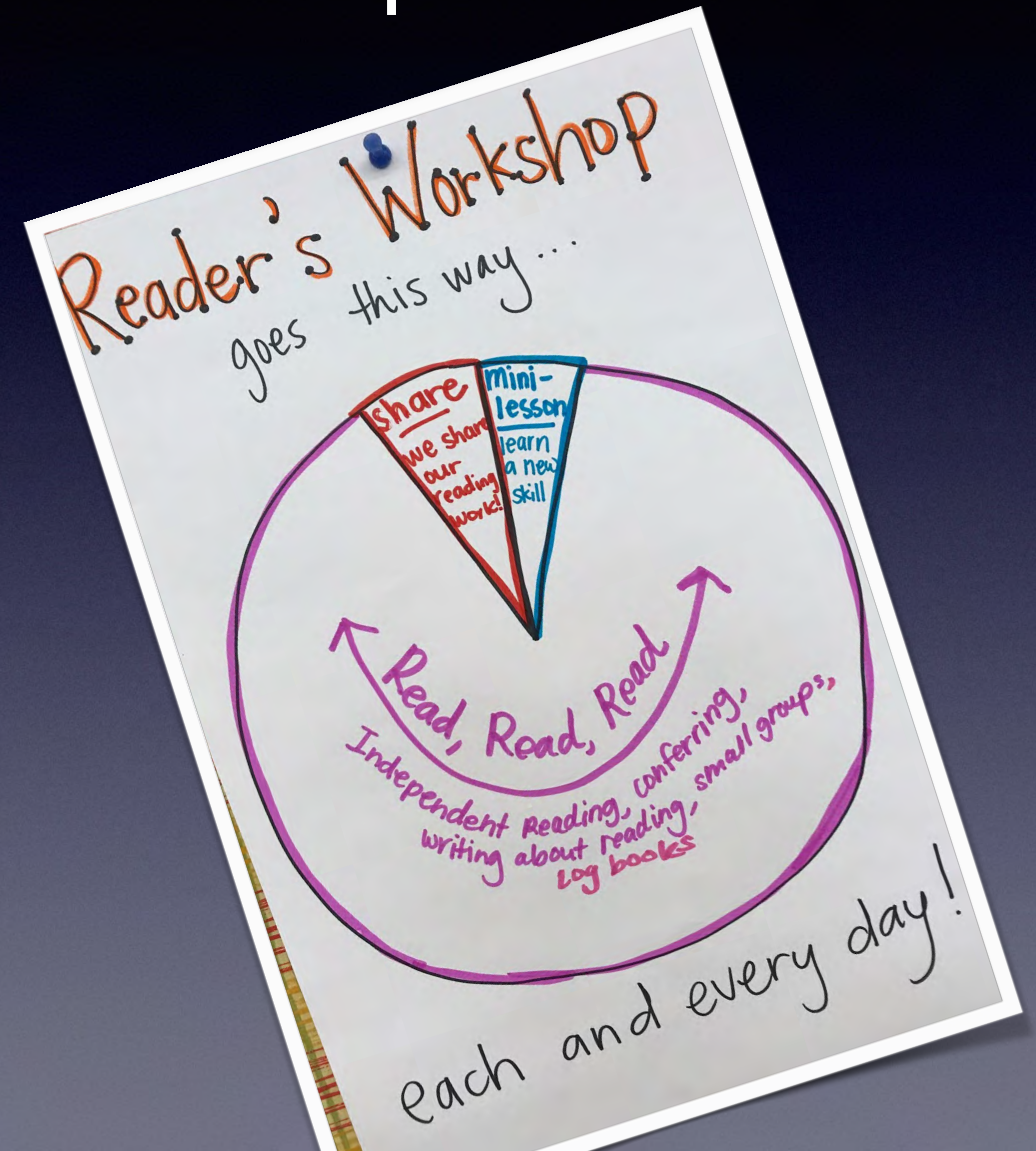


# Reading Workshop

- Daily structure:
  - Minilesson
  - Independent time
  - Share

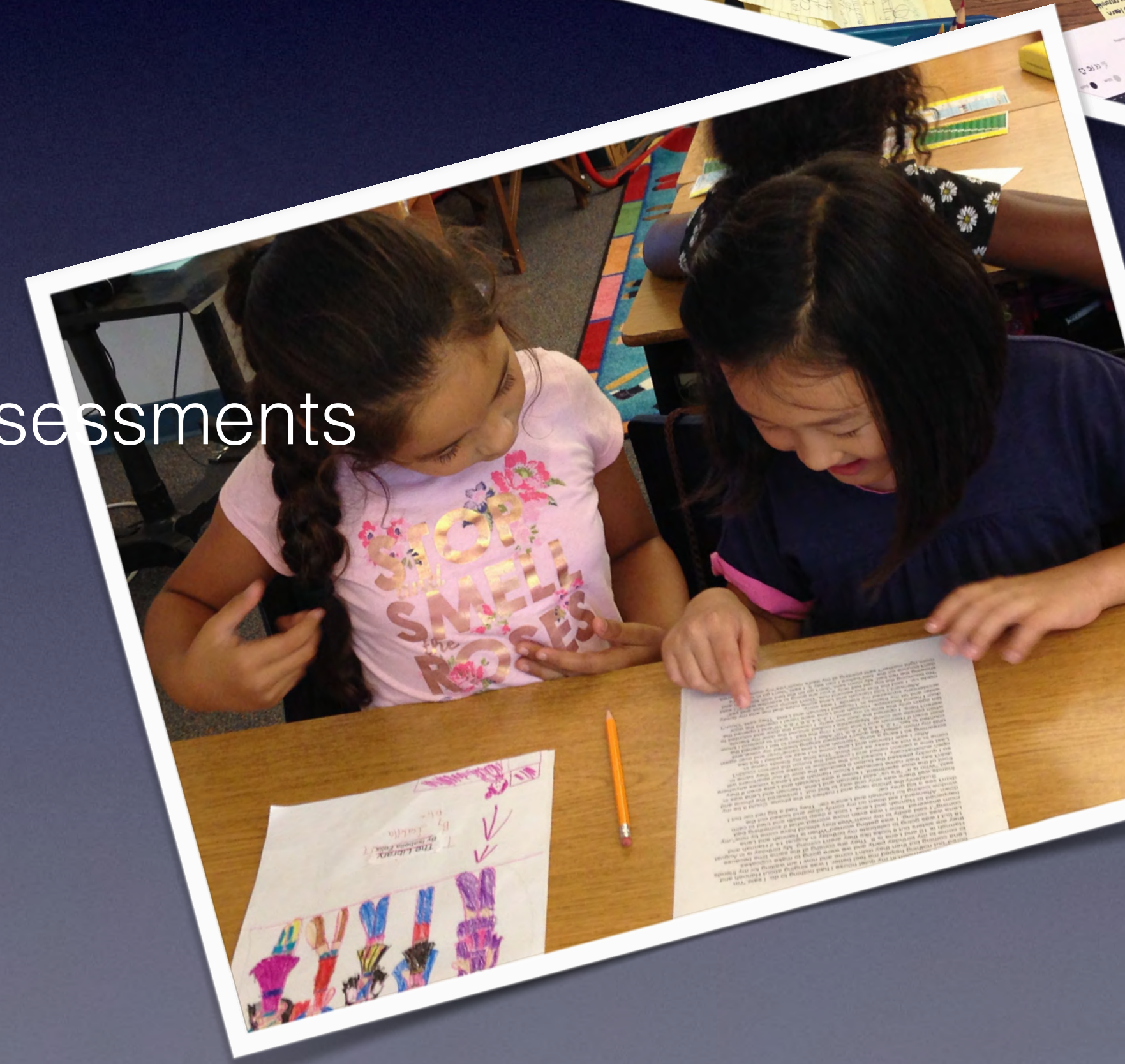
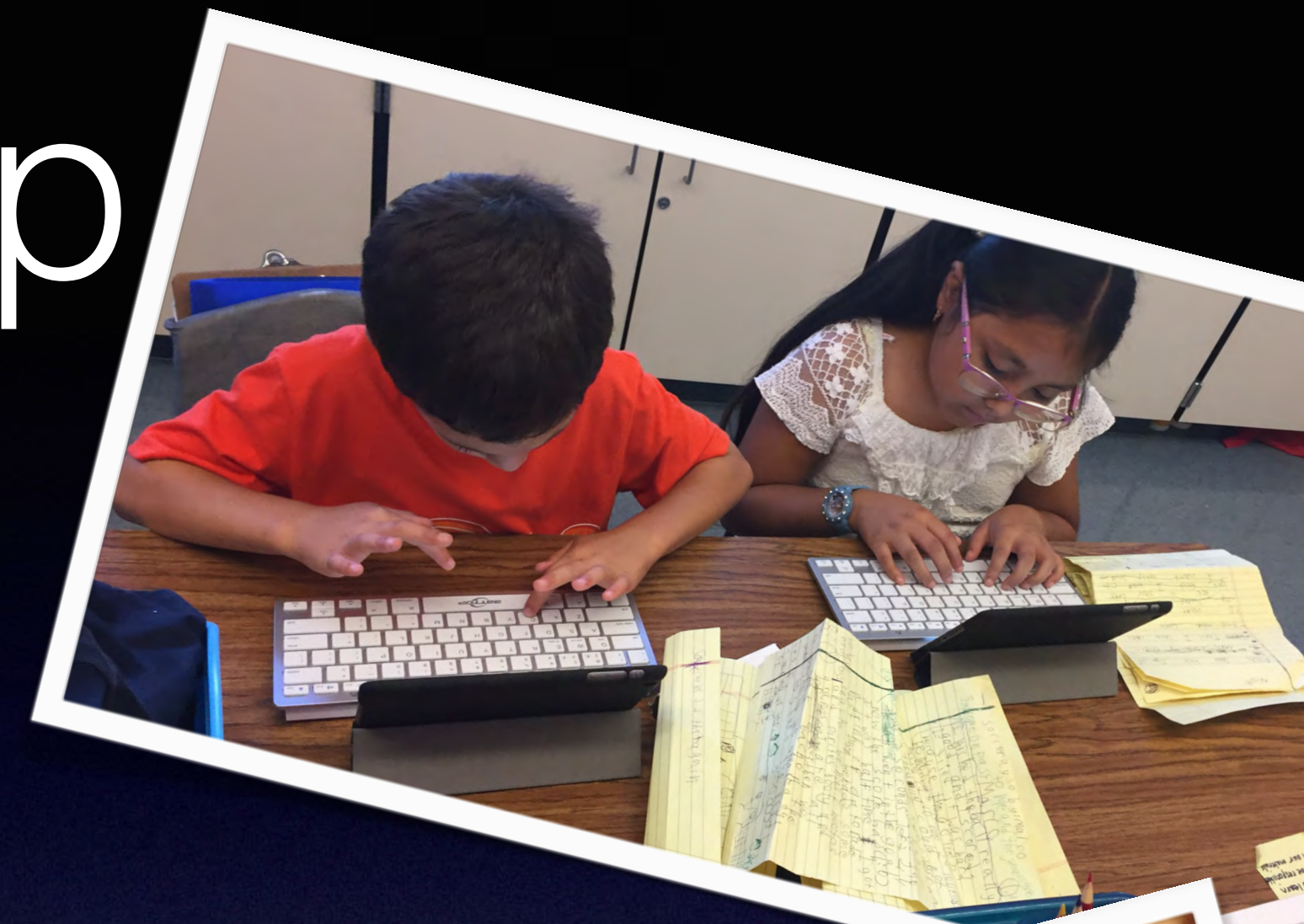
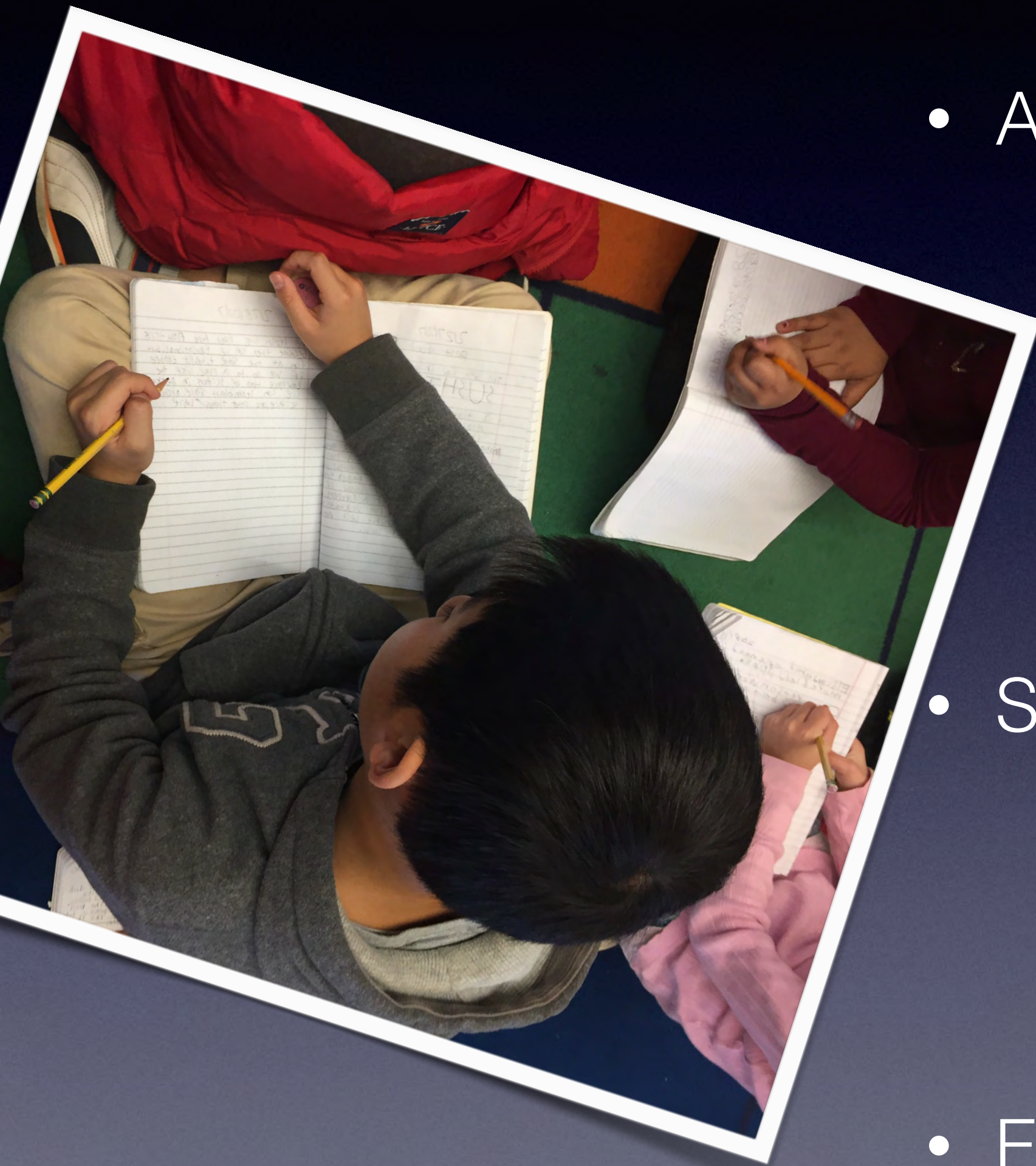
Other workshop components:

- Partner reading and book clubs
- Reading at home
- CCSS-aligned and comprehensive
- Rigorous
- Student choice
- Volume of reading
- Tailored to students' needs
- Fosters a love of reading



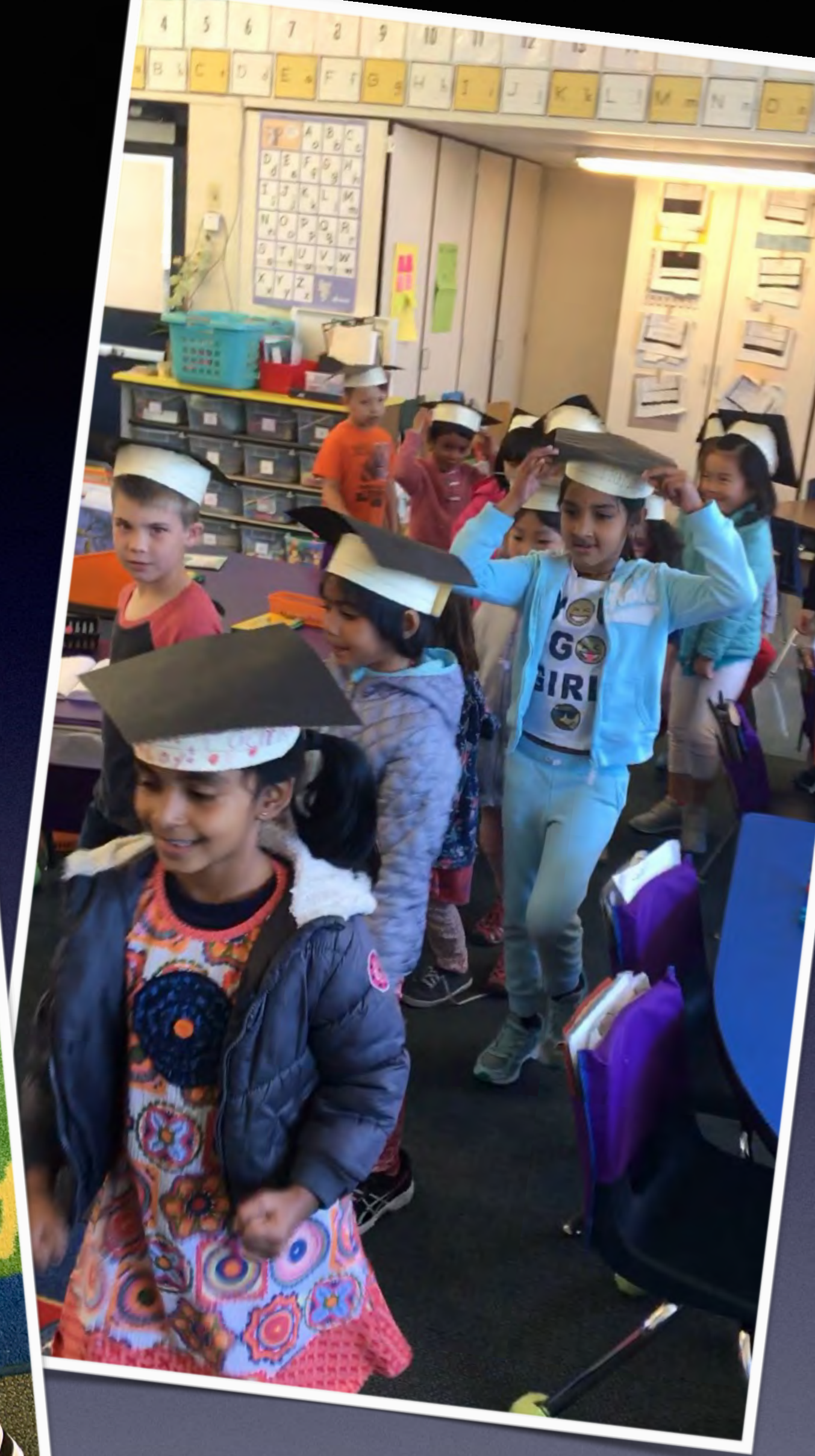
# Writing Workshop

- Aligns with Reading Workshop
  - Structure
  - Language
  - Units of study
- Supports District benchmark assessments
  - CCSS-aligned
  - 3 writing genres
- Fosters a love of writing



# Phonics

- Student Engagement
  - Songs
  - Storyline
  - Interactive
  - Partner Talk
  - Spirals (reach and review)
  - End of unit projects
- Transfer to Reading and Writing
  - Storyline
  - Sight words
  - Interactive writing works as mentor texts
  - Application to students' current reading and writing



## Kinder

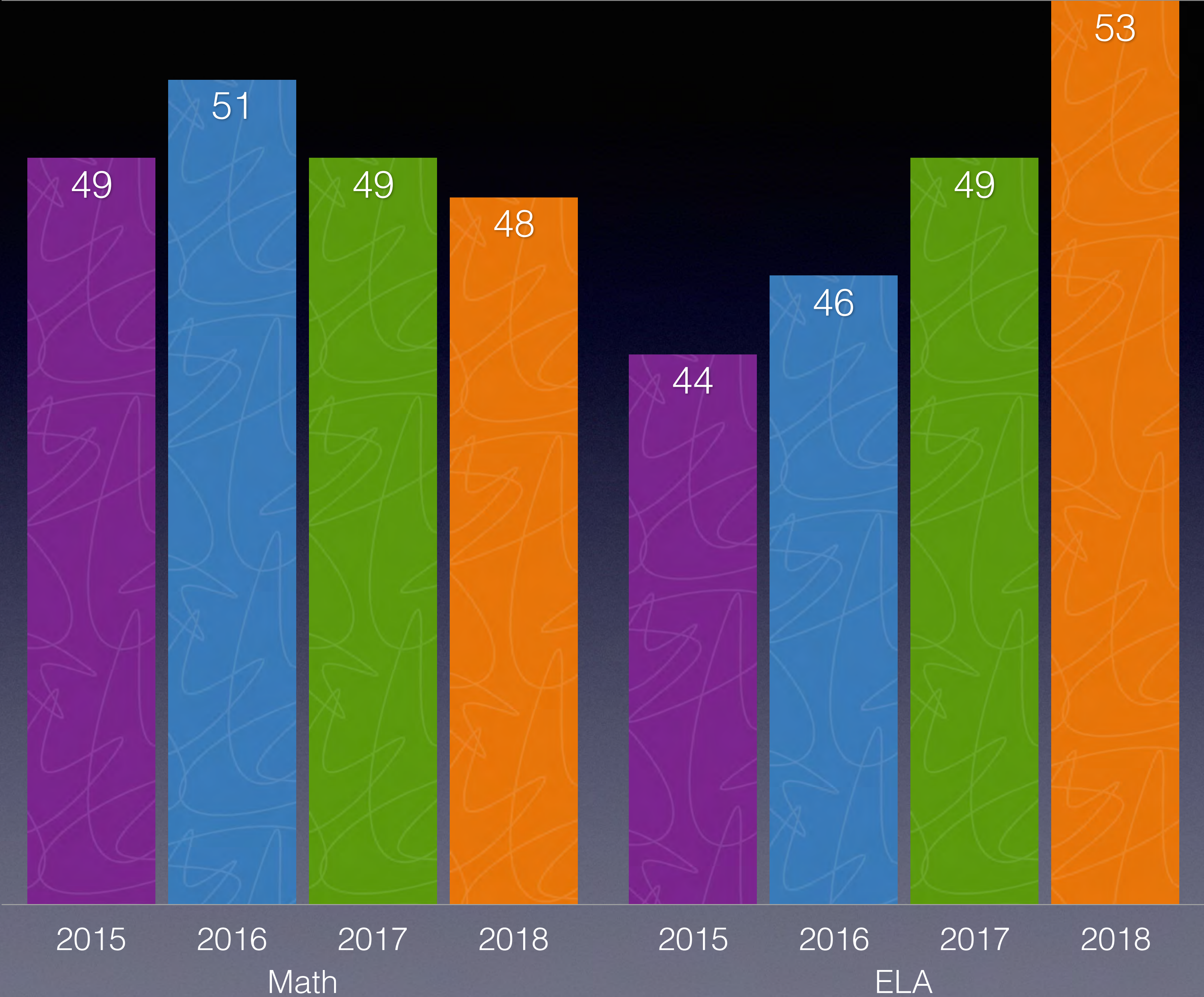
- Lots of phonological awareness
- Letter names, sounds, digraphs, blends, vowels, words parts

## 1st Grade

- Foundational phonics spelling patterns
- Blends/digraphs, phonograms, vowel teams
- Segmenting & Blending
- Studying how words are made of smaller parts

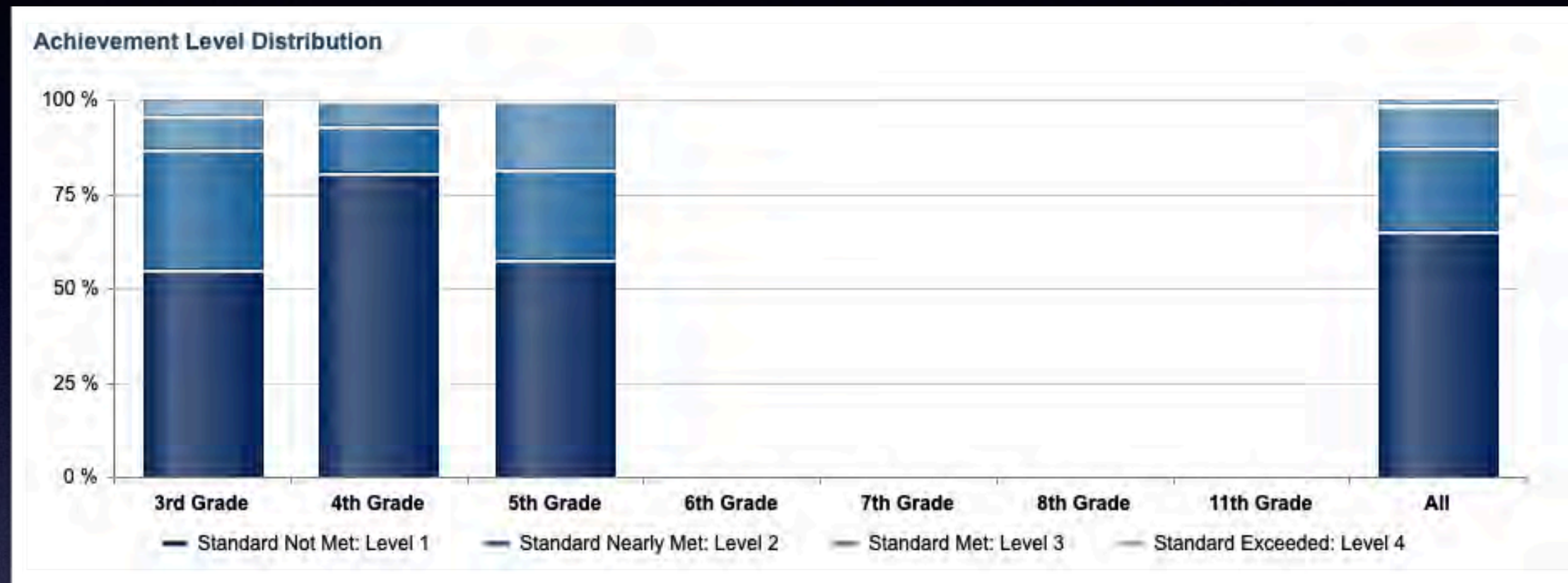
	Not Met	Nearly Met	Met	Exceeded	Met + Exceeded
<b>Math 2018</b>	<b>29%</b>	<b>23%</b>	<b>19%</b>	<b>29%</b>	<b>48%</b>
<i>Math 2017</i>	<i>28%</i>	<i>23%</i>	<i>21%</i>	<i>28%</i>	<i>49%</i>
<i>Math 2016</i>	<i>22%</i>	<i>27%</i>	<i>23%</i>	<i>28%</i>	<i>51%</i>
<i>Math 2015</i>	<i>25%</i>	<i>26%</i>	<i>20%</i>	<i>29%</i>	<i>49%</i>
<b>ELA 2018</b>	<b>26%</b>	<b>21%</b>	<b>27%</b>	<b>26%</b>	<b>53%</b>
<i>ELA 2017</i>	<i>30%</i>	<i>22%</i>	<i>23%</i>	<i>25%</i>	<i>49%</i>
<i>ELA 2016</i>	<i>30%</i>	<i>23%</i>	<i>22%</i>	<i>25%</i>	<i>46%</i>
<i>ELA 2015</i>	<i>34%</i>	<i>22%</i>	<i>20%</i>	<i>24%</i>	<i>44%</i>



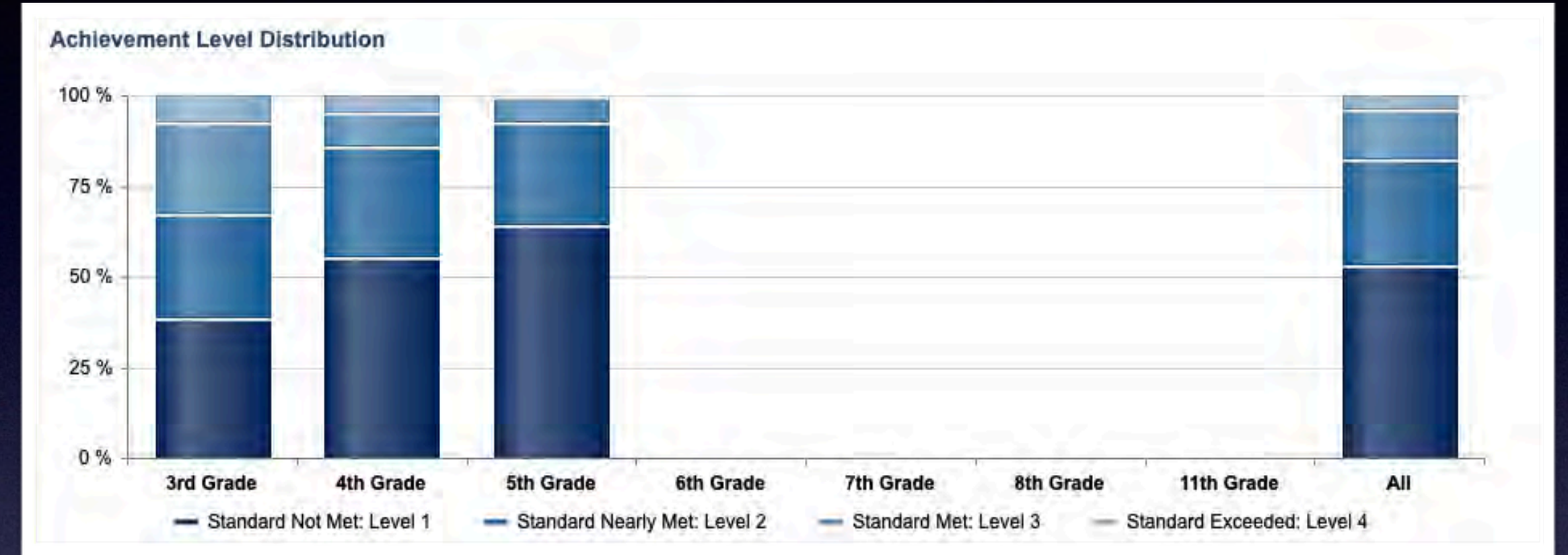


# English Learners

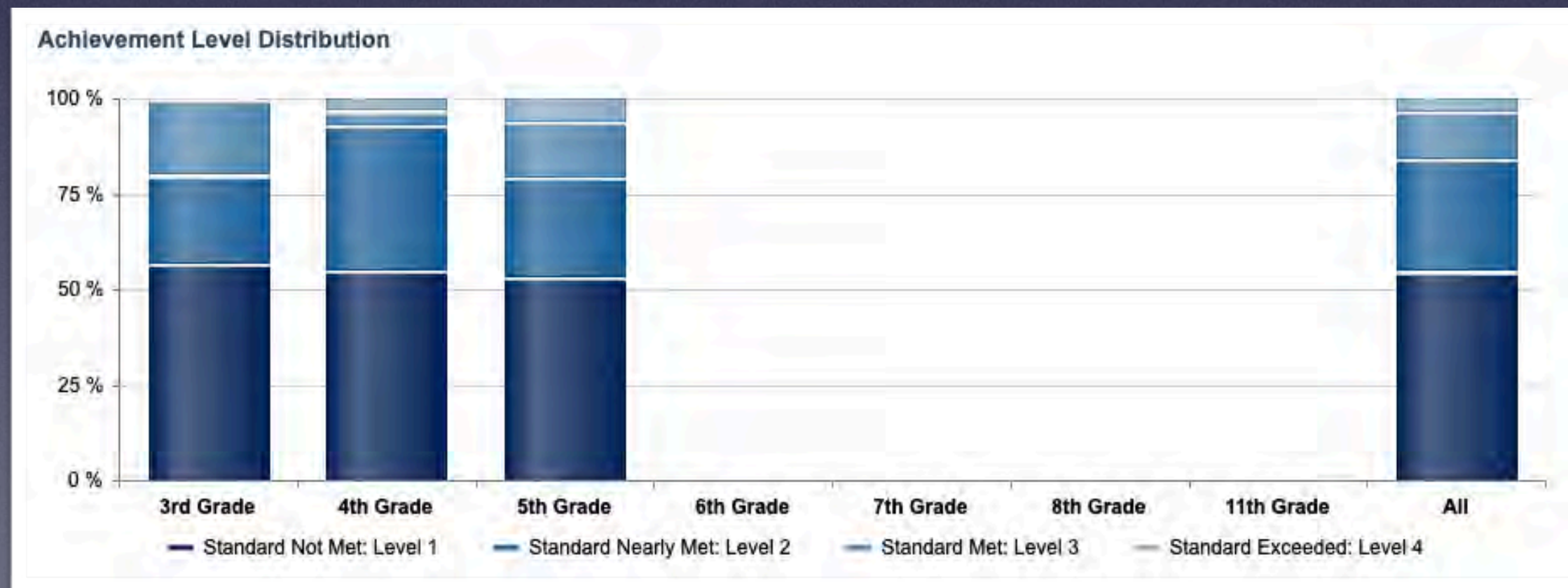
ELA 2017  
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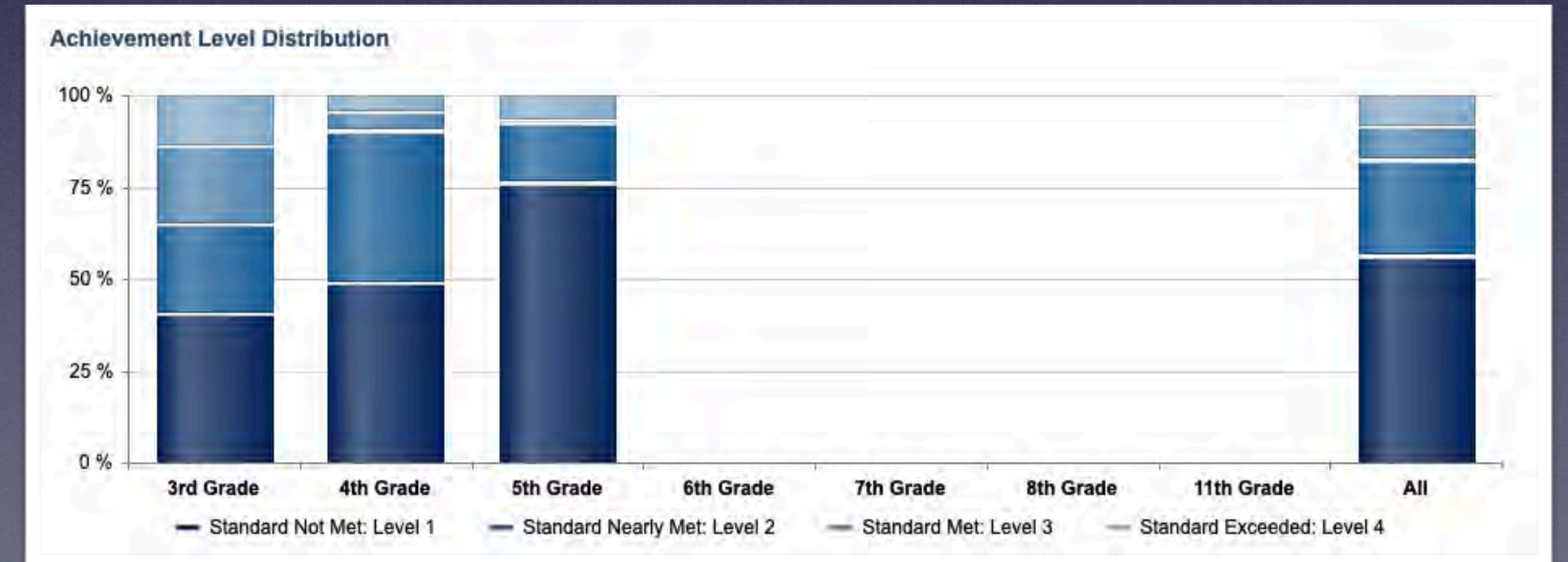
ELA 2018  
18%



Math 2017  
14%

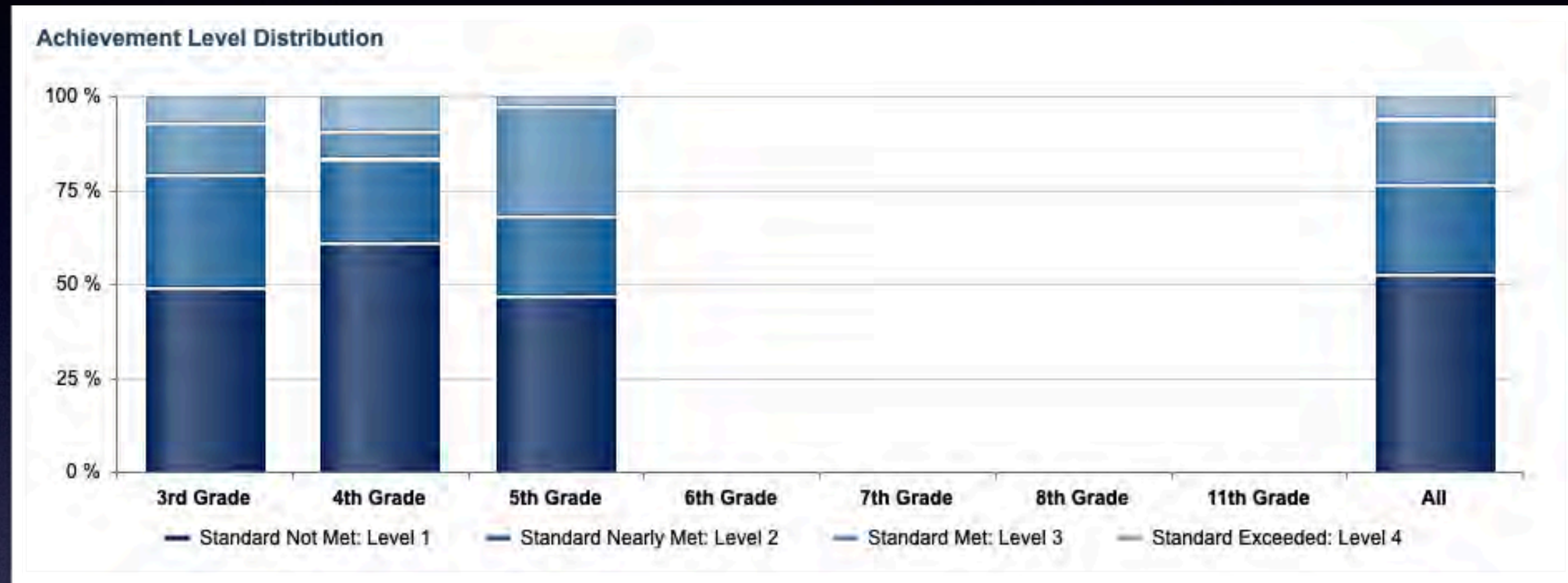


Math 2018  
17%

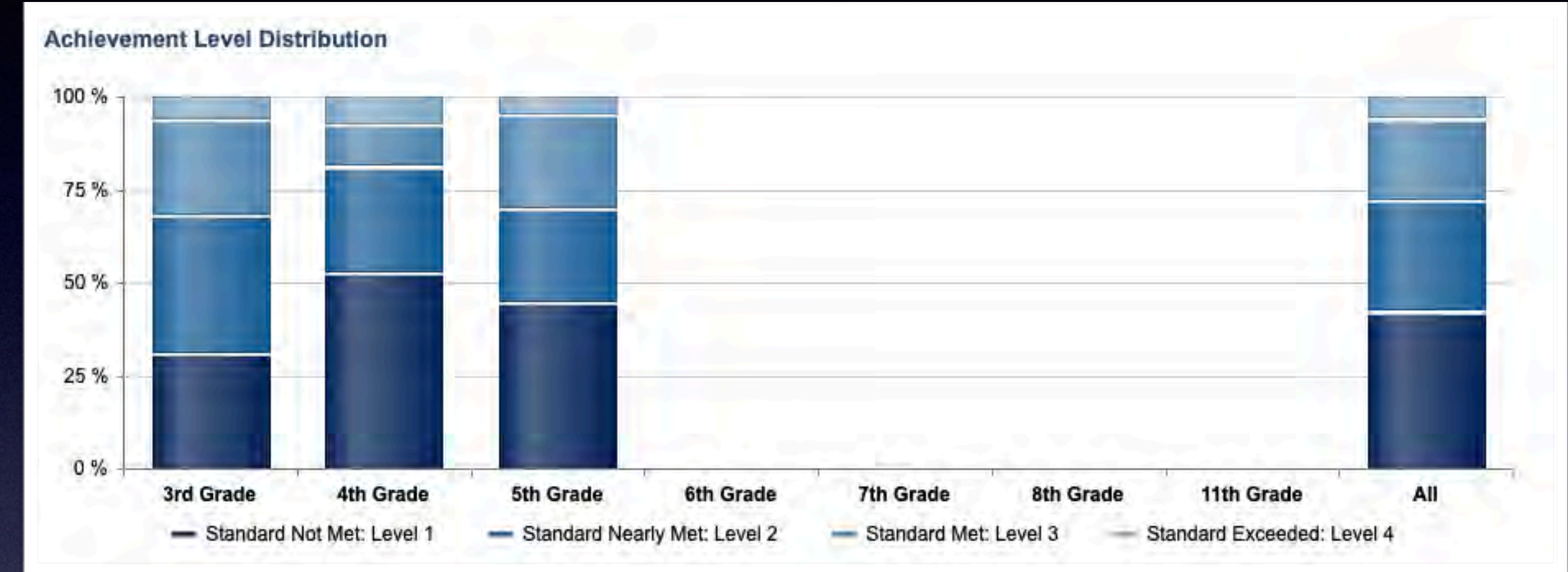


# SED

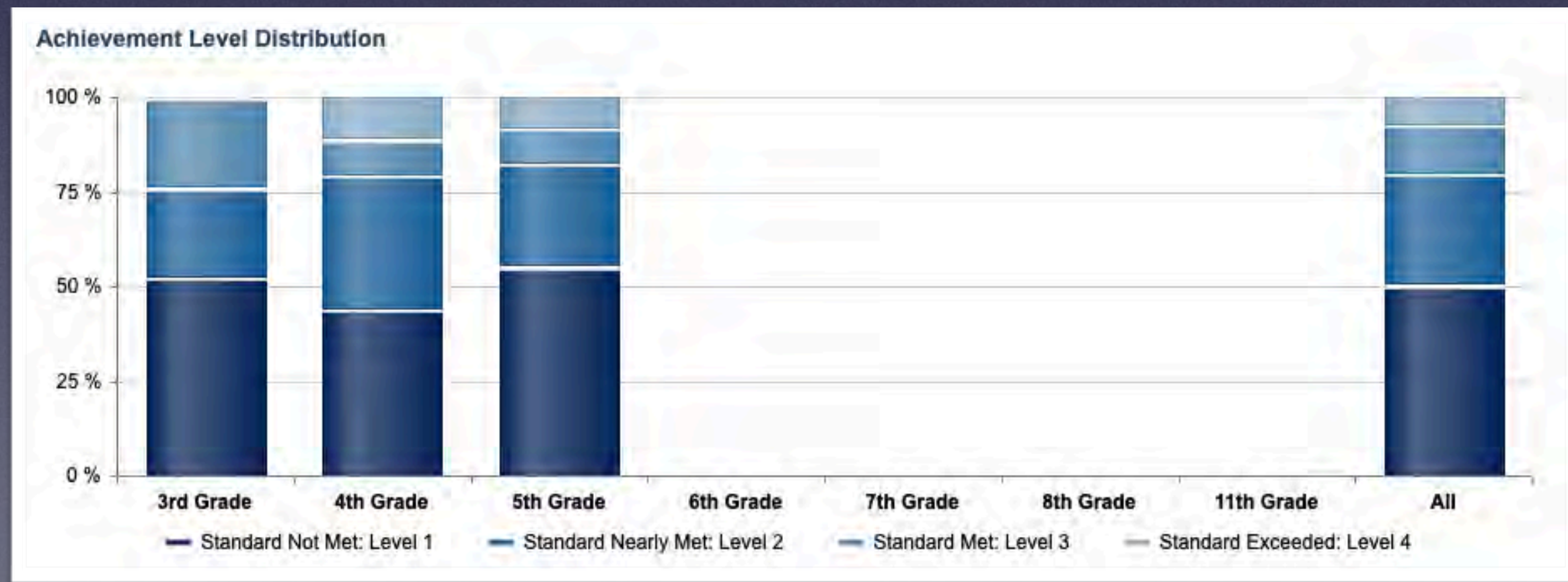
ELA 2017  
22%



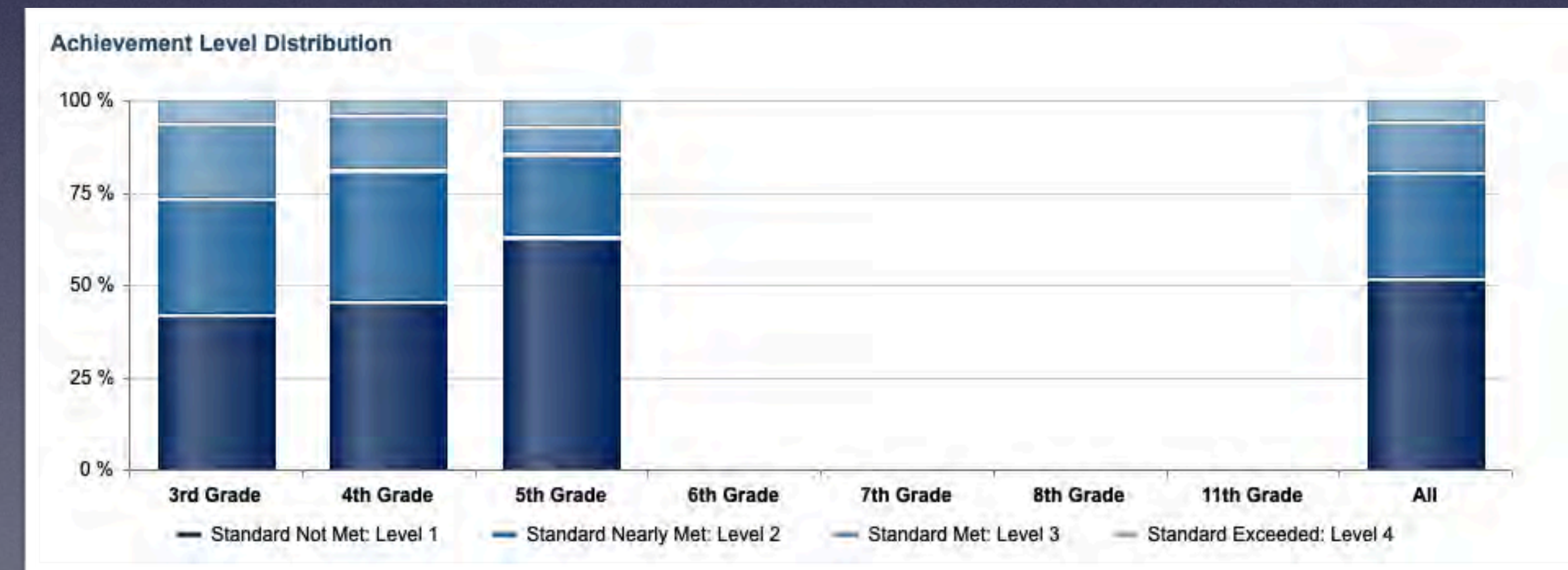
ELA 2018  
28%



Math 2017  
18%

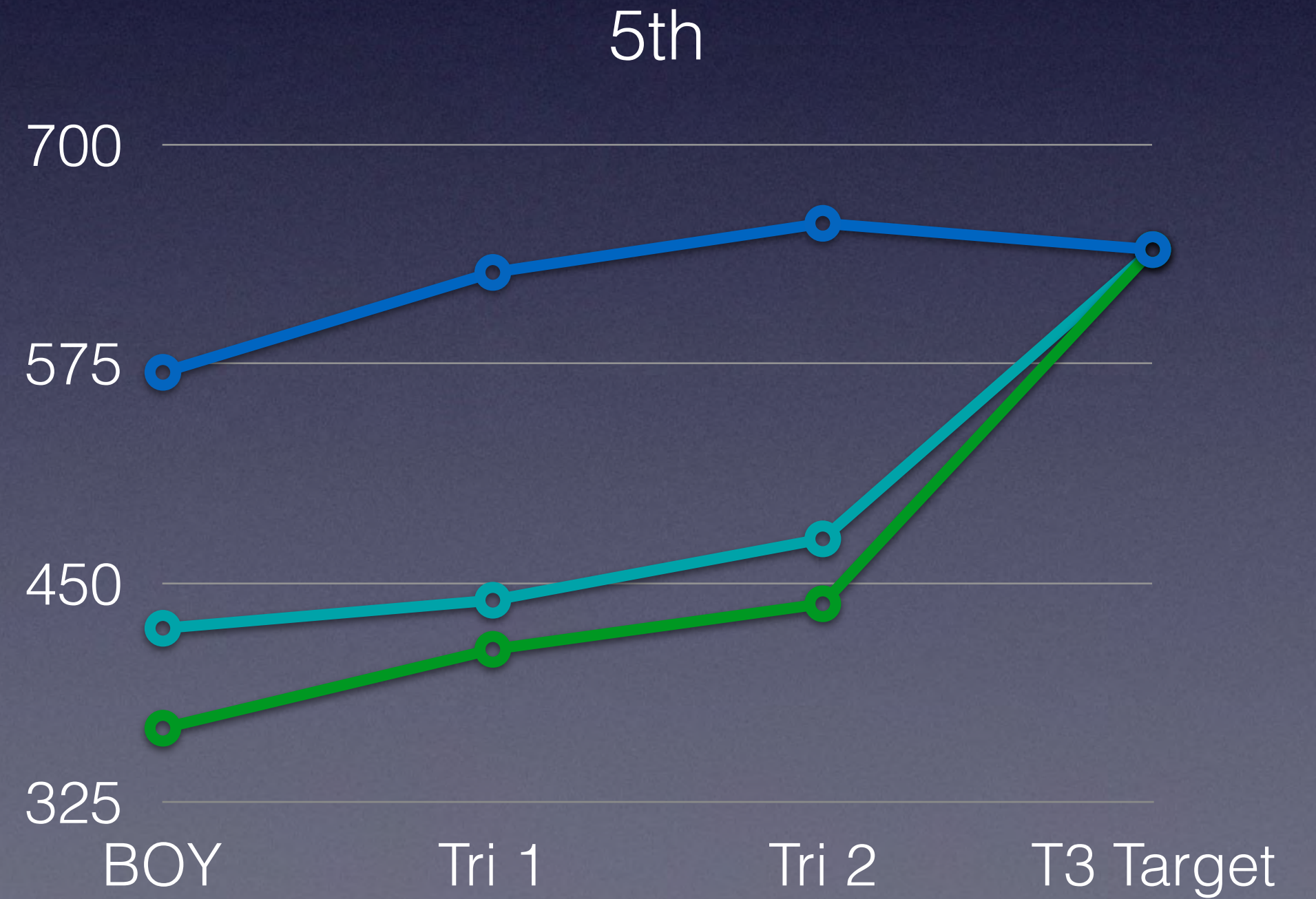
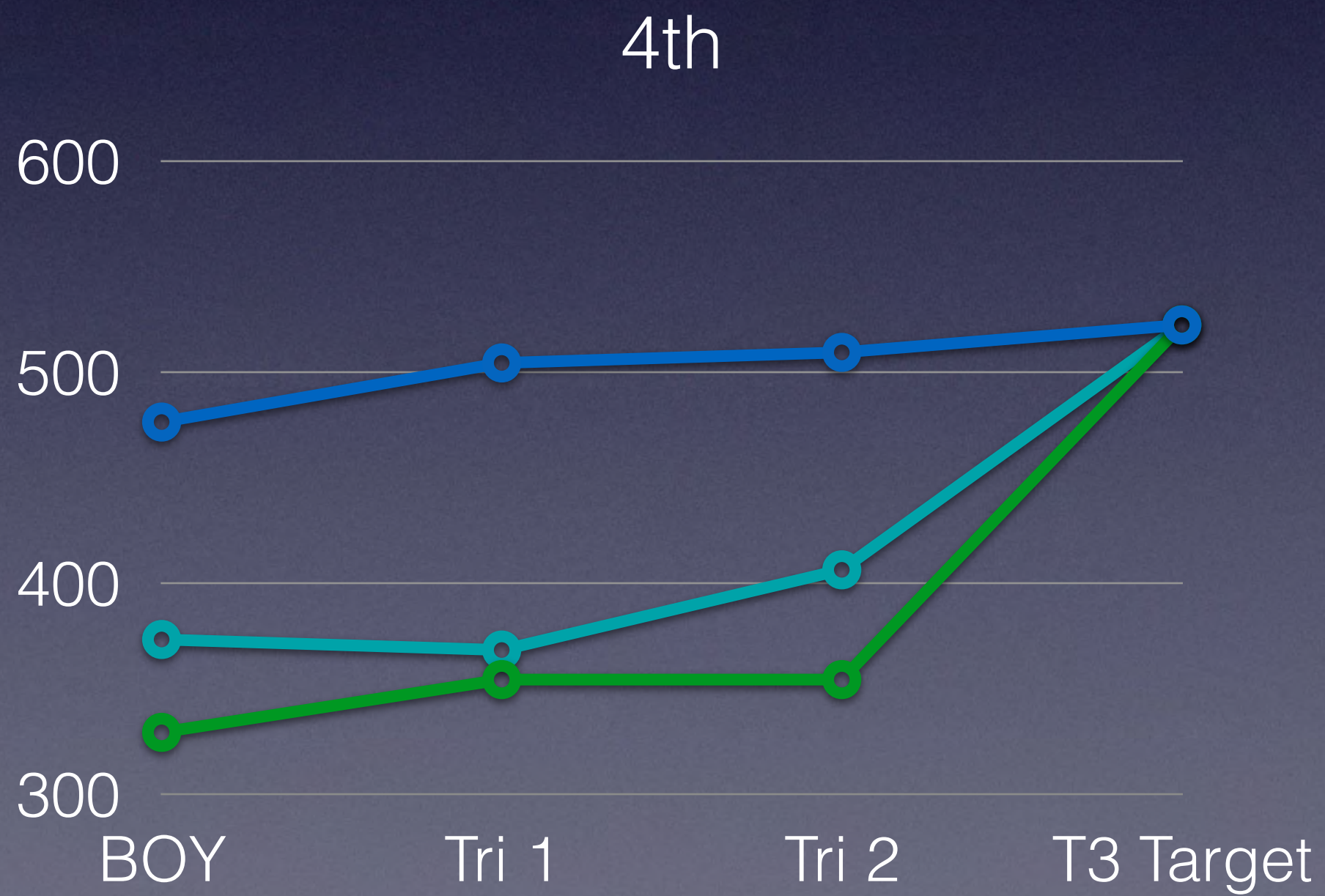
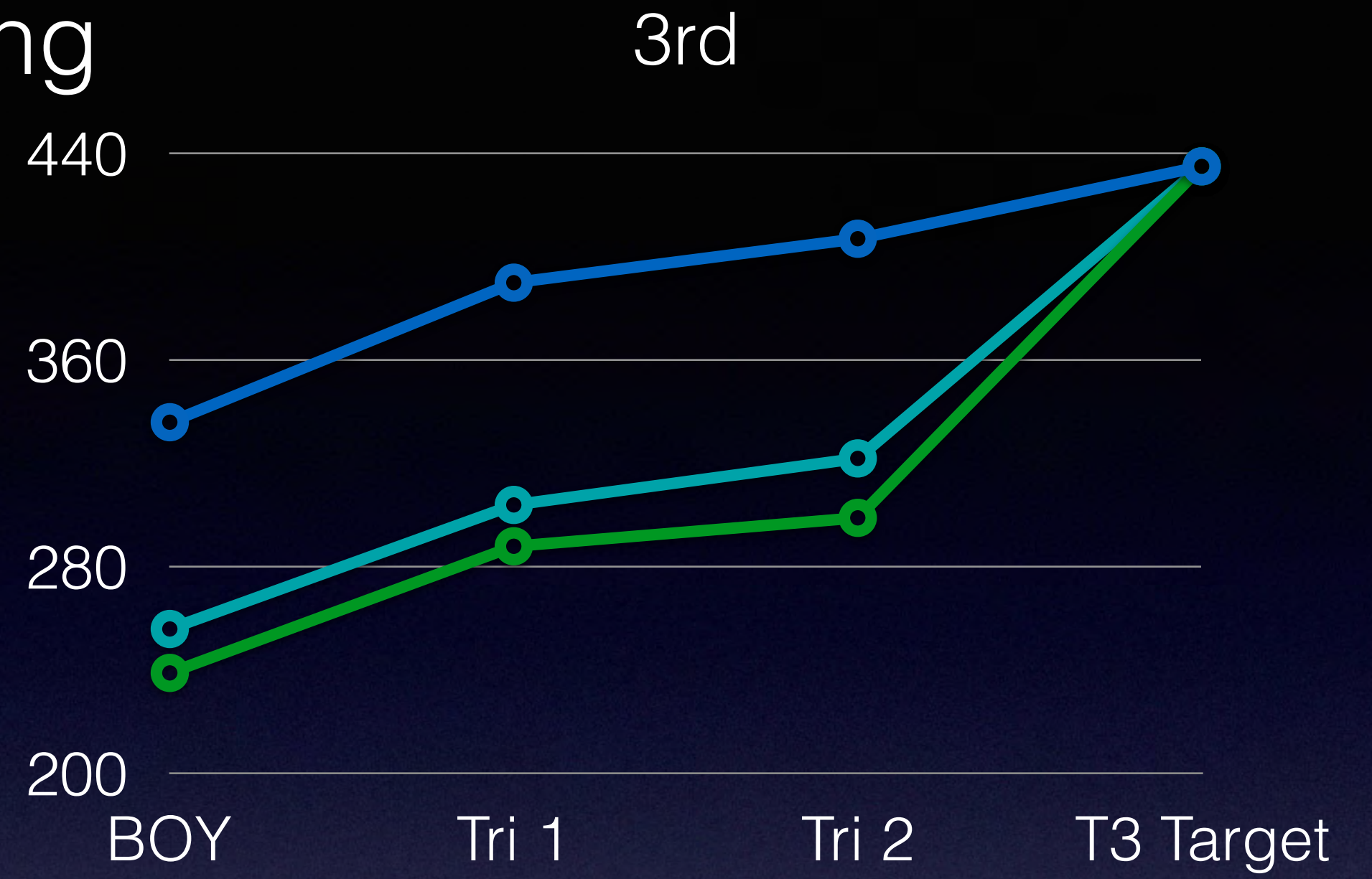
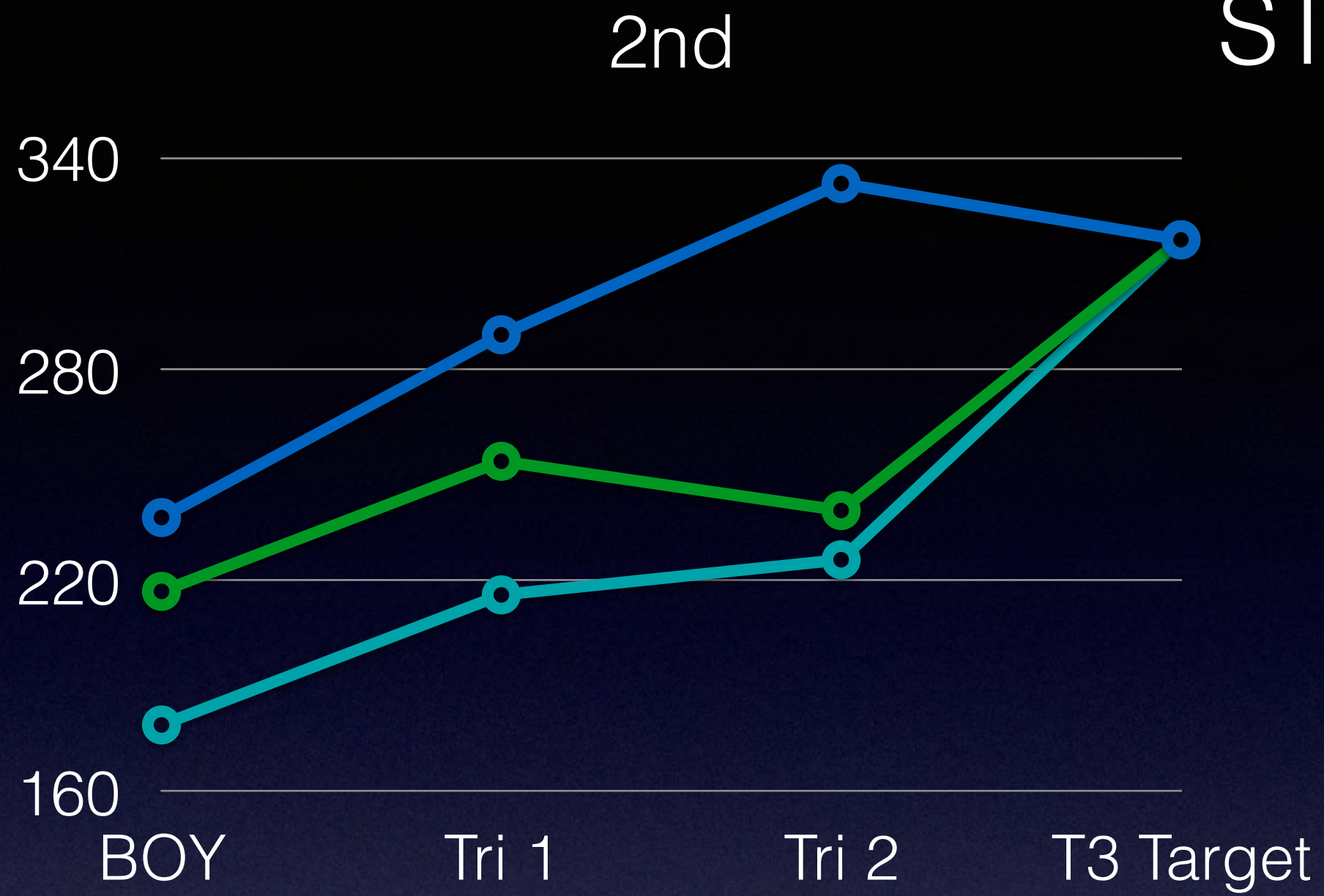


Math 2018  
22%



# STAR Reading

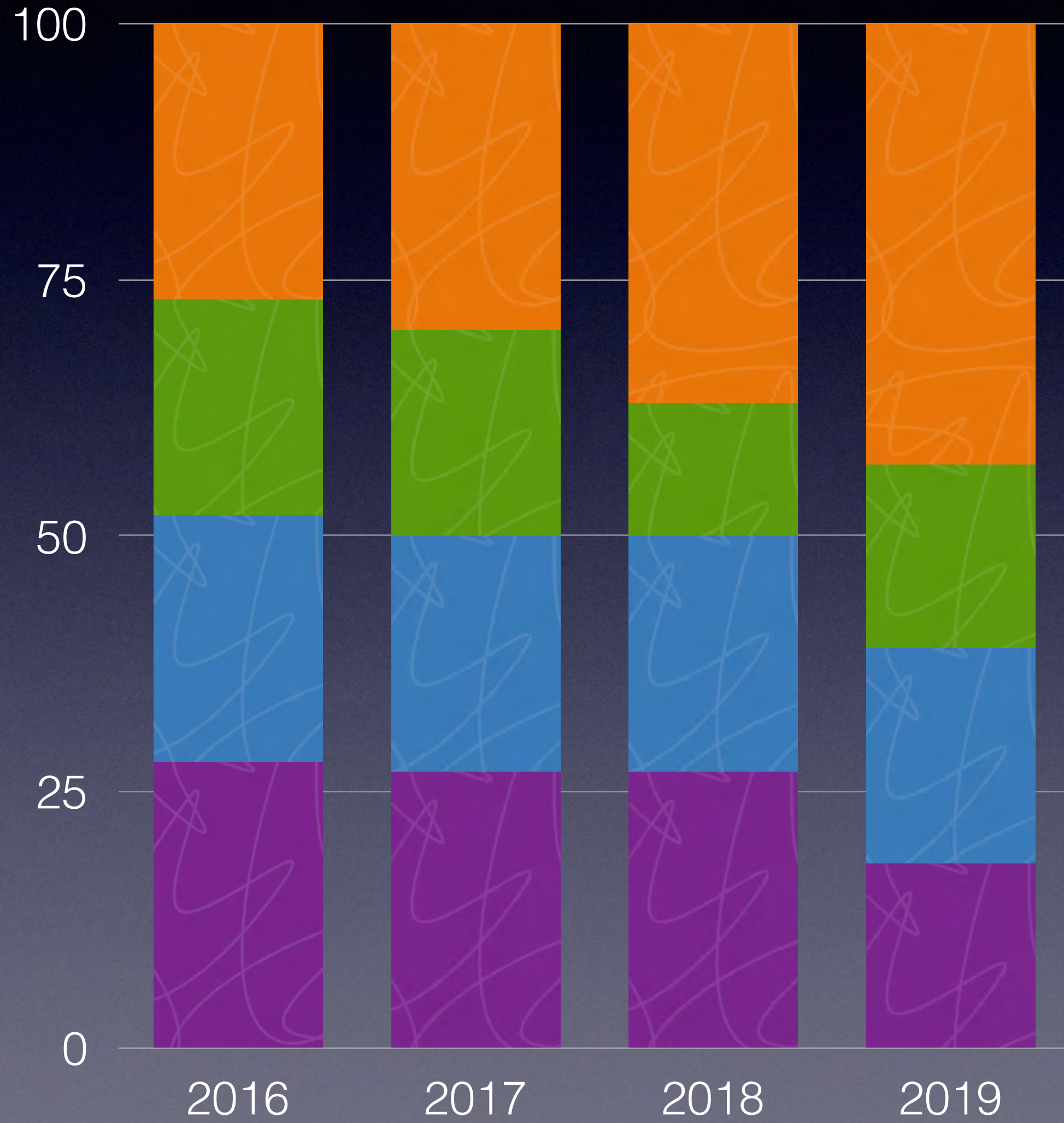
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- EL
- SES



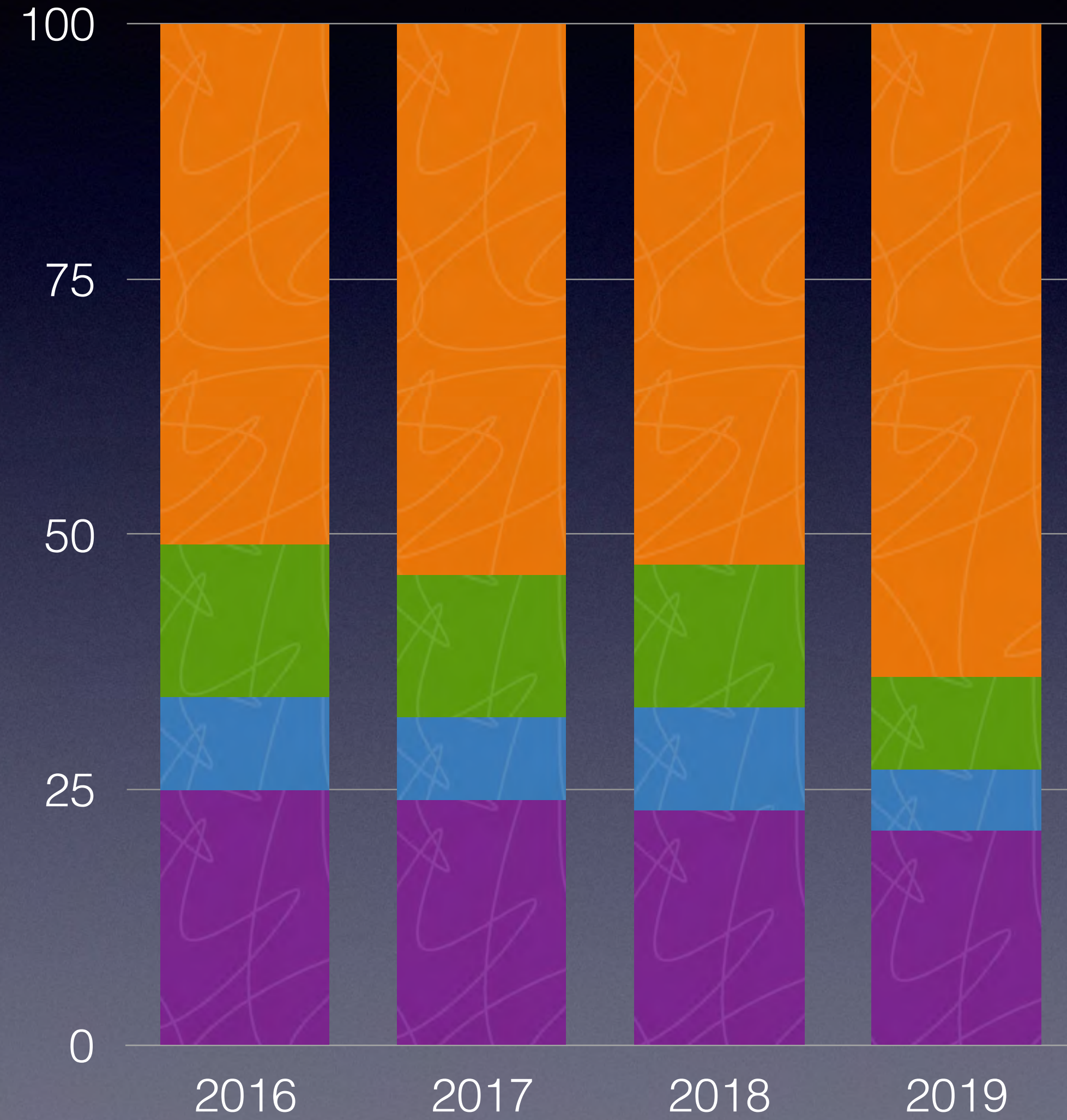
- Exceeds
- Meets
- Below
- Far Below

# F&P Data

## Kinder

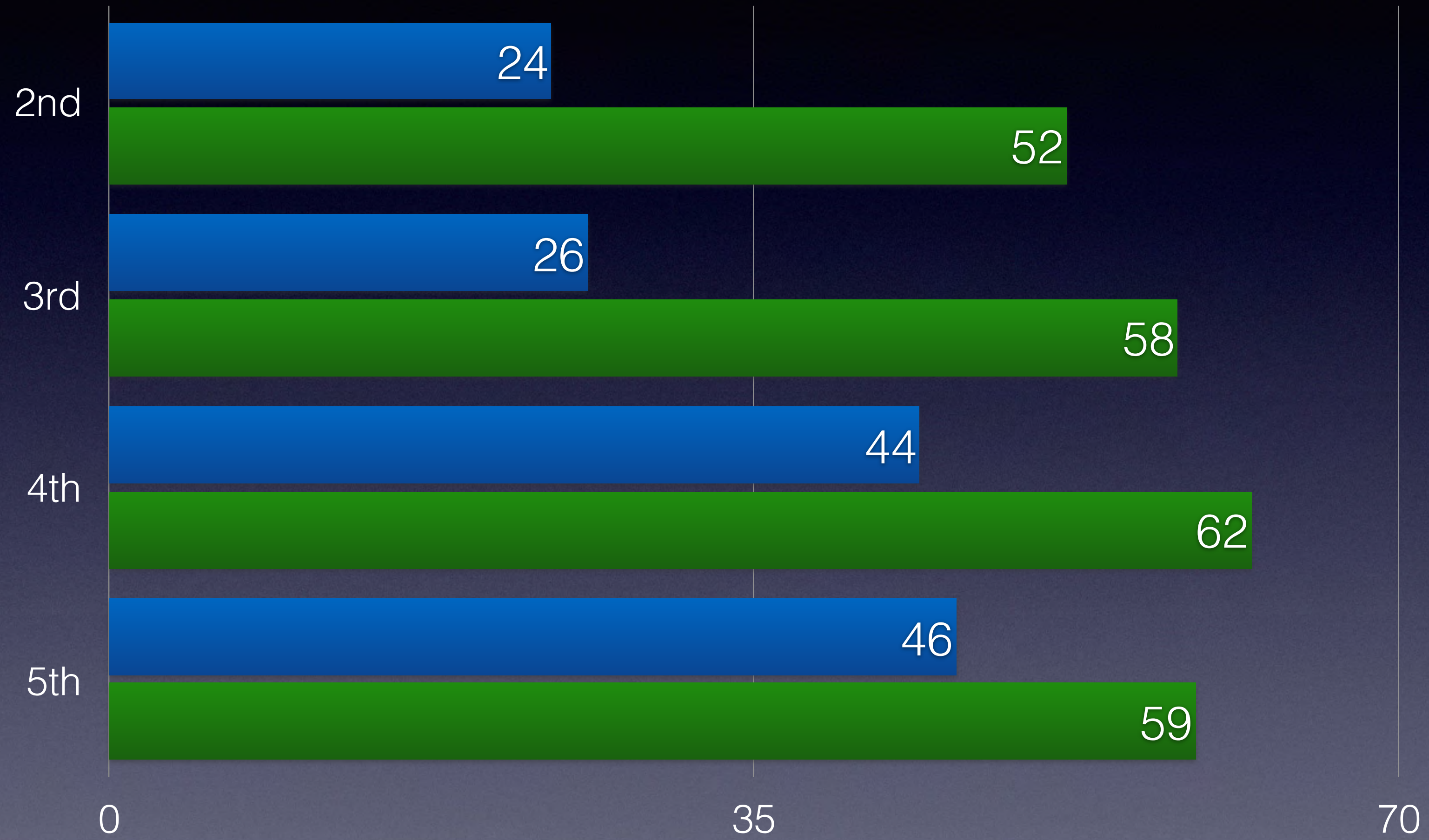


## 1st Grade

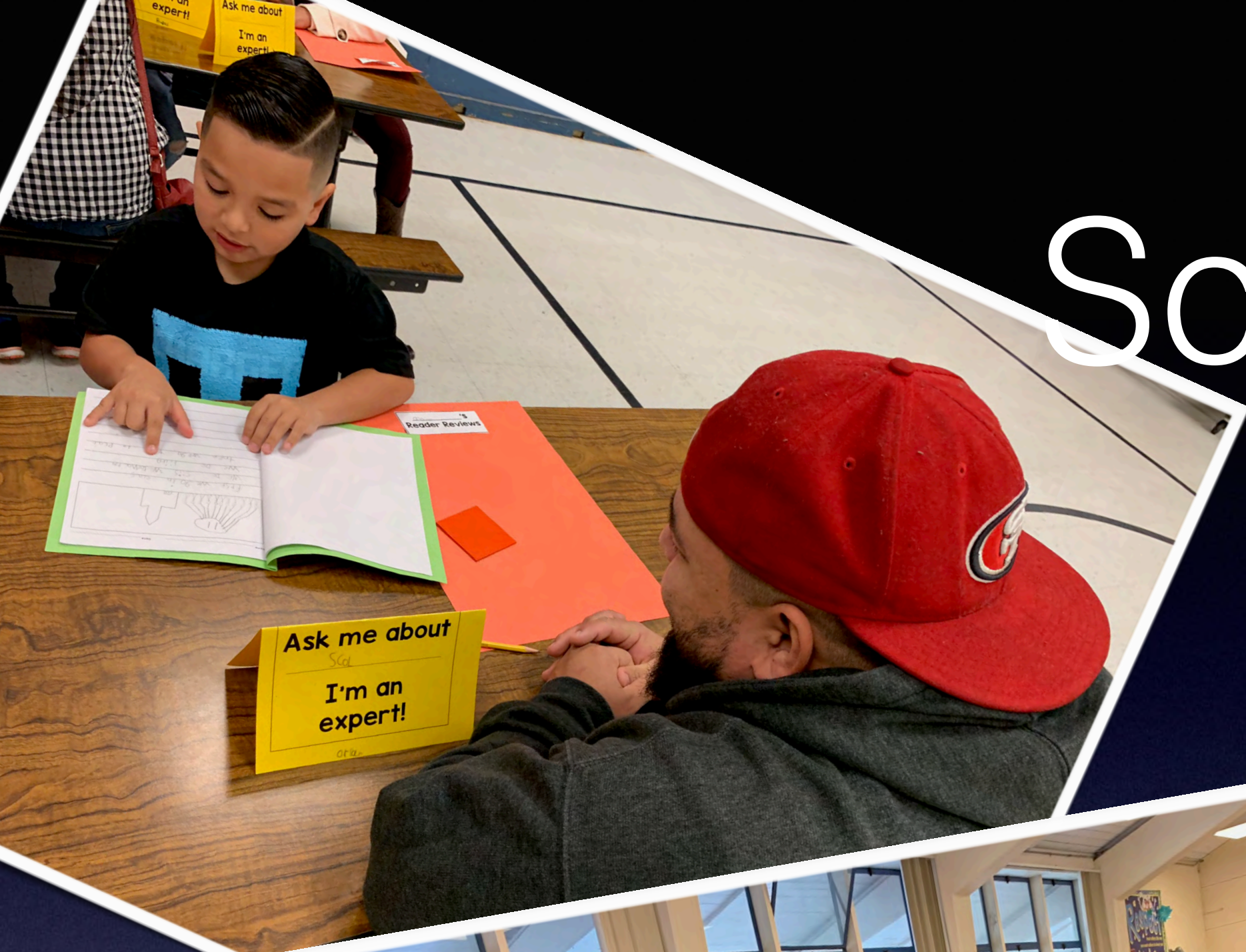


# iReady Proficiency

September  
March



# School Climate



- Reading and Writing Celebrations
- Reading buddies
- Morning meeting and closing circles
- Mindfulness
- Growth mindset
- Monthly student recognition

# Family Engagement

- ELAC
- PTA
- Family Literacy Events
- STEAM Night
- Kinder Readiness
- Parent Tech Support
- Class Dojo









**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**E.2. After School Sports Update - Jeremy Nishihara**

**Type:**

Informational

**Attachments:**

1. After School Sports Update



# AFTER SCHOOL SPORTS UPDATE

Sunnyvale School District | Board Presentation | 04.04.2019



## **The Sunnyvale School District is part of the Valley Athletic League**

- Sunnyvale School District
- Cupertino Union School District
- Los Altos School District
- Mountain View-Whisman School District



For the past 28 years, the City of Sunnyvale has provided administrative support of the program.

In the early 1990's, the District approached the City of Sunnyvale regarding a partnership to offer our middle school students an opportunity to participate in a high quality after school sports program.

This year, both parties have agreed to begin the transition process where the District will assume full responsibility for the program.



**Between Columbia Middle School and Sunnyvale Middle School almost 800\* students are offered 11 sports over five seasons each school year.**

Cross Country | Girls Softball | Boys Basketball | Cheerleading | Co-Ed Wrestling | Girls Volleyball | Boys Soccer | Girls Basketball | Girls Soccer | Boys Volleyball | Track and Field



The **CMS wrestling team** has won the league championship over the past two years

This school year, **SMS** won the **7/8th grade softball** championship and the **8th grade girls basketball** championship

**Track and Field** remains the highest participation sport with over **150 students** from both **CMS and SMS** participating



## Planning for the transition is already underway!

**Planning Task Force has been meeting monthly**

**CMS and SMS Athletics Departments-**  
Registration and program

**Human Resources** - Contracts, fingerprinting/TB clearance, compliance training

**Business Services** - Collection of donations, payment of coaches/vendors



**Transition is providing an opportunity for the District to evaluate and strengthen our program**

- Review coaching stipends
- Provide program oversight
- Alignment of Registration/Waiver Process
- Evaluate donation process
- Ensure policies and procedures are being followed





Questions or comments?



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**I.1. Revised Board Policy 3100 - Budget (van Gogh)**

**Type:**

Discussion

**Description:**

Board Policy 3100 – Budget was updated to reflect NEW LAW (AB 1808) which requires districts to annually develop, adopt, and post a Local Control Funding Formula (LCFF) budget overview for parents/guardians and to file the budget overview with the county superintendent of schools. The section on "Long-Term Financial Obligations" was revised to reflect NEW LAW (SB 1413) which establishes the California Employers' Pension Prefunding Trust Program to allow districts to prefund required contributions to the California Public Employees' Retirement System.

The revised accompanying Administrative Regulation 3100 – Budget can be found under Information Agenda items for your review.

All revisions are in bold text.

**Attachments:**

1. BP3100 Budget REVISED 04042019.pdf

## Business and Noninstructional Operations

### Budget

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with **and reflects** the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)  
(cf. 0200 - Goals for the School District)  
(cf. 0400 - Comprehensive Plans)  
(cf. 0460 - Local Control and Accountability Plan)  
(cf. 3300 - Expenditures and Purchases)  
(cf. 3460 - Financial Reports and Accountability)  
(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

### Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. **The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52062, 52064.1)**

(cf. 9320 - Meetings and Notices)  
(cf. 9322 - Agenda/Meeting Materials)  
(cf. 9323 - Meeting Conduct)

The Board shall adopt the district budget **at** a public meeting **held** after the **date of the public hearing but on or before July 1 of each year. The Board shall adopt the budget**, following its adoption of the LCAP, or annual update to the LCAP, **and the LCFF budget overview for parents/guardians.** The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

The budget that is **presented at the public hearing as well as the budget** formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction (**SPI**). (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file **the adopted district budget** with the County Superintendent of Schools. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to **the County Superintendent's** recommendations at a **regular** public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

#### Budget Criteria and Standards

The district budget **shall be developed** in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, **LCFF** revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. In addition, **the Superintendent or designee** shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for **increased** or **improved** services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. Unduplicated students are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 - Transfer of Funds)

#### Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such

as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.

2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent **shall have discretion to** further delegate the authority to assign funds.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

#### Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

#### Long-Term Financial Obligations

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)  
(cf. 4154/4254/4354 - Health and Welfare Benefits)  
(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

**The Board may approve a plan for meeting the district's long-term obligations to fund contributions to the California Public Employees' Retirement System (CalPERS) which, to the extent possible, minimizes significant increases in annual general fund expenditures towards pension obligations. The plan may include prefunding required pension contributions through the California Employers' Pension Prefunding Trust Program pursuant to Government Code 21710-21716.**

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

**The Superintendent or designee shall annually present** a report to the Board on the estimated accrued but unfunded cost of OPEBs. **As** a separate agenda item at the same meeting, **the Board shall disclose** whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

#### Budget Amendments

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

#### Legal Reference:

##### EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

41202 Determination of minimum level of education funding

42103 Public hearing on proposed budget; requirements for content of proposed budget

42122-42129 Budget requirements

42130-42134 Financial certifications

42140-**42142** Disclosure of fiscal obligations  
42238-42251 Apportionments to districts, especially:  
42238.01-42238.07 Local control funding formula  
42602 Use of unbudgeted funds  
42610 Appropriation of excess funds and limitation thereon  
45253 Annual budget of personnel commission  
45254 First year budget of personnel commission  
52060-52077 Local control and accountability plan  
GOVERNMENT CODE  
7900-7914 Appropriations limit  
**21710-21716 California Employer's Pension Prefunding Trust Program**  
CODE OF REGULATIONS, TITLE 5  
15060 Standardized account code structure  
15440-15451 Criteria and standards for school district budgets  
15494-**15497** Local control funding formula, **supplemental and concentration grant** expenditures

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, **December 2015**

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Fund Balance **Guidelines for the General Fund, September 2015**

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, **February 2009**

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California, Inc.: <http://www.sscal.com>

Policy

adopted: ~~January 18, 2018~~

SUNNYVALE SCHOOL DISTRICT

Sunnyvale, California





**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**I.2. Revised Board Policy 3260 – Fees and Charges (van Gogh)**

**Type:**

Discussion

**Description:**

Board Policy 3260 – Fees and Charges was updated to add the new section on "Collection of Debt," reflecting NEW LAW (AB 1974) which prohibits negative action against a student or former student for a debt owed to the school and requires districts to provide parents/guardians with an itemized invoice that references applicable district policies.

The revised accompanying Administrative Regulation 3260 – Fees and Charges can be found under Information Agenda items for your review.

All revisions are in bold text.

**Attachments:**

1. BP3260 Fees And Charges REVISED 04042019

## Business and Noninstructional Operations

### Fees And Charges

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for **student** participation in the **district's** educational program are made available to **students at no cost**.

No student shall be required to pay a **fee, deposit, or other charge** for participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. **(Education Code 49010, 49011; 5 CCR 350)**

(cf. 3100 - Budget)

(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. **When approving** such fees, deposits, **or** charges, establishing fee schedules, **or determining whether** waivers or exceptions **should be granted, the Board shall consider relevant data, including the socioeconomic conditions of students' families and their ability to pay.**

(cf. **0410 - Nondiscrimination in District Programs and Activities**)

(cf. **0415 - Equity**)

(cf. 3250 - Transportation Fees)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

**The prohibition against student fees shall not prevent the district from soliciting for donations, conducting fundraising activities, or providing prizes or other recognition for participants in such activities and events. The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student. The district also shall not remove or threaten to remove from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.**

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3290 - Gifts, Grants and Bequests)

### Complaints

**A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)**

(cf. 1312.3 - Uniform Complaint Procedures)

**If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.**

**Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)**

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

(cf. 5145.6 - Parental Notifications)

### **Collection of Debt**

**The Superintendent or designee shall, in accordance with law, recover any debt owed to the district as a result of unpaid permissible student fees approved by the Board. However, the district shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)**

- 1. Denying full credit for any class assignment**
- 2. Denying full and equal participation in any classroom activity**
- 3. Denying access to the library or other on-campus educational facilities**
- 4. Denying or withholding grades or transcripts**
- 5. Denying or withholding a diploma**
- 6. Limiting or barring participation in an extracurricular activity, club, or sport**
- 7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony**

Legal Reference:

EDUCATION CODE

8239 Preschool and wraparound child care services

**8250 Child care and development services for children with disabilities**

8263 Child care eligibility

**8422 21st Century High School After School Safety and Enrichment for Teens programs**

**8482.6 After School Education and Safety programs**

8760-8774 Outdoor science, conservation, and forestry programs

**17453.1 District sale or lease of Internet appliances or personal computers to parents of students**

17551 Property fabricated by students

19910-19911 Offenses against libraries

32033 Eye protective devices

32221 Insurance for athletic team member

32390 Fingerprinting program

35330-35332 Excursions and field trips  
35335 School camp programs  
38080-~~38086.1~~ Cafeteria establishment and use  
38120 Use of school band equipment on excursions to foreign countries

**39801.5 Transportation for adults**

39807.5 Payment of transportation costs  
39837 Transportation of students to places of summer employment  
48050 Residents of adjoining states  
48052 Tuition for foreign residents  
48904 Liability of parent or guardian

49010-49013 Student fees

**49014 Public School Fair Debt Collection Act**

49065 Charge for copies  
49066 Grades, effect of physical education class apparel  
49091.14 Prospectus of school curriculum

**49557.5 Unpaid school meal fees**

51810-51815 Community service classes  
52612 Tuition for adult classes  
52613 Nonimmigrant **foreign nationals**

**56504 School records; students with disabilities**

60410 Students in classes for adults

GOVERNMENT CODE

6253 Request for copy; fee

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

**4600-4687 Uniform complaint procedures**

UNITED STATES CODE, TITLE 8

1184 **Nonimmigrant** students

COURT DECISIONS

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Driving School Assn of CA v. San Mateo Union HSD (1992) 11 Cal. App. 4th 1513

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

**Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017**

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Policy

adopted: ~~March 7, 2013~~

SUNNYVALE SCHOOL DISTRICT

Sunnyvale, California



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**I.3. Board Health Benefits (Picard)**

**Type:**

Discussion

**Description:**

At the February 7, 2019 Board of Education meeting, the topic of district-paid board member health benefits was discussed in conjunction with the topic of the board member monthly stipend. The Superintendent was asked to survey other school districts in Santa Clara County to determine the prevailing practices of stipend and benefits. The attached survey results reveal that benefits provided by school districts at some level is the prevailing practice in our county. Based on this information, Sunnyvale School District could align with the prevailing practice of providing health benefits at the same level as provided to school district employees. If the Board of Education wishes to take this course, the Superintendent will incorporate the cost of benefits in the 2019-2020 budget. Benefits will be available to board members effective July 1, 2019 upon enrollment.

Additionally if the Board of Education wishes to veer from current practice, the attached Board Bylaw 9250 - Remuneration, Reimbursement, and other Benefits will need to be revised to reflect the change.

**Attachments:**

1. SCCOE Board Health Benefits survey
2. BB9250 Remuneration, Reimbursement and Other Benefits

DISTRICT	Benefits provided by district?	District/Employee Contribution Rate Sheet	Medical	Dental	Vision	Board Monthly Stipend	Other
<a href="#">Alum Rock</a>	Yes, members may participate in the health and welfare benefits program provided for district employees	<a href="#">AREA &amp; Management Rates</a>	Anthem Kaiser	Delta	VSP	\$400	
<a href="#">Berryessa</a>	Yes, at same cost as employees	<a href="#">2018 Medical Rates</a>	Anthem Blue Shield HealthNet Kaiser United Healthcare PERS	Delta	VSP	\$240	
<a href="#">Cambrian</a>	Yes, at same cost as employees		Kaiser Anthem Blue Cross	Delta	VSP	\$	District contributes up to the amount of \$11,100
<a href="#">Campbell Union</a>	Yes, at same cost as employees	<a href="#">Non Rep Health Rate Sheet</a>	Anthem HealthNet Kaiser PERS	Delta	VSP	\$240	District contribution \$11,276
<a href="#">Campbell Union High</a>	Yes, at same cost as leadership	<a href="#">Certificated Mgmt</a>	Anthem Kaiser HealthNet	Delta	VSP	\$240	
<a href="#">Cupertino Union</a>	Yes, at same cost as employees	<a href="#">Employee Rates</a>	Kaiser Anthem	Delta	VSP	\$	
<a href="#">East Side</a>			Kaiser Anthem Blue Cross	Delta	VSP	\$	
<a href="#">Evergreen</a>			Aetna Kaiser Blue Shield	Delta	VSP	\$	
<a href="#">Franklin-McKinley</a>	Yes, district covers board member only for medical, dental and vision	<a href="#">Management Rates but District pay 100%</a>	Anthem and Kaiser	Delta	VSP	\$252	
<a href="#">Fremont</a>	Yes. Full coverage. Opt out option		Kaiser Anthem Blue Cross	Delta	VSP	\$	
<a href="#">Gilroy</a>	Yes, equivalent to teachers	<a href="#">Benefit Premium/Contribution</a>	CalPERS	Delta	VSP	\$400	
Lakeside						\$	
Loma Prieta	No, may purchase district benefits at own expense.					None	
Los Altos	No, may purchase district benefits at own expense.					\$	
<a href="#">Los Gatos</a>	No	<a href="#">Employee Health Plan Rates</a>	Kaiser Anthem	Delta	VSP	\$0	
<a href="#">Los Gatos-Saratoga</a>	Yes, at same cost as employees	<a href="#">Health Benefits Rates Matrix</a>	CalPERS	Delta	VSP	120/meeting; max of \$240	
Luther Burbank						\$	
Metropolitan Ed						\$	

<a href="#">Milpitas Unified</a>	Yes, Board members are offered the same benefits as regular (ETE) employees	<a href="#">Monthly Premiums</a>	Kaiser Anthem Blue Cross Blue Shield Life Ins	Delta	VSP	\$400.00	
<a href="#">Moreland</a>	Available at same cost as classified	<a href="#">Classified Out of Pocket</a>	Kaiser Blue Shield Anthem HealthNet Western Health Blue Cross	Delta	VSP	\$120/meeting; max of \$240	
Morgan Hill	Trustees can purchase Health Benefits by policy and the District makes no contribution to it, also by policy. They can choose off the employee plan at their own personal cost.	<a href="#">Monthly Health Premium Rates</a>	Anthem HealthNet Kaiser PERS	Delta	VSP	\$	
Mount Pleasant	Yes, at same cost as teachers/management with the same cap			Delta	VSP	\$240 (10 month schedule)	
Mountain View	Dental only		Anthem/Kaiser			\$273 per month	
Mountain View-Los Altos	Yes, fully paid					\$	
<a href="#">Oak Grove</a>	Yes, at same cost as teachers	<a href="#">OGEA Rate Sheet</a>	Kaiser Anthem	Delta	VSP	\$400/month	
<a href="#">Orchard</a>	Yes, at same cost as employees					\$	
<a href="#">Palo Alto</a>	yes, benefits are provided by district but with different tiers/plans	<a href="#">2019 Employee Rates</a>	Kaiser Sutter Health	Delta	VSP	\$400/month	
<a href="#">San Jose</a>		<a href="#">Employee Benefits 2018-19</a>		Cigna	VSP	\$	
SCCOE	Yes, at same cost as leadership	<a href="#">Benefits Brochure</a>	Anthem Kaiser	Delta	MES	\$916.82	
<a href="#">Santa Clara</a>						\$	
<a href="#">Saratoga</a>	Yes, 100% of the single Kaiser premium plus vision and dental		Kaiser	Delta	VSP	\$100/meeting, max \$200	\$10,956.84 for Single coverage with dental & vision
<a href="#">Sunnyvale</a>	Available, board member pays full cost of premiums.		Anthem/Kaiser	Delta	VSP	\$292	
<a href="#">Union</a>	Yes, at same cost as management/confidential staff	<a href="#">Board H&amp;W Rates</a>	CalPERS Health Plans (see attached)	Delta	VSP	\$267.34	It is three-tiered: \$16,000 for single, \$19,000 for dual and \$24,000 for family

# Sunnyvale SD

## Board Bylaw

### Remuneration, Reimbursement And Other Benefits

BB 9250

#### Board Bylaws

##### Compensation

Each member of the Governing Board may receive the maximum monthly compensation as provided for in Education Code 35120.

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

##### Reimbursement of Expenses

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

(cf. 1160 - Political Processes)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

(cf. 3513.1 - Cellular Phone Reimbursement)

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)

(cf. 9240 - Board Development)



Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Board members may participate in the health and welfare benefits program provided for district employees.

(cf. 4154/4254/4354 - Health and Welfare Benefits)

Board members who elect to participate shall pay the full cost of premiums.

Legal Reference:

EDUCATION CODE

33050-33053 General waiver authority

33362-33363 Reimbursement of expenses for attendance at workshops

35012 Board members; number, election and term

35044 Payment of traveling expenses of representatives of board

35120 Compensation for services as member of governing board

35172 Promotional activities

44038 Cash deposits for transportation purchased on credit

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

8314 Use of public resources

20322 Elective officers; election to become member

20420-20445 Membership in Public Employees' Retirement System; definition of safety employees

53200-53209 Group insurance

54952.3 Simultaneous or serial meetings; announcement of compensation

HEALTH AND SAFETY CODE

1373 Health services plan, coverage for dependent children

INSURANCE CODE

10277-10278 Group and individual health insurance, coverage for dependent children

UNITED STATES CODE, TITLE 26

403 Tax-sheltered annuities

UNITED STATES CODE, TITLE 42

18011 Right to maintain existing health coverage

CODE OF FEDERAL REGULATIONS, TITLE 26

1.403(b)-2 Tax-sheltered annuities, definition of employee

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

91 Ops.Cal.Atty.Gen. 37 (2008)

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Sample Expense and Use of Public Resources Policy Statement, January 2006

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain

Tax-Exempt Organizations, Publication 571, rev. February 2013

WEB SITES

CSBA: <http://www.csba.org>

Institute for Local Government: <http://www.ca-ilg.org>

Internal Revenue Service: <http://www.irs.gov>

Public Employees' Retirement System: <http://www.calpers.ca.gov>

Bylaw SUNNYVALE SCHOOL DISTRICT

adopted: June 5, 2014 Sunnyvale, California



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**J.1. 2019 California School Boards Association (CSBA) Delegate Assembly Run-off Election (Picard)**

**Type:**

Action

**Description:**

The members of the Delegate Assembly Election Committee met on March 22 to count and certify the ballots for election to the Delegate Assembly. A tie for a seat on the Delegate Assembly occurred in Region 20 resulting in the need for a run-off election to be held.

There is one vacancy. Vote for no more than one candidate.

The ballots will be counted on May 6 and the candidates will be notified of the results immediately, should a second tie occur, the regional Director will cast the tie-breaking vote. Delegates in the run-off election serve two-year terms effective the day the run-off votes are counted through March 31, 2021.

**Recommended Motion:**

The Superintendent recommends the Board of Education as a whole determine how to cast its vote for one candidate from Region 20 (Santa Clara County).

**Attachments:**

1. Delegate Assembly Run-off Election Ballot & Bios



**TIME SENSITIVE, REQUIRES BOARD ACTION  
DEADLINE TUESDAY, APRIL 30, 2019**

March 25, 2019

**MEMORANDUM**

To: All Board Presidents, Superintendents, and Primary Contacts  
CSBA Member Boards of Education in Region 20

From: Emma Turner, President

Re: 2019 CSBA Delegate Assembly Run-off Election  
*U.S. Postmark Deadline – Tuesday, April 30, 2019*

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The members of the Delegate Assembly Election Committee met on March 22 to count and certify the ballots for election to the Delegate Assembly. A tie for a seat on the DA occurred in your Region resulting in the need for a run-off election to be held.

Enclosed is the ballot material for this run-off election; it consists of:

- The run-off ballot (on turquoise paper) and a watermark COPY on white paper
- List of all current members of the Delegate Assembly from the entire Region as of today
- Candidates' required biographical sketch form and optional resume, if submitted

**Only the run-off ballot on turquoise paper is to be completed and returned** in the enclosed envelope. If the envelope is misplaced, you may use your district or COE stationery. Please write **DELEGATE ELECTION – RUN-OFF BALLOT** on the envelope. **Run-off ballots must be postmarked by the U.S. Post Office on or before Tuesday, April 30, 2019. No exceptions are allowed.**

The ballots will be counted on May 6 and the candidates will be notified of the results immediately, should a second tie occur, the Regional Director will cast the tie-breaking vote. Delegates in the run-off election serve two-year terms effective the day the run-off votes are counted through March 31, 2021. The next meeting of the **Delegate Assembly is on Saturday, May 18 – Sunday, May 19 at the Hyatt Regency in Sacramento.** Please do not hesitate to contact the Executive Office at CSBA should you have any questions.

Thank you.



## **IMPORTANT DELEGATE ASSEMBLY NOMINATION AND ELECTION 2019 DATES**

### **Important 2019 Dates:**

- **Monday, January 7:** U.S.P.S. postmarked, fax, or email deadline for *required* Nomination and Candidate Biographical Sketch Forms
- By Friday, February 1: Ballots mailed to Member Boards
- February 1 – March 15: Boards vote for Delegates
- Friday, March 15: Deadline for the ballots to be returned to CSBA (U.S.P.S. POSTMARK ONLY)
- By Saturday, March 30: Ballots to be tallied
- By Monday, April 1: Election results, except for run-offs, posted on CSBA's Web site
- Tuesday, April 30: Deadline for run-off ballots to be returned to CSBA (U.S.P.S. POSTMARK ONLY)

### **CSBA Delegate Assembly Meeting Dates in 2019**

- Saturday, May 18 – Sunday, May 19, Sacramento
- Wednesday, December 4 – Thursday, December 5, San Diego

# RUN-OFF BALLOT

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office No later than **TUESDAY, APRIL 30, 2019**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box.  
*A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2019 DELEGATE ASSEMBLY BALLOT  
REGION 20  
(Santa Clara County)

Number of vacancies: 1 (Vote for no more than 1 candidate)

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*Delegates will serve two-year terms beginning May 6, 2019 - March 31, 2021*

*\*denotes incumbent*

Melissa Baten Caswell (Palo Alto USD)

George Sanchez (Franklin McKinley SD)\*

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*Signature of Superintendent or Board Clerk*

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*Title*

---

*School District Name*

---

*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*

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**REGION 20 – 12 Delegates (11 elected/1 appointed)◆**

**Director: Albert Gonzalez (Santa Clara USD)**

**Below is a list of all the current Delegates from this Region.**

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**County: Santa Clara**

Teresa Castellanos (San Jose USD)◆, appointed term expires 2021  
Cynthia Chang (Los Gatos-Saratoga Jt. Union HSD), term expires 2020  
Danielle Cohen (Campbell Union SD), term expires 2021  
Bonnie Mace (Evergreen ESD), term expires 2021  
Jodi Muirhead, (Santa Clara USD), term expires 2020  
Reid Myers (Sunnyvale SD), term expires 2021  
Fiona Walter (Mountain View Los Altos HSD), term expires 2021  
Andres Quintero (Alum Rock Union ESD), term expires 2021  
George Sanchez (Franklin-McKinley ESD), term expires 2019  
Vacant, term expires 2020  
Vacant, term expires 2020

**County Delegate:**

Rosemary Kamei (Santa Clara COE), term expires 2020

<b>County</b>
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Santa Clara
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## 2019 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Monday, January 7, 2019 – no late submissions accepted**

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: [Handwritten Signature]

Date: December 12, 2018

Name: Melissa Baten Caswell

CSBA Region & subregion #: 20

District or COE: Palo Alto Unified School District

Years on board: 11

Profession: High Tech Management Contact Number (please v  Cell  Home  Bus.): 650-823-1166

\*Primary E-mail: mcaswell@pausd.org

(\*Communications from CSBA will be sent to primary email)

Are you an incumbent Delegate?  Yes  No | If yes, year you became Delegate: \_\_\_\_\_

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.** (Character count limit: 700)

I have 11 years of experience on PAUSD BOE. I would like to use my board experience and more than 18 years of community service leadership, a BA and MBA from Dartmouth College, and more than 17 years of management experience, to advocate and help with policy making on behalf all students across the state of California. As a member of a K-12 Unified Suburban district, I believe that I can provide perspective and testimony on many issues including: adequate student funding, student mental health and wellness, suicide prevention, teacher recruitment and retention, curriculum needs, arts, special education supports, college readiness, career technical education and Title IV compliance.

**Please describe your activities and involvement on your local board, community, and/or CSBA.** (Character count limit: 700)

I have been the President and the Vice President of the PAUSD BOE twice, an officer in the SCCSBA for the past two years, and the President and Vice President of both the Palo Alto PTA Council and my children's school PTA. I have listened to thousands of students, parents, teachers, and staff across our state, region and district. I have been actively involved with the California Suburban School Districts Organization and Schools for Sound Finance for the past 11 years. I have worked with board members, local legislators, city council members, and community groups to address challenges and advocated with constituency lobbying groups at the state and local level.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?** (Character count limit: 700)

Rising Pension costs and teacher retention (in the face of extremely high housing and living costs in California) are straining school districts. This is impacting our ability to make progress on important initiatives including: closing the achievement gap, increasing graduation rates, supporting the academic growth and social emotional health of every child, and further developing the next generation of leaders for our state and country.

CSBA provides collective support, training, and voice for school boards and districts. School boards have a much stronger voice when we learn, advocate, and craft key messages together.

E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



# Melissa Baten Caswell

650-823-1166

mbcaswell@yahoo.com

## School Board Experience

### **Palo Alto Unified School District**

2007 - PRESENT Governing Board Member (President 2011 & 2015, Vice President 2010 & 2014) - Term expires 2020

#### **Board of Education Committee Assignments:**

- Santa Clara County School Boards Association (SCCSBA) Exec. Board (3 Years, Hoffmann Awards Chair 2017-18, VP 2018-19)
- Palo Alto City Housing Element TAG (2 years)
- Palo Alto City Regional Housing Mandate Committee (2 years)
- PAUSD Board Policy Review Committee (2 years, Chair 1 year)
- Palo Alto City-School Liaison Committee (6 years, Chair 3 years)
- Stanford/School Liaison (6 years)
- LA Hills Town Council/PAUSD School Liaison (2 years)
- PAUSD Property Subcommittee (1 year)
- ROP Policy Council (2 years)
- Board Liaison to the District-Wide PTA (4 years)
- Board Liaison to Palo Alto Partners in Education (PAUSD's local education foundation) (2 years)

## Professional Experience

**CollegeMojo.com** Founder and CEO. Tech startup in education. Helps students organize and manage the College Application Process.  
**Caswell Consulting** Principal. Marketing strategy, corporate positioning, program development, and market research.  
**Calico Commerce** VP: Marketing, Product Mgt, NetMarkets; Dir: Corp. Dev, Industry Solutions, Ecommerce Software Solutions.  
**Cadence Design** Director of Marketing, Alta Group (High-level Systems Design Business Unit). Software for Chip and Systems Design.  
**Compression Labs** Manager of Market Development, Industry Marketing and Field Marketing. Videoconferencing Systems.  
**IDE** Manager of Platform Marketing, Development Environment Software.  
**Sun Microsystems** Mgr: Strategic Accounts, Solaris1 Product Mgr, WW Edu & Research Mktg. Information Technology and Services.  
**Apple Computer** Intern Apple USA, Education Marketing Information Technology and Services.  
**Irving Trust** Financial Analyst, Relationship Manager. Banking and Finance.

## Education

**Dartmouth College** MBA: Amos Tuck School; AB: Psychology, concentration in Economics. Member KKG Sorority.

## Professional Associations

- California Association of Large Suburban School Districts (CALSSD) (11 years)
- Schools for Strong Finance (SF2)(11 years)
- California School Boards Association Conference (11 years)

## Other Community Volunteer Board Positions

- 2001-2003 Downtown Children's Center Parent Advisory Board (Pres. 2002-03)
- 2002-2004 Duveneck Elementary School PTA Executive Board (Pres. 2003-04, Sec. 2002, Parliamentarian 2005)
- 2004-2007 Palo Alto Council of PTAs Executive Board, (Pres. 2005-07, Vice Pres. 2004)
- 2005-2008 6th District PTA Executive Board (Santa Clara County)
- 2006-2012 Youth Community Service, Founding Board Member and Vice Chair
- 2008-2013 Palo Alto Medical Foundation Community Advisory Board
- 2008-PRESENT Palo Alto Art Center: Capital Campaign Cabinet (2008-11), Foundation Bd (2011-17) Emeritus Bd (2017+)

## Other Community Volunteer Service while Living in Palo Alto include:

125 Anniversary Committee, Bucknell University Parent Advisory Board, Dartmouth College Alumni Interviewer, Dartmouth Alumni Association Development Committee, Amos Tuck School (Dartmouth) Alumni Development Committee, Blue Ribbon and Green Ribbon Mayoral Task Forces; Palo Alto Family Resources Ambassador; BizWorld Instructor; Junior Great Books Instructor; Meet the Masters Instructor; Parent Volunteer, AYSO, CYSA, YMCA, and Little League Team Leaders, Girl Scout Troop Leader, Duveneck Elementary School: Room Parent, Lice Checker, Enews Editor, Sun Microsystems Community Donations Committee

## Relevant Awards:

- City of Palo Alto Commendation for leading Palo Alto PTA Council Hurricane Katrina relief program, 2006
- PTA Council Continuing Service Award, 2009
- Duveneck PTA Golden Oak Award, 2010

## 2019 Delegate Assembly Candidate Biographical Sketch Form

**DUE: Monday, January 7, 2019 – no late submissions accepted**

Please complete, sign, and date this required ONE-page candidate biographical sketch form. An optional, ONE-page, single-sided, résumé may also be submitted; both will be copied exactly as received. Please do not state "see résumé" and do not re-type this form. It is the candidate's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office.

**Your signature indicates your consent to have your name placed on the ballot and to serve as a Delegate, if elected.**

Signature: George Sanchez Date: 1/5/2019

Name: George Sanchez CSBA Region & subregion #: 20  
 District or COE: Franklin-McKinley School District Years on board: 25  
 Profession: Work for City of San Jose Contact Number (please  Cell  Home  Bus.): 408-375-9350  
 \*Primary E-mail: george.sanchez@fmsd.org  
 (\*Communications from CSBA will be sent to primary email)  
 Are you an Incumbent Delegate?  Yes  No | If yes, year you became Delegate: 2000

**Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly.** (Character count limit: 700)

I am currently a Delegate from Region 20. During the times that I have served as a Delegate, I have been very involved with CSBA. I have served on three CSBA Committees which have included the Nominations Committee, the Platform Committee, and the Annual Education Planning Conference Committee. I have enjoyed the interactions with my fellow Delegates and have been proud to represent Region 20 at the Annual Delegate Assemblies. I have been active in our County School Boards Association and attend their monthly meetings where we discuss very pertinent issues in the field of education. I would very much like to continue being a Delegate if selected by my fellow County board members.

**Please describe your activities and involvement on your local board, community, and/or CSBA.** (Character count limit: 700)

On my School Board, I have been elected President 5 times by my fellow board members. I have been involved in the selection of three Superintendents for our School District. All have proven to be high effective educational leaders who have given the district effective leadership during their tenure in office. I enjoy working with my fellow board members to address the numerous issues that come before us throughout the school year. I have always taken the lead in welcoming new board members and helping them learn their job responsibilities so they can become effective board members for our district.

**What do you see as the biggest challenge facing governing boards and how can CSBA help address it?** (Character count limit: 700)

There are many issues that we face in our districts and we look to CSBA to provide leadership and support in those areas. CSBA represents over 1,000 school districts in California and the leadership provided by CSBA is invaluable. We need CSBA to continue being an effective organization that assists school districts with pertinent information and the necessary training needed by school board members. The issues of adequate school funding, student achievement, school construction and the renovation of school facilities and school safety are just a few of the issues that school boards deal with on a yearly basis. That's why we need CSBA to be our voice in Sacramento and Washington, D.C.

E-mail: [nominations@csba.org](mailto:nominations@csba.org), or fax to (916) 371-3407, or US Mail to: CSBA | Attn: Executive Office | 3251 Beacon Blvd., West Sacramento, CA 95691. Please only submit biosketch form via one of these modes only; do not send multiple times. If you have any questions, please contact the Executive Office at (800) 266-3382.



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**K.1. Approval of Consultant Contracts Agreements (Mendoza) (Gallagher)**

**Type:**

Consent

**Description:**

Support Information:

The following contracts have been agreed to by Sunnyvale School District management but are subject to approval or ratification by the Board of Education. A signed copy of each contract, in its entirety, is on file in the Human Resources Department.

<b>Consultant</b>	<b>School/Dept</b>	<b>Function</b>	<b>Qualifications</b>	<b>Time/Date</b>	<b>Amount</b>
Teresa Mendoza	District Office	Will provide Speech Therapist duties during the Extended School Year program.	Currently working as a Speech Therapist in a contracted capacity. This amendment extends the original contract.	June 30, 2019 thru August 31, 2019.	Not to exceed: \$8,690.

**Funding Source: 6500C21K5830**

**CON 18-19-120 Amendment number 1**

**Recommended Motion:**

The Superintendent recommends that the Board of Education approve the consultant contract(s) as listed.





**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**K.2. Approval of General Contractor Agreements (Heinemann, PowerSchool, Kaiser, Psyched Services, Northwest YMCA) (Gallagher)**

**Type:**

Consent

**Description:**

Support Information

The following agreements have been tentatively agreed to by Sunnyvale School District management, but are subject to approval or ratification by the Board of Education. A signed copy of the agreement, in its entirety, is on file in the Human Resources Department.

Contractor	Amount/Date	Services
<b>Heinemann</b> Funding Source: 7090010K5830 CON 19-20-01	Not to Exceed \$9,490. FY 2019-20	Will provide a custom Professional Development with Kelly Boswell.
<b>PowerSchool (formerly PeopleAdmin)</b> Funding Source: 0713074K5830 CON 18-19-149	Not to Exceed \$55,000. April 4, 2019 thru June 30, 2022	Will provide the next step in the digitizing of the Human Resources workflow to include the employee evaluation process for certificated and classified staff members. This will add-on to our application suite of TalentEd products currently in use - TalentEd Hire and TalentEd Records.
<b>Kaiser Foundation Health Plan, Inc.</b> Funding Source: N/A CON 19-20-02	<i>No cost to District</i> April 4, 2019 thru June 1, 2020	Will provide the Kaiser Permanente Educational Theatre Health and Wellness assembly programs to booked schools in the district.

<p><b>Psyched Services-Licensed Educational Psychology and Behavioral Services, P.C.</b>  Funding Source:  6500C21K5830  CON 18-19-150</p>	<p>Not to Exceed: \$25,000.  April 4, 2019 thru June 30, 2019</p>	<p>Will provide psycho educational, psychological and/or behavioral assessments and consultations services for assessments needs at CMS, Cherry Chase and possibly other district schools to meet the May assessment deadline.</p>
<p><b>Permission Click</b>  Funding Source:0713074K5830  CON 18-19-151</p>	<p>Not to Exceed: \$75,000.  April 4, 2019 thru April, 2024</p>	<p>Will provide a risk management solution regarding form templating, workflow automation, district-wide visibility and reporting to enhance student safety in the areas of student excursions and afterschool sports.</p>
<p><b>Northwest YMCA</b>  Funding Source:0187A10K5830  CON 18-19-152</p>	<p>Not to Exceed: \$2700.  April 4, 2019 thru August 30, 2019</p>	<p>Will provide, in collaboration with the City of Sunnyvale and the School District, a 6-week recreation program during Summer 2019 for the benefit of Stretch to Kindergarten Program (STK) participants at San Miguel Elementary School.</p>

**Recommended Motion:**

The Superintendent recommends that the Board of Education approve the proposed agreement(s) with contractor(s) as listed.



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**K.3. Approval of Personnel Assignment Order 18-17 (Gallagher)**

**Type:**

Consent

**Description:**

Support Information

Attached.

**Recommended Motion:**

The Superintendent recommends that the Board of Education approve Personnel Assignment Order 18-17 as presented.

**Attachments:**

1. Certificated PAO 18-17
2. Classified PAO 18-17

1. Certificated

a. Employment

Reemployment of Temporary Certificated Employee as Probationary

Christina Le	#10991
Jasmin Roley	#10127
Chandrashekar Vittalbabu	#11148

Reemployment of Temporary Certificated Employee as Temporary Intern

Dung Duong	#10255
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Sunnyvale School District-Stanford University Summer Program

Effective: June 26, 2019 through July 26, 2019  
 (July 4<sup>th</sup> and 5<sup>th</sup> are Non-Working Days)

Elementary School Teachers/\$5,000 for a total of 21 working days

Taryn Gardner

Middle School Teachers/\$5,000 for a total of 21 working days

Ricardo Quezada

Social Workers/\$4,350 for a total of 21 working days

Effective: June 26, 2019 to July 26, 2019  
 (July 4<sup>th</sup> and 5<sup>th</sup> are Non-Working Days)

Gladys Mazariegos

Lakewood Summer Learning/\$5,040 for a total of 23 working days

Effective: June 17, 2019 to July 26, 2019  
 (July 4<sup>th</sup> and 5<sup>th</sup> are Non-Working Days)

Lindsey Gresback  
 April Huang  
 Diane Zbasnik

b. Job Share

Meredith Rietdorf, (.50 FTE) (.50 FTE Leave of Absence)	#10111
Tanya Smith, (.50 FTE) (.50 FTE Leave of Absence)	#10326
Location: Cumberland Elementary School	
Effective: August 19, 2019 to June 11, 2020	



2. Certificated

c. Request for Unpaid Leave of Absence

Jodi Barnum, Social Worker  
 Columbia Middle School  
 .40 FTE (.60 FTE Leave of Absence)  
 Effective: August 19, 2019 to June 11, 2020

#11234  
 Personal

d. Retirement

Eileen Mendez, Second Grade Teacher  
 Ellis Elementary School  
 Effective: June 6, 2019

#10237

e. Resignation

Jessica Goldkind, First Grade Teacher  
 San Miguel Elementary School  
 Effective: June 6, 2019

#11427  
 Personal

Kevin Schieberl, Music Teacher  
 Sunnyvale Middle School  
 Effective: June 6, 2019

#10162  
 Personal

TO THE BOARD OF EDUCATION FROM THE SUPERINTENDENT

April 4, 2019

Personnel Assignment Order 18-17

COMMENTS

PURPOSE

1. Classified

a. Employment

Marcia Chavez, Para Educator – Behavior Technician  
Range 23, Step A, 6 hrs/day, 11 mts/yr, District Office  
SACS=0640010K2110 (50%)  
SACS=6500E11K2110 (50%)  
Effective: April 1, 2019

#11297  
Replaces  
Erikacamisse  
Diaz

Asma Hanifa Haroon Rashedu, Para Educator – Sp. Ed.  
Range 21, Step B, 6 hrs/day, San Miguel Preschool  
SACS=6105G10H2110  
Effective: March 18, 2019

#11445  
Replaces  
Nomathemba  
Thompson

Daniel Garcia, Para Educator – Behavior Technician  
Range 23, Step D, 6 hrs/day, 10 mts/yr, District Office  
SACS=0640010K2110 (50%)  
SACS=6500E11K2110 (50%)  
Effective: March 25, 2019

#11451  
Replaces  
Justin  
Taylor

Balamurali Nair, Food Services Assistant II  
Range 20, Step D, 7.5 hrs/day, Bishop School  
SACS=5310037A2230 (87%)  
SACS=5320037A2230 (13%)  
Effective: April 8, 2019

#11323  
Replaces  
Gloria  
Della

Summer School Administrative Assistant II  
Effective: June 25 through July 26, 2019, for a total of 22 workdays  
July 4 and 5, 2019 are not a workdays

Elizabeth Avila

Lakewood School

Summer School Administrative Assistant II  
Effective: June 25 through July 26, 2019, for a total of 22 workdays  
July 4 and 5, 2019 are not a workdays

Mona Salas

Sunnyvale Middle School

Para Educator – Regular, Stretch to Kindergarten Summer School Program  
Effective: June 17 through July 26, 2019, July 4 and 5, 2019 are not a workdays

Anjali Tewari  
Madhunirmala Venkatapuram  
Candace Walker

San Miguel School  
San Miguel School  
San Miguel School

TO THE BOARD OF EDUCATION FROM THE SUPERINTENDENT

April 4, 2019

Personnel Assignment Order 18-17

COMMENTS

PURPOSE

2. Classified

b. Change in Assignment

Jennifer Delgado

From: 6 hrs/day, Para Educator – Special Education

To: 6 hrs/day, Para Educator – Special Education

Range 21, Step C, San Miguel School

& 2 hrs/day, Para Educator – KLAS

Range 18, Step, C, Lakewood School

SACS=6010010G2110

Effective: April 1, 2019

#11010

#10568

Replaces

Roland Tim

Elian Rios

From: 6 hrs/day, Para Educator – Behavior Technician

& 2 hrs/day, Para Educator - KLAS

To: 2 hrs/day, Para Educator – Behavior Technician

Range 23, Step E, District Office

& 6 hrs/day, KLAS Site Coordinator

Range 29, Step, E, Vargas School

SACS=6010010J2110

Effective: March 25, 2019

#11296

#11086

Replaces

Shamala

Jayaraman

Jesus Ponce Barron

From: 6 hrs/day, Para Educator – Behavior Technician

To: 6 hrs/day, 11 mts/yr, Para Educator – Behavior Technician

Range 23, Step C, District Office

& 2 hrs/day, 10 mts/yr, Para Educator – KLAS

Range 18, Step, C, San Miguel School

SACS=6010010H2110

Effective: March 26, 2019

#11304

#11125

Replaces

Gloria

Razo

c. Change in Location

Amadeni Guzman Morales, Para Educator – KLAS

From: 21.5 hrs/wk, Bishop School

To: 21.5 hrs/wk, Range 18, Step D, Lakewood School

SACS=6010010G2110

Effective: April 8, 2019

#11442

#11185

Replaces

Taylor Darnell

d. Request for a leave of absence

Nicole Nunez, Para Educator – KLAS

Range 18, Step D, 21.5 hrs/wk, San Miguel School

Effective: March 18, 2019 through June 5, 2019

#11186

Child Bonding

Famh Seng Saepanh, Behavior Intervention Services Sup

Range II, Step 6, 8 hrs/day, 11 mts/yr, District Office

Effective: June 17, 2019 through June 28, 2019

#11269

Child Bonding

3. Classified

e. Request for an unpaid leave of absence

Kailmatha Muppala, Para Educator – Special Education  
 Range 21, Step A, 6 hrs/day, Lakewood School  
 Effective: March 25, 2019 through March 29, 2019

#10869  
 Personal

f. Resignation

Jyoti Jain, Noon Aide  
 1.5 hrs/day, Range N, Step 2, Cherry Chase School  
 Effective: March 22, 2019

#11525  
 Other  
 Employment

Christine Pavoni Hensley Para Educator – Special Education  
 6 hrs/day, Range 21, Step C, Lakewood School  
 Effective: March 15, 2019

#10866  
 Personal

Eliana Rios, Para Educator – KLAS  
 2 hrs/day, Range 18, Step E, Vargas School  
 Effective: March 22, 2019

#11456  
 Other  
 Position

Famh Seng Saepanh, Behavior Intervention Services Sup  
 Range II, Step 6, 8 hrs/day, 11 mts/yr, District Office  
 Effective: June 28, 2019

#11269  
 Personal

Dany Sin, Food Services Assistant II  
 Range 20, Step B, 7 hrs/day, Lakewood School  
 Effective: March 29, 2019

#10559  
 Personal

Amy Swaters, Para Educator – Special Education  
 6 hrs/day, Range 21, Step A, San Miguel School  
 Effective: June 5, 2019

#11327  
 Moving



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**K.4. Acceptance of Donations to the District (Picard)**

**Type:**

Consent

**Description:**

The District has received the following donation(s):

- Dr. Jaewoong Choi donated dental floss, toothpaste, and toothbrushes to Vargas Elementary School.
- Bonnie McCune donated \$220 to support Kids Learning After School (KLAS) program.

**Recommended Motion:**

The Superintendent recommends that the Board of Education accept the donation(s) to the District as listed with a letter of appreciation sent to the donor(s).



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**L.1. District English Learner Advisory Committee (DELAC) Meeting Minutes (Duggan)**

**Type:**

Informational

**Description:**

Attached are the meeting minutes from the December 5 DELAC meeting. These minutes were approved by the committee on March 13. The agenda for the March 13 meeting is also attached.

**Attachments:**

1. DELAC Minutes - 12/5/18
2. DELAC Agenda - 3/13/19

District English Learner Advisory Committee Meeting  
December 5, 2018 6:30-8:00

Topic	Outcome
Welcome	Some committee members shared highlights from their school sites:  Bishop: Walkathon, reading apps to use at home Ellis: Family Reading Night with book giveaways, Winter Festival Fairwood: Walkathon Lakewood: Students are receiving small group and one-on-one help with math Vargas: International Festival, parent/family workshops on supporting students at home
Minutes	The minutes from the October 3, 2018 meeting were reviewed and approved.
Healthier Kids Foundation Guest: Martha Gabaray	Ms. Gabaray shared information from the “10 Steps to a Healthier You” program. There are three classes in the series, and they focus on healthy habits, structures and routines, and raising healthy eaters. Classes can be held at the school site at times most convenient for families and in English and/or Spanish. Childcare is provided.  DELAC members were encouraged to take the information back to their sites to gauge interest in the series of classes.
Language Review Team (LRT) and Reclassification Procedures	The committee reviewed the purpose of Language Review Team meetings, current reclassification criteria, the English Language Development (ELD) report card, and strategies to support language learning at home.
Local Control Accountability Plan (LCAP)	The committee provided input on LCAP and upcoming survey. Suggestions and areas of priority: <ul style="list-style-type: none"> <li>● Communication, especially around child’s progress. Surveys and other mass communication should be available in both electronic and hard copy format to ensure access for all</li> <li>● Emphasize Science, Technology, Engineering, Art, Math (STEAM) instruction, and offer free art/music for students after school</li> <li>● Continue opportunities for literacy intervention and provide families with information about how to support at home</li> <li>● Social-emotional learning</li> <li>● Provide opportunities for summer enrichment (academics and sports/arts) for students beyond 4th grade</li> </ul>

Upcoming Dates

Future DELAC Dates: March 13, May 1

Lyceum Date: February 6, 2019

**Reunión del Comité Asesor del Distrito para Estudiantes de Inglés  
5 de diciembre de 2018 6: 30-8: 00**

Topico	Resultados
Bienvenida	<p>Algunos miembros del comité compartieron aspectos destacados de sus sitios escolares:</p> <p>Bishop: Walkathon, aplicaciones de lectura para usar en casa  Ellis: Noche de lectura familiar con regalos de libros, Festival de invierno  Fairwood: Walkathon  Lakewood: los estudiantes reciben ayuda en grupo pequeño y uno a uno con matemáticas  Vargas: Festival internacional, talleres para padres y familias sobre cómo apoyar a los estudiantes en casa.</p>
Minutas	Las minutas de la reunión del 3 de octubre de 2018 fueron revisados y aprobados.
Fundación Niños más Sanos Invitada: Martha Gabaray	<p>La Sra. Gabaray compartió información del programa “10 pasos para una persona más saludable”. La Serie contiene 3 clases, y se enfocan en hábitos saludables, estructuras y rutinas, y en la crianza de comedores saludables. Las clases se pueden llevar a cabo en el sitio escolar en los horarios más convenientes para las familias y en inglés y / o español. Se proporciona cuidado de niños.</p> <p>Se alentó a los miembros de DELAC a llevar la información a sus sitios para medir el interés en la serie de clases.</p>
Equipo de Revisión Lingüística (LRT) y Procedimientos de Reclasificación	El comité revisó el propósito de las reuniones del Equipo de Revisión de Idiomas, los criterios de reclasificación actuales, la boleta de calificaciones de Desarrollo del Idioma Inglés (ELD) y las estrategias para apoyar el aprendizaje de idiomas en casa.
Plan de Responsabilidad de Control Local (LCAP)	<ul style="list-style-type: none"> <li>● El comité proporcionó información sobre el LCAP y la próxima encuesta. Sugerencias y áreas de prioridad:</li> <li>● Comunicación, especialmente en torno al progreso del niño. Las encuestas y otras comunicaciones masivas deben estar disponibles en formato electrónico y en papel para garantizar el acceso de todos.</li> <li>● Enfatiza la enseñanza de ciencia, tecnología, ingeniería, arte, matemáticas (STEAM) y ofrezca arte / música gratis para los estudiantes después de la escuela</li> <li>● Continuar las oportunidades para la intervención de alfabetización y proporcionar a las familias información sobre cómo apoyar en el hogar</li> <li>● Social-emotional learning</li> <li>● Provide opportunities for summer enrichment (academics and</li> </ul>



	sports/arts) for students beyond 4th grade
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Fechas siguientes

Fechas futuras de DELAC: 13 de marzo, 1 de mayo

Liceo Fecha: 6 de febrero de 2019.

District English Learner Advisory Committee Meeting  
*Reunión del Comité Asesor de Aprendices de Inglés del Distrito*  
 March 13, 2019, 6:30-8:00

Topic/Tópico	Outcome/Resultados
Welcome <i>Bienvenida</i>	Share one highlight of site <i>Compartir la parte más destacable del sitio</i>
Minutes <i>Minutas</i>	Review and approve minutes for December meeting <i>Revisar y aprobar las minutas de la junta de Diciembre</i>
Reclassification Reclasificación	<ul style="list-style-type: none"> <li>● Discuss the reclassification process and proposed changes to criteria. <i>Discutir el proceso de reclasificación y proponer cambios a los criterios.</i></li> <li>● Share reclassification data <i>Compartir datos de reclasificación.</i></li> <li>● Discuss ways to support students at home <i>Discutir formas de apoyar a los estudiantes en casa</i></li> </ul>
Local Control Accountability Plan (LCAP) <i>Plan de Responsabilidad de Control Local (LCAP)</i>	Discuss progress and seek input on LCAP <i>Compartir el progreso y buscar aporte sobre LCAP</i>

Future DELAC Date/Próxima fecha DELAC: May 1 / 1 de mayo



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**L.2. Williams Uniform Complaint Settlement Quarterly Report (Gallagher)**

**Type:**

Informational

**Description:**

As required by law, under the Williams Uniform Complaint Settlement, a quarterly report must be provided to the Board of Education listing complaints filed regarding Textbooks and Instructional Materials, Facilities Conditions posing an emergency or health/safety threat; and/or Teacher Vacancies or Misassignments.

Reporting for the quarter beginning January 1, 2019 and ending on March 31, 2019 - no complaints have been filed.

**Attachments:**

1. Williams Uniform Complaints

**Academic School Year 2018-2019**  
**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186]

**District:** Sunnyvale School District

**Person completing this form:** Michael Gallapher, Ed.D.

**Title:** Deputy Supt. of HR

**Quarterly Report Submission Date:**

*(Please check one)*

- Jul 1 – Sep 30, 2018 (due Oct 27, 2018)  
 Oct 1 – Dec 31, 2018 (due Jan 27, 2019)  
 Jan 1 – Mar 31, 2019 (due Apr 27, 2019)  
 Apr 1 – Jun 30, 2019 (due Jul 27, 2019)

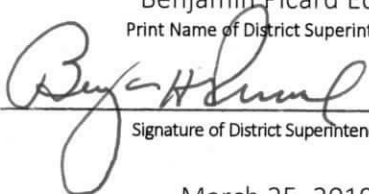
**Date for information to be reported publicly at governing board meeting:** April 4, 2019

**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.

GENERAL SUBJECT AREA	TOTAL # OF COMPLAINTS	# RESOLVED	# UNRESOLVED
Textbooks and Instructional Materials	0	0	0
Teacher Vacancy of Misassignments	0	0	0
Facilities Conditions	0	0	0
<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>

Benjamin Picard Ed.D.  
 Print Name of District Superintendent

  
 \_\_\_\_\_  
 Signature of District Superintendent

March 25, 2019  
 Date

Please scan the original signed copy and email to: Santa Clara County Office of  
 Education Educational Services Branch  
 Peggy Stull, [peggy\\_stull@sccoe.org](mailto:peggy_stull@sccoe.org)



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**L.3. Revised Administrative Regulation 3100 – Budget (van Gogh)**

**Type:**

Informational

**Description:**

Administrative Regulation 3100 – Budget was updated to emphasize that any recommendations by the budget advisory committee should be consistent with the district's vision, goals, priorities, LCAP, and other comprehensive plans and to clarify that a regional budget review committee convened by the county superintendent of schools requires approval of the Superintendent of Public Instruction as well as the district board.

The revised accompanying Board Policy 3100 – Budget can be found under Review and Discussion Agenda items.

All revisions are in bold text.

**Attachments:**

1. AR3100 Budget REVISED 04042019.pdf

Business and Noninstructional Operations

Budget

**Public Hearing**

**The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062)**

**(cf. 0460 - Local Control and Accountability Plan)**

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify the County Superintendent of Schools of the location and **dates** at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, **as required by Education Code 42103.**

**Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)**

- 1. The minimum recommended reserve for economic uncertainties**
- 2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve**
- 3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve**

During the hearing, any district resident may **appear and object** to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

(cf. 9323 - Meeting Conduct)

**Budget Review Committee for Disapproved Budgets**

**If the district's budget is disapproved by the County Superintendent for any reason other than disapproval of the district's LCAP or annual update to the LCAP, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)**

**This committee shall consist of either: (Education Code 42127.1, 42127.2)**

**1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates**

**2. A regional review committee selected and convened by the County Superintendent with the approval of the Board and SPI**

**If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)**

**If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent to develop and adopt, by December 31, a fiscal plan and budget that will allow the district to meet its current fiscal year and multiyear financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)**

**Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)**

Regulation  
approved: April 4, 2019

SUNNYVALE SCHOOL DISTRICT  
Sunnyvale, California



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**L.4. Revised Administrative Regulation 3260 – Fees and Charges (van Gogh)**

**Type:**

Informational

**Description:**

Administrative Regulation 3260 – Fees and Charges was updated to add the new section on "Collection of Debt," reflecting NEW LAW (AB 1974) which prohibits negative action against a student or former student for a debt owed to the school and requires districts to provide parents/guardians with an itemized invoice that references applicable district policies. The regulation was also revised to more directly reflect the most recent CDE fiscal advisory regarding student fees.

The revised accompanying Board Policy 3260 – Fees and Charges can be found under Review and Discussion Agenda items.

All revisions are in bold text.

**Attachments:**

1. AR3260 Fees And Charges REVISED 04042019.pdf



## Business and Noninstructional Operations

### Fees And Charges

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: **(5 CCR 350)**

1. Insurance for athletic team members, with an exemption **providing for the district to pay the cost of the insurance for any team member who is financially unable to pay** (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)

3. Expenses of students' participation in a field trip or excursion **within the state or** to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, **as long as the fee does not exceed the actual costs associated with the program** (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs **in outdoor science education, conservation education, or forestry** operated pursuant to Education Code 8760-**8774**, provided that the fee is not mandatory **and no student is denied the opportunity to participate for nonpayment of the fee** (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. **Reimbursement to the district for the direct cost of materials used by students to fabricate property they will take home for their own possession and use, such as wood shop, art, or sewing projects kept by students** (Education Code 17551)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, **the district provides a waiver based on financial need, and an exemption is made for any student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education** (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

(cf. **6159 - Individualized Education Program**)

(cf. **6178.2 - Regional Occupational Center/Program**)

8. Transportation **for students** to and from **their places of employment in connection with any**

summer employment **program** for youth (Education Code 39837)

9. Deposit for **school** band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)

10. **Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than cost and the district provides network access for families who cannot afford it** (Education Code 17453.1)

(cf. 0440 - District Technology Plan)  
(cf. 6163.4 - Student Use of Technology)

11. **An adult education or secondary school community service class in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class** (Education Code 51810-51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

12. **Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and** at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 3514.1 - Hazardous Substances)  
(cf. 5142 - Safety)

13. **Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies** (Education Code 49065, 56504)

(cf. 5125 - Student Records)

14. **Actual cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records** (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)  
(cf. 5020 - Parent Rights and Responsibilities)

15. **Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law** (Education Code 38084)

(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 3551 - Food Service Operations/Cafeteria Funds)  
(cf. 3552 - Summer Meal Program)  
(cf. 3553 - Free and Reduced Price Meals)  
(cf. 3554 - Other Food Sales)

16. **In accordance with law, replacement cost or reimbursement** for lost or **willfully** damaged district **books, supplies, or** property, or **for district property loaned to a student that the student fails to return** (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state **or** out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

**(cf. 5111.1 - District Residency)**

(cf. 5111.2 - Nonresident Foreign Students)

18. **Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship** (Education Code 39801.5, 52612, 60410)

**(cf. 6200 - Adult Education)**

19. **Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is exempted from fees by law** (Education Code 8239, 8250, 8263)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

20. **Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth** (Education Code 8422, 8482.6)

**(cf. 5148.2 - Before/After School Programs)**

**(cf. 6173 - Education for Homeless Children)**

**(cf. 6173.1 - Education for Foster Youth)**

21. **Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course**

**(cf. 6141.4 - International Baccalaureate Program)**

**(cf. 6141.5 - Advanced Placement)**

### **Collection of Debt**

**Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the**

**parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)**

**The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)**

Regulation  
approved: April 4, 2019

SUNNYVALE SCHOOL DISTRICT  
Sunnyvale, California



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**N. ADJOURN TO CLOSED SESSION**

**Type:**

Closed Session

**Quick Summary/Abstract:**

Public Employment: K-8 Teacher, Para Educators, Food Services Assistant II

Public Employee Discipline/Dismissal/Release (GC 54957)

Public Employee Performance Evaluation (GC 54957) - Title: Superintendent of Schools



**Sunnyvale SD**

BOARD OF EDUCATION Regular Board Meeting

Thursday, April 4, 2019

Open Session: 7:00 PM

Sunnyvale School District

**P. FUTURE MEETINGS/ADJOURNMENT**

**Type:**

Informational

**Quick Summary/Abstract:**

Thursday, May 2, 2019, 7:00 p.m.

Regular Board Meeting

District Office Board Room