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

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

COVID-19 PUBLIC PARTICIPATION GUIDELINES

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

NOTICE is hereby given that a **telephonic** meeting of the Board of Education of the San Juan Unified School District is hereby called by the board president, and will be held at **6:30 p.m.**, on Tuesday, **March 23, 2021**. The district is taking all necessary steps to prevent and mitigate the effects of COVID-19 on our community. Therefore, in the interest of public health, in compliance with California Governor Gavin Newsom's Executive Orders N-25-20 and N-35-20, the Order issued by the Sacramento County Health Officer, directing all individuals to stay at home or at their residence and prohibiting all non-essential gatherings of any number, and all applicable provisions of federal and state law, this Board of Education meeting will be held telephonically.

Given the above-identified orders and the need to ensure the health and safety of the staff and the public as a whole, **physical attendance by the public cannot be accommodated;** however, the district is making significant efforts to ensure public participation during this Board of Education meeting, and has taken the following steps to assist the public in accessing the meeting:

1. Online Submission of Public Comment. Public comments may be submitted using the comment form located on the district website at http://www.sanjuan.edu/boardmeeting. If you wish to submit a public comment on more than one agenda item, please submit a separate form for each item on which you are commenting. Comments received by 6:00 p.m., on March 23, 2021, will be provided to the members of the board in writing prior to the meeting. Comments received after 6:00 p.m., on March 23, 2021, may be read on the record during this meeting.

   All public comments will be limited to two (2) minutes or approximately 1,500 characters. Any portion of a comment extending past two (2) minutes or the approximate 1,500-character limit may not be read aloud due to time restrictions. All written comments that are not read into the record will be provided to the board members for review, provided that such comments are received prior to the end of the meeting. Please be aware that written public comments, including your name, may become public information.

   Under the Ralph M. Brown Act, the board is unable to respond to any individual comments or questions regarding items not on the agenda; however, the board listens carefully to all public comments and appreciates community input and participation.

2. Zoom Video Conferencing. Members of the public can make public comments via the Zoom conferencing platform. Members of the public can access Zoom from a computer, mobile device or tablet at http://www.sanjuan.edu/boardmeeting. All public comments will be limited to two (2) minutes.

3. Translation/Interpretation. Translation and interpretation services will be made available upon request with advance notice. If you wish to utilize these services, please notify the district at (916) 971-7111, or stephanie.cunningham@sanjuan.edu by noon on March 22, 2021. This allows for the scheduling of appropriate translation staff and other resources.

4. Disability Accommodations. A person with a disability may contact the Board of Education office at (916) 971-7111, or email stephanie.cunningham@sanjuan.edu at least 48 hours before the scheduled board meeting to request receipt of an agenda and other distributed writings in an appropriate alternative format or to request disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public board meeting.

Thank you in advance for your cooperation. Our community's health and safety is our highest priority. The business to be considered at this board meeting is on the following agenda:

A. OPEN SESSION/CALL TO ORDER/ANNOUNCEMENT OF CLOSED SESSION TOPICS – 5:15 p.m.

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

B. CLOSED SESSION – 5:15 p.m.

1. Conference with Legal Counsel – Existing Litigation pursuant to Government Code section 54956.9(d)(1). Name of Case: Magali Kincaid, Benito Juarez Neighborhood Association, Neighborhood Elections Now, Juan Yniguez, Carolina Flores, Damaris Canton v. San Juan Unified School District, Complaint for Violation of the California Voting Rights Act and in the Alternative, For Violation of the Voting Rights Act of 1965 and the California Constitution, Sacramento Superior Court Case No. 34-2020-00286475.

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

D. APPROVAL OF THE MINUTES – March 9, 2021, regular meeting, pages 2318-2322.

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

1. Recognition

a. Week of the Young Child (Townsend-Snider)

Action: Adoption of Resolution No. A-400 proclaiming the week of April 10-16 as Week of the Young Child.

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

F. VISITOR COMMENTS – 6:45 p.m.

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

G. CONSENT CALENDAR – G-1/G-15 – 7:15 p.m.

Action: The administration recommends that the consent calendar, G-1 through G-15, regarding regular business items, be approved. Any item may be removed for further discussion and separate action following consideration of remaining agenda items.

1. *Personnel – appointments, leaves of absence, separations, pre-retirement reduced workload, errata and job description/salary range change.

2. *Purchasing Report – purchase orders and service agreements, change orders and construction and public works bids.

3. *Business/Financial Report – notices of completion and warrants and payroll.

4. Acceptance of the following gifts:
   Camp Winthers: from Elaine Bonnington: $2,000.
   Greer Elementary School: from Ramsay Wiesenfeld – for family prizes for distance learning/conference attendance: $200.
   Mesa Verde High School: from Daniel Woody – for football: $250.
   Thomas Kelly Elementary School: from The Women of Carmichael Stake Relief Society – for 87 new children's books: $1,255.65.
   Ralph Richardson Center: from Chantel Incaudo – for Ottobock Nurmi Geo Walker and Ottobock Nurmi Neo Gr. 2 Walker: $1,000.

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

6. *Approval to submit and implement, if funded, the following grant: Head Start and Early Head Start Grant 2021-2022.

7. *Acceptance of 2019-2020 audit reports for Measures J, N, P and S as prepared by Gilbert Associates Inc.

8. *Approval of the revisions to the bylaws for the Local Control and Accountability Plan Parent Advisory Committee (LCAP PAC).

9. *Approval to authorize the superintendent to sign a petition in support of the 10-year renewal of the Carmichael Improvement District.

10. *Adoption of Resolution No. 3033, approving the third amendment to the lease agreement for the Encina Preparatory High School HVAC and roofing upgrades for gymnasiums project no. 202-9390-N1 between SJUSD and Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction.

11. *Adoption of Resolution No. 3034, approving the third amendment to the lease agreement for the San Juan High School HVAC and roofing upgrades for gymnasiums project no. 204-9390-P1 between SJUSD and Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction.

12. *Adoption of Resolution No. 3035, approving the fourth amendment to the lease agreement for the Mira Loma High School HVAC and roofing upgrades for gymnasiums project no. 205-9390-P1 between SJUSD and Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction.

13. *Adoption of Resolution No. 3036, approving the fifth amendment to the lease agreement for the Cottage Elementary School new construction project no. 108-9512-P1 between SJUSD and John F. Otto dba Otto Construction.

14. *Adoption of Resolution No. 3037, approving the first amendment to the lease agreement for the Barrett Middle School modernization project no. 004-9495-P1 between SJUSD and Landmark Modernization Contractors dba Landmark Construction.

15. *Approval of CIVITAS senior award scholarships for four students at Rio Americano High School.

*Material provided.

H. CONSENT CALENDAR (continued, if necessary)

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

I. BUSINESS ITEMS

1. Amending District Graduation Requirements for the Class of 2021 – 7:20 p.m. (Messer)

Material provided.

Discussion: regarding amending the district's graduation requirements for the Class of 2021, by reducing the requirements to align with the minimum State of California graduation requirements due to the impact of the COVID-19 pandemic. Action anticipated: 04/13/2021.

2. Instructional Materials Adoptions – 7:40 p.m. (Schnepp)

Material provided.

Discussion: regarding Report IIs related to the new instructional materials adoptions for Advanced Placement European History, Advanced Placement Microeconomics, Geography, International Baccalaureate Economics, Advanced Placement Biology, Advanced Placement Chemistry, Advanced Placement Environmental Science, Advanced Placement Physics 1 and 2, International Baccalaureate Biology, International Baccalaureate Chemistry, International Baccalaureate Environmental Systems and Societies, and International Baccalaureate Physics. Action anticipated: 04/13/2021.

3. New High School Courses – 8:00 p.m. (Schnepp)

Material provided.

Discussion: regarding new proposed high school courses for 2021-2022. Action anticipated: 04/13/2021.

4. Notice of Intent to Convey Easement at Woodside K-8 School – 8:10 p.m. (Camarda)

Material provided.

Action: The superintendent is recommending that the board adopt Resolution No. 3038, declaring the intent to convey a permanent easement at Woodside K-8 School to the City of Citrus Heights and to call a public hearing to be held on April 13, 2021.

J. BOARD REPORTS – 8:15 p.m.

K. FUTURE AGENDA – 8:25 p.m.
The board may wish to identify items to be discussed at future meetings and the reasons therefore.

L. VISITOR COMMENTS – 8:30 p.m.

B. CLOSED SESSION (continued, if necessary)
Announcement of topics/announcement of actions.

M. ADJOURNMENT – 8:35 p.m.

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

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NOTE: The times indicated are approximate.

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

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

Board of Education Minutes
March 9, 2021

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

Open Session/Call to Order/Announcement of Closed Session Topics (A)
The March 9 regular meeting was called to order by the president, Paula Villescaz. The board met in-person at the district office, safely physically distanced as aligned to state and local health guidelines. Public attendance was provided via the Zoom platform as well as a live stream on the district's YouTube channel.

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

Visitor Comments: Closed Session (A-1)
There were no closed session visitor comments.

Closed Session (B)
The meeting was then recessed, with the board convening in closed session to discuss with negotiator Jim Shoemake, Assistant Superintendent, Schools and Labor Relations, regarding CSEA Chapter 127 General/Operations support, Chauffeurs/Teamsters Local No. 150 Transportation, Supervisors, Teachers and Certificated Supervisory units; and regarding non-represented groups: management and confidential units (Government Code section 54957.6).

Reconvene Open Session/Pledge of Allegiance (C)
At 6:30 p.m. the meeting was called back to order by the president Paula Villescaz. Four members of the Casa Roble Fundamental High School Air Force Jr. ROTC virtually led the group in the Pledge of Allegiance. After the Pledge of Allegiance, Ms. Villescaz explained the two methods (electronically or on Zoom) available to submit public comments for tonight's meeting.

Minutes Approved (D)
It was moved by Mr. Hernandez, seconded by Dr. McKibbin, that the minutes of the February 23 regular meeting be approved. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

It was moved by Ms. Costa, seconded by Ms. Creason, that the minutes of the February 26 special meeting be approved. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Recognition: National School Social Work Week (E-1a)
It was moved by Dr. McKibbin, seconded by Ms. Creason, to adopt Resolution No. A-401 proclaiming the week of March 7-13 as National School Social Work Week. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

High School Student Council Reports (E-2)
High School Student Council representatives Fiona Fikes from El Sereno High School and Genevieve Davison from Meraki High School updated the board on the goals, activities and achievements at their respective schools.

Closed Session/Expulsion Actions (E-7)
There were no closed session actions to report.

Visitor Comments (F)
[via Zoom]:
Miss Alicia Nichols made comments about the COVID-19 infection rates and the safety of students and staff.

Audrey Witteborg expressed support for reopening schools five days per week.

Marina Gabel spoke about the need for students to return to in-person learning.

Consent Calendar Approved (G-1/G-9)
Public Comments: [via Zoom]
Greg Russell posed questions and expressed the need to return to in-person learning five days per week.

It was moved by Dr. McKibbin, seconded by Mr. Hernandez, that the consent calendar items G-1 through G-9 be approved. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Personnel (G-1)
Appointments, leaves of absence, separations and job description/salary range change – approved as submitted.

Purchasing Report (G-2)
Purchase orders and service agreements, change orders, construction and public works bids, piggyback contracts and bids/RFPs — approved as submitted.

Business/Financial Report (G-3)
Notices of completion and warrants and payroll – approved as submitted.

Gifts (G-4)
Acceptance of gifts to Greer Elementary School and McKinney-Vento.

Disposal of Surplus Property (G-5)
Approval to dispose of surplus property pursuant to board policy 3270 and Education Code sections 17545 and 17546.

Bond Oversight Committee Membership (G-6)
Approval of five members to the Bond Oversight Committee.

Resolution No. 3029: Mira Loma High School Lease Amendment for Gymnasiums Upgrades (G-7)
Adoption of Resolution No. 3029, approving the third amendment to the lease agreement for the Mira Loma High School HVAC and roofing upgrades for gymnasiums project no. 205-9390-P1 between SJUSD and Clark & Sullivan Builders Inc. dba Clark/Sullivan Construction.

Grant: Education for Homeless Children and Youth Grant Program (G-8)
Approval to implement the following grant, if funded: Education for Homeless Children and Youth Grant Program, 2021-2024.

Grant: Empowering Youth to Create Immediate, Sustainable COVID Relief (G-9)
Approval to implement the following grant: Empowering Youth to Create Immediate, Sustainable COVID Relief.

Social Emotional and Mental Wellness Supports (I-1)
Assistant Superintendent of Educational Services Debra Calvin Ed.D. introduced staff who provided an overview of the social emotional and mental wellness supports throughout the district, which is a collaborative effort spanning multiple departments in the district as well as outside agency partnerships. Staff reviewed the adaptations to service delivery models during the pandemic, the new programs and services that have been made available, and a summary of the core counseling programs, additional district supports, internal and external resources for students and families, and professional learning

opportunities. Lead School Counselor Tracie Locke spoke about social emotional learning (SEL) and K-12 school counseling curriculum. Director of Multi-Tiered System of Supports (MTSS) Christine Moran spoke about student support centers, the virtual Wellness Room, "get help" referrals and Care Solace referrals. Director of Student Support Services Dominic Covello spoke about restorative practices, Positive Behavior Interventions and Supports (PBIS), suicide prevention, and the White House Counseling Center and Sacramento County partnerships. School Counselor Marti Velasco spoke about the work of school counselors at Sylvan Middle School. Parent Rene Zolondek shared information about her positive experiences with the White House Counseling Center.

Public Comments: [via Zoom]
Miss Alicia Nichols expressed thanks for all the services that are being provided to students.

Christa Green thanked Mr. Covello and support staff for working to help students.

Mr. Hernandez inquired if the virtual Wellness Room will continue after students return to in-person learning, which Ms. Locke confirmed it would. Ms. Costa stated that she was proud of the number of services being offered, which is benefitting all students at 36 high and medium density school sites, that she explored the virtual Wellness Room with her granddaughter, and that she was pleased that the White House Counseling Center received the 3-year grant. Ms. Creason expressed appreciation for the district's multi-prong approach to providing services and inquired how the information is being disseminated to families. Ms. Creason also asked questions about professional development, which staff addressed, and she thanked Ms. Zolondek for sharing her story. Dr. McKibbin asked questions about the use of Naviance at Sylvan Middle School, which Ms. Velasco answered. Ms. Villescaz echoed many of the sentiments made by other board members, noting all the challenges that the COVID-19 pandemic has led to over the past year.

Update on Returning to In-Person Learning (I-2)
Superintendent Kern introduced Senior Director of Community Relations Trent Allen who provided an update on the district's efforts to offer an in-person learning option during the COVID-19 pandemic. Mr. Allen discussed several items related to the return to in-person learning including the timeline, the preparations that are underway, spacing in classrooms, the hybrid format, substitute teachers, athletics and recent announcements related to state funding. Superintendent Kern elaborated on the reasoning behind the decision to have students attend two mornings per week, noting that a 5-day schedule would cause significant disruptions to the system by requiring a large number of changes to student and teacher class assignments. Superintendent Kern also commented on the potential need for a large number of substitute teachers.

Public Comments: [via Zoom]
Patrick Austin made comments about the parent survey and shared statistics related to COVID-19.

Ken Firl spoke in support of returning to in-person learning full time.

Nikki Cardoza inquired about special education students and in-person services.

Richard Gianelli inquired about in-person IEP services and when students would return to in-person learning full time.

Miss Alicia Nichols posed questions about high school start times, learning times, and returning to in-person learning.

Keri Wanner inquired why another survey was not sent out and also spoke about IEP services.

Jenifer Walls expressed disappointment with distance learning.

Tracey Furman spoke about special education services and IEPs.

Mr. Hernandez asked clarifying questions related to the spacing requirements. Ms. Costa spoke about the spacing requirements, student learning and the importance of working as a unified team. Dr. McKibbin reiterated that the chosen hybrid model was primarily selected to allow students to remain with the same teacher, which Superintendent Kern confirmed. Ms. Creason made comments related to safety plans, the return to in-person learning, the hybrid model, plans for the next school year, special education services and the purpose of the survey, which staff addressed. Ms. Villescaz expressed agreement with previous board member comments, clarified that a state map is available that shows the status of each school district, that San Juan Unified's safety plans have been linked on the state website, and she looks forward to students returning to campuses full time in the fall.

Second Interim Budget Report (I-3)
Deputy Superintendent Kent Stephens presented the 2020-2021 Second Interim Report, certifying the Second Interim Report as positive, with the understanding of the fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. The Second Interim Report reflects actual revenue and expenditures through January 31, 2021, forecasts the remainder of the 2020-2021 fiscal year and provides a multiyear projection for 2021-2022 and 2022-2023. Mr. Stephens shared that the fiscal health of the state is much better than expected just a few months ago. Mr. Stephens also noted that deficits do exist in some revenue-generating funds, including cafeteria and child development, which is likely a result of the COVID-19 pandemic. Board members made comments and posed questions, which Mr. Stephens addressed.

It was moved by Dr. McKibbin, seconded by Ms. Creason, to approve the 2020-2021 Second Interim Report and the budget revision reflecting projected-year budget totals and the positive certification of the district's ability to maintain fiscal solvency for the current and subsequent two fiscal years. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Establishing a Separate Middle School at Encina (I-4)
Assistant Superintendent of Schools and Labor Relations Jim Shoemake presented the topic. Mr. Shoemake explained that board action is required in order to notify the California Department of Education (CDE) of the establishment of a new California public school and to apply for the County-District-School (CDS) code for the newly established school. Mr. Shoemake also spoke about the process for naming the newly established middle school, which will include community input. Mr. Hernandez reiterated that this is only a procedural necessity in order to get the process started and it is not a vote related to the facilities.

It was moved by Mr. Hernandez, seconded by Ms. Creason, to approve the establishment of a separate middle school from the current 6-12 model at Encina, beginning in the 2021-2022 school year and to approve the process for naming the new separate middle school. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Notice of Intent to Convey Easement at Del Campo High School (I-5)
Assistant Superintendent of Operations, Facilities and Transportation Frank Camarda presented the item. It was moved by Ms. Costa, seconded by Dr. McKibbin, to adopt Resolution No. 3030 declaring the intent to convey a permanent easement at Del Campo High School to the County of Sacramento and to call a public hearing on April 13, 2021. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Recommendation for Reduction in Particular Kinds of Services (TK-12 Certificated) (I-6)
Assistant Superintendent of Human Resources Paul Oropallo presented the topic.

It was moved by Dr. McKibbin, seconded by Ms. Costa, to adopt Resolution No. 3023, reducing or discontinuing particular kinds of services and the corresponding amount of TK-12 certificated staffing that will be reduced as a result. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

It was moved by Dr. McKibbin, seconded by Ms. Costa, to adopt Resolution No. 3024, establishing criteria to apply to break a tie in seniority for TK-12 certificated staff affected by program reductions and who have the same date of hire. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Recommendation for Reduction in Particular Kinds of Services (Adult Education) (I-7)
Mr. Oropallo presented the topic.

Public Comments: [via Zoom]
Jennifer Harris inquired about the list of adult education staff who are being reduced.

It was moved by Mr. Hernandez, seconded by Ms. Creason, to adopt Resolution No. 3025, reducing or discontinuing particular kinds of services and the corresponding amount of adult education certificated staffing that will be reduced as a result. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

It was moved by Ms. Creason, seconded by Dr. McKibbin, to adopt Resolution No. 3026, establishing criteria to apply to break a tie in seniority for adult education certificated staff affected by program reductions and who have the same date of hire. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Notice of Intent to Reduce Classified Positions (I-8)
Mr. Oropallo presented the topic.

Public Comments: [via Zoom]
Christa Green asked about the impacted positions.

It was moved by Ms. Costa, seconded by Mr. Hernandez, to adopt Resolution No. 3027, reducing or eliminating certain classified positions, effective June 30, 2021, due to lack of work and/or lack of funds. MOTION CARRIED UNANIMOUSLY [Villescaz, McKibbin, Creason, Costa, Hernandez].

Board Reports (J)
Dr. McKibbin reported that he took part in several student activities including Read Across America at Cottage Elementary School and Peace Corps Day at Del Paso Manor Elementary School. Dr. McKibbin also thanked Dignity Health and the volunteers at the recent vaccination clinics.

Ms. Creason shared that she participated in Read Across America at Cameron Ranch Elementary School, attended the Special Education Community Advisory Committee (CAC) meeting, and that she has been connecting with parents at a number of schools during their PTA/PTO meetings.

Mr. Hernandez spoke about high school sports restarting and he gave a shout out to the facilities team for the work on preparing the fields.

Ms. Villescaz reported that she participated in Read Across America, in conjunction with women's history month, at Greer Elementary School and she thanked Dignity Health for its work with the vaccination clinics.

Superintendent Kern also expressed thanks to Dignity Health for the vaccination clinics, noting that it has been an amazing partnership.

Future Agenda (K)
There were no items added to the future agenda.

Visitor Comments (L)
[via Zoom]:
Darcey Schmelzer expressed her concerns regarding the hybrid model.

Jennifer Harris noted that she located the previous document that she had inquired about.

Adjournment (M)
At 10:00 p.m., there being no further business, the regular meeting was adjourned.

_____ _____
Paula Villescaz, President Kent Kern, Executive Secretary

Approved: _____
:sc

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: E-1(a)

MEETING DATE: 03/23/2021

SUBJECT: Week of the Young Child 2021

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

DEPARTMENT: Early Childhood Education

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. A-400, proclaiming the week of April 10-16, 2021, as the Week of the Young Child.

RATIONALE/BACKGROUND:
The Week of the Young Child is formally recognized by early childhood education professionals throughout the United States each year in April. In support of this nationally recognized event, the San Juan Unified School District's Early Childhood Education Department involves school staff, students and community members in celebrating the Week of the Young Child.

ATTACHMENT(S):
A: Resolution No. A-400
B: Presentation

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(unrestricted base, supplemental, other restricted, etc.)
Current Year Only ☐ Ongoing ☐

LCAP/STRATEGIC PLAN:
Goal: 1, 2 Focus: N/A
Action: N/A

Strategic Plan: 1, 2

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

APPROVED BY: Amberlee Townsend-Snider, Senior Director, Elementary Education
Melissa Bassanelli, Deputy Superintendent, Schools and Student Support
Kent Kern, Superintendent of Schools

SAN JUAN UNIFIED SCHOOL DISTRICT

Resolution No. A-400

WEEK OF THE YOUNG CHILD

April 10-16, 2021

WHEREAS, the San Juan Unified School District has a commitment to encourage and support learning beginning at birth and continuing throughout a person's life; and

WHEREAS, April 10-16, 2021, is being recognized as Week of the Young Child throughout the United States; and

WHEREAS, the Early Childhood Education Department has primary responsibility for providing quality educational, social, and emotional services to meet the diverse needs of thousands of families and children in the infant/toddler, preschool and before and after school programs; and

WHEREAS, thousands of parents receive their first parent education and parent involvement experiences through the Early Childhood Education Department; and

WHEREAS, hundreds of children receive mental and physical health follow-up through the Early Childhood Education Department; and

WHEREAS, other departments and programs such as Birth and Beyond, Adult Education, Special Education, Student Assistance and Prevention Programs and P-6 teachers, counselors, nurses and administrators serve as partners with the Early Childhood Education Department;

NOW, THEREFORE, BE IT RESOLVED by the San Juan Unified School District Board of Education, that it recognizes the week of April 10-16, 2021, as Week of the Young Child in honor of the outstanding services provided by Early Childhood Education staff members in the San Juan Unified School District; and

BE IT FURTHER RESOLVED that the district commends San Juan's Early Childhood Education administrators, teachers and other staff members for their significant contributions to the education of infants, toddlers, preschoolers and young children in our community.

Attested to this 23rd day of March, 2021

Kent Kern, Superintendent of Schools

Paula Villescaz, President

Michael McKibbin, Ed.D., Vice President

Zima Creason, Clerk

Pam Costa, Member

Saul Hernandez, Member

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

Celebrating The Week of the Young Child

SJUSD EARLY CHILDHOOD EDUCATION
April 10-16, 2021



1

Our Mission and Vision



By respecting the uniqueness of each child, the mission of the Early Childhood Education department is to educate and inspire each child and family to become active collaborators and innovators in a diverse world.

We aim to foster creativity, critical thinking, communication and citizenship in a safe, nurturing and evolving learning environment.



2

Our Programs in 2021

5 centers
Up to 80 students
0 - 36 months
7 home visiting teachers
Up to 84 students
Prenatal - 36 months

Infant & Toddler



20 school sites
49 classrooms
1056 students
3-4 years old

Preschool



25 school sites
43 classrooms
Currently serving
300+ school age
students

Discovery Club



3

Celebrating our Educators

Beverly Stover

Nutrition Services Worker II, Marvin Marshall
Classified Employee of the Year 2021





Mary Hankes

Child Development Permit Teacher
Thomas Kelly
2020 Certificated Employee of the Year

4

Celebrating our kids and educators



5

Thanks!

Lisa Teal
Program Manager
Early Childhood Education

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SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-1
MEETING DATE: 03/23/2021
APPROVED:

HUMAN RESOURCES

The following reports are submitted for board approval

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1. APPOINTMENTS

CERTFICATED SUPERVISORY

Type	Name	Status	Assignment	Location	Effective Date (s)
Promotion	Parsley, Sabrina	Prob	Principal	Dewey	03/15/21
Promotion	Shorey, Stacey	Prob	ECE Administrator	Early Childhood Education	03/15/21

CERTFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Michalak, Allison	Temp	Language/Speech/Hrg Spec	Special Education-Kenneth	03/12/21 05/24/21

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
New Hire	Bliss, Victoria	Prob	Intermediate Clerk Typist	Whitney Avenue	03/01/21
New Hire	Davis, Tony	Prob	Equipment Mechanic	Maintenance and Operations	03/15/21
New Hire	Hart, Elizabeth	Prob	Campus Representative	Dyer-Kelly	03/15/21
New Hire	Mahdi, Hiba	Prob	Instructional Assistant II	Edison	03/09/21
New Hire	Ramezani, Arash	Prob	Instructional Assistant II	Cameron Ranch	03/01/21
New Hire	Smith, Adrian	Prob	Custodian	Bella Vista	03/09/21
New Hire	West, Ashley	Prob	Nutrition Services Worker I	Oakview	03/08/21
New Hire	Zuaiter, Rihab	Prob	Child Develop Assist-IT	General Davie Jr.	03/01/21
Rehire	Higgins, Mickayla	Prob	Instructional Assistant II	Lichen	03/12/21
Rehire	Hoogendyk, Trina	Prob	Instructional Assistant III	Mariemont	03/12/21
Rehire	Horton, Amber	Prob	Clerk	Starr King	03/01/21
Rehire	Smith, Austin	Prob	Program Aide	Laurel Ruff	03/09/21

2. LEAVES OF ABSENCE

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Unpaid	Birisan, Aurora	Perm	Instructional Assistant II	Lichen	02/22/21 06/09/21
Unpaid	Mancha, Shannon	Perm	School Playground Rec Aide	Cowan	03/08/21 06/08/21

3. SEPARATIONS

CERTIFICATED SUPERVISORY

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Messer, Rick	Perm	Asst Sup Secondary Educ	Teaching and Learning	03/31/21

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
Pre-Retirement	Alexander, Michele	Perm	Tch-English Lang Develop	Encina	08/10/21
Pre-Retirement	Avery, Mary	Perm	Language/Speech/Hrg Spec	Special Education-Kenneth	08/10/21
Pre-Retirement	Bernard, Linda	Perm	Teacher Kindergarten	Cambridge Heights	08/10/21
Pre-Retirement	Broadwater, Teri	Perm	Teacher Grade 7/8	Arden	08/10/21
Pre-Retirement	Chahal, Reet	Perm	Teacher Grade 3	Pershing	08/10/21
Pre-Retirement	Desmond, John	Perm	Teacher Grade 9/12	Casa Roble	08/10/21
Pre-Retirement	Franklin, Callan	Perm	Tch-Site Resource Elem	Charles Peck	08/10/21
Pre-Retirement	Franz, Catherine	Perm	Teacher Grade 7/8	Arden	08/10/21
Pre-Retirement	Hui, Mara	Perm	Teacher Grade 7/8	Arden	08/10/21
Pre-Retirement	Kortes, Roger	Perm	Teacher Grade 7/8	Pasteur	08/10/21
Pre-Retirement	McAllister, Michael	Perm	Teacher Grade 9/12	Mira Loma	08/10/21
Pre-Retirement	Naugle, Laura	Perm	Teacher Grade 3	Carriage	08/10/21
Pre-Retirement	Reuss, Scott	Perm	Tch-Trav Elem Clsrm-Other	Teaching and Learning	08/10/21
Pre-Retirement	Wallace, Pamela	Perm	Teacher Grade 1	Dewey	08/10/21
Resignation	Rouse, Leslie	Perm	Teacher Grade 6	Sierra Oaks	11/14/20

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Brown, Adam	Prob	Groundskeeper/Gardener	Maintenance and Operations	02/19/21
Resignation	Dodson, Katelyn	Perm	Speech/Language Path Asst	Special Education-Kenneth	03/04/21
Resignation	Hopkins, Lindsey	Perm	Instructional Assistant III	Carriage	02/21/21
Resignation	Johnson, Gregory	Perm	Lead Heating/Air Cond Tech	Maintenance and Operations	03/05/21
Resignation	Krenecki, Shaun	Prob	Custodian	Casa Roble	02/24/21

3. SEPARATIONS (Continued)

CLASSIFIED

Type	Name	Status	Assignment	Location	Effective Date (s)
Resignation	Montes de Oca, Ileana	Perm	School Playground Rec Aide	Northridge	02/24/21
Resignation	Thor, Cheng	Prob	Nutrition Services Worker I	Trajan	02/26/21

4. JOB DESCRIPTION / SALARY RANGE CHANGE

MANAGEMENT

Class Title	Unit	New/Update	Old Salary Range	New Salary Range	Effective Date (s)
Chief Operations Officer	Cabinet	New	N/A	Cabinet	07/01/21
Director, Professional Learning and Innovation	SJAA	Update	25	N/A	07/01/21
Senior Director, Secondary Education and Programs	Cabinet	New	N/A	Cabinet	04/01/21

5. ERRATA

CERTIFICATED

Type	Name	Status	Assignment	Location	Effective Date (s)
PARS Retirement	Johnson, Gregory	Perm	Lead Heating/Air Cond Tech	Maintenance and Operations	03/05/21

*To account for employee's election to resign from the district; no longer eligible for PARS

POSITION TITLE: ***Chief Operations Officer*** ~~Assistant Superintendent, Operations, Facilities, and Transportation~~

DEFINITION: Under direction of the superintendent, ***oversees the operational infrastructure of the district and is*** responsible for the planning, management, and ~~directing the~~ administration of ~~district~~ operations ***for*** departments, services, and activities ~~for~~ assigned ~~areas~~; serves as a member of the superintendent's cabinet.

DIRECTLY RESPONSIBLE TO: ~~Deputy~~ Superintendent ***of Schools***

SUPERVISION OVER: Management and classified staff as assigned

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

1. Plans, organizes, and directs the administration of district-wide short- and long-range master plans for new and existing sites, schools and district facilities and coordinates the development of financial plans and funding sources to support objectives of the master plans.
2. Develops and updates the planning database for schools and district facilities (e.g. student enrollments, construction rates, student yield factors, building data, district maps, school boundaries, etc.).
3. Provides consultative and technical expertise to administrators and other district personnel concerning assigned areas.
4. Prepares and submits applications and plans for state funds, city funds, county funds, impact fees, developer fees, bond funds, and other local funding sources.
5. Coordinates the reviews and approval of all funding applications with the funding agency (city, county, state, etc.) and interested or affected organizations (***Bureau of Indian Affairs*** (BIA), community committees, school sites, etc.) ***in collaboration with the Chief Financial Officer***.
6. Administers the receipt, collection, disbursement, accounting, and financial reporting of all funds received from agencies, fees, ~~sale of bonds~~, and local funding sources in support of the facility program ***in partnership with the Fiscal Services department***.
7. Coordinates the preparation of plans from the developed educational, performance, and equipment specifications for schools and district facilities.
8. Develops and updates time lines for the acquisition and construction of new facilities and the repair, reconstruction, or relocation of existing facilities.
9. Coordinates, negotiates, implements, and supervises the sale, disposal, trade, leasing or acquisition of district easements, leases, agreements, sites, and facilities.
10. Develops, coordinates, oversees and manages joint use agreements with other public agencies and districts.
11. Coordinates, implements, and supervises the construction of new schools and district facilities, and the reconstruction and relocation of existing schools and district facilities.
12. Coordinates the selection, monitoring, and supervision of services provided by architects, engineers, consultants, contractors, inspectors, and other professional service agencies used in support of the facilities program.

13. Acts as a liaison for the district in collaborating with legislators, state and local government officials to monitor, analyze and report on all legislation related to school facilities and school building reform.
14. Develops, implements and maintains the Energy Conservation Management program.
15. Assists the superintendent in the development of policy recommendations concerning assigned areas of responsibility.
16. Provides direction and supervision over assigned departments (i.e. facilities, planning, maintenance and operations, ***and*** transportation, ~~and safe schools~~).
17. Advises the superintendent on all matters concerning maintenance and operations, facilities, transportation services and emergency preparedness of the district.
18. Serves as a member of the superintendent's cabinet and attends all meetings of the Board of Education.
19. Supervises and evaluates the performance of assigned personnel and assists with disciplinary actions and meetings as necessary.
20. Attends and participates in state agency, city, county, and community meetings as required, including district advisory and bond oversight committees.
21. Performs other duties assigned by the superintendent of schools.

QUALIFICATIONS:

Education and Experience:
Minimum of a Bachelor's degree with a major in business or public administration, architecture, construction management, civil engineering or related field is preferred; minimum of seven years of professional or management level experience in facilities planning, construction work and/or maintenance and operations with increasing levels of responsibility.

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

Knowledge, Skills, and Abilities:
- Knowledge of general terms, procedures, and practices used in the planning, design, construction, rehabilitation, remodeling, maintenance and operation of school buildings and facilities
- Knowledge of principles and best practices related to transportation operations
- Knowledge of applicable federal and state codes, regulations and procedures related to the position, including but not limited to those promulgated by the State Board and Department of Education, the State Allocation Board, Department of Finance, and Office of the State Architect as they apply to the facility planning process
- Knowledge of school facility funding sources and application submission procedures and requirements
- Knowledge of city redevelopment and zoning policies, procedures, and regulations
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Principles of management, organization, and administrative analysis
- Knowledge of public financing budgeting, and accounting principles and practices
- Knowledge of district operations, policies and objectives
- Knowledge and skill in use of computers and assorted software programs
- Ability to coordinate district efforts to secure funding for facility construction, improvement, and rehabilitation

- Ability to plan, organize and direct the work of others and the activities for a department or district wide
- Ability to work effectively with all levels of district staff, representatives of public agencies, community groups, and private industry
- Ability to ensure~~s~~ the identification and blending of instructional needs and requirements into the overall facility planning process
- Ability to effectively communicate both verbally and in writing with administrators, staff, and the community
- Ability to effectively supervise, train and evaluate the performance of assigned personnel
- Ability to analyze, interpret, and apply complex rules, regulations, and program requirements
- Ability to prepare written analysis, recommendations, program and funding applications and forms, and complex reports
- Ability to analyze situations and adopt an effective course of action
- Ability to establish priorities and meet deadlines
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to understand and follow verbal and written instructions
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work

WORKING CONDITIONS:

Work Environment:
- Indoor office environment
- Moderate noise
- Frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).
- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for long periods of time
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:
- Ability to work additional hours periodically and weekends on occasion
- Ability to travel locally and attend conferences/seminars periodically

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

Board Approved: 2/13/2001
Revised: 4/23/2014
Revised: 5/22/2018
Revised: TBD (Updated job title)

JOB DESCRIPTION

Position Code: 291
Management Group: SJAA
Work Calendar: 003

POSITION TITLE: Director, Professional Learning and Innovation

DEFINITION: Under general direction, provides leadership and focus for the development, coordination, articulation, and evaluation of P-12-Adult curriculum, instructional materials, and ***applicable*** technology ~~infusion~~; ***oversees the coordination of district-wide*** professional learning and innovation ~~for the district~~ ***programs***.

DIRECTLY RESPONSIBLE TO: ***Deputy*** ~~Associate~~ Superintendent, Schools and Student Support

SUPERVISION OVER: ~~Director Continuous Improvement and LCAP, Director Assessment Evaluation and Planning, Coordinators,~~ Certificated and Classified personnel as assigned

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

1. Provides leadership and direction ~~in the area of 21st century~~ of ***district-wide*** professional learning ***programs and ensures*** ~~aligned~~ ***alignment with*** ~~to~~ the District Strategic Plan and Local Control and Accountability Program (LCAP) ~~for San Juan USD schools~~ ***of the district***.
2. ***Evaluates the effectiveness of instructional learning programs and ensures compliance with federal, state, and local standards and the California Standards for the Teaching Profession.***
3. Collaborates and communicates with ***district management*** and site administrators to assist in the design~~ing~~, coordination, and implemention district-wide professional learning initiatives, trainings, and programs.
4. Provides recommendations for ~~changes in district policies and procedures related to curriculum, professional learning, innovation, and instructional quality~~ ***the development and implementation of departmental goals, objectives, policies and procedures related to professional learning and other applicable areas of responsibility***.
5. ***Assists in*** ~~Directs~~ the development of district policies and procedures and makes recommendations related to curriculum adoption and implementation, professional learning, innovation, and trainings to support instructional quality.
6. ***Develops and oversees*** ~~Assumes responsibility for, and guides~~ the preparation~~, operation,~~ and evaluation of department annual budget, ***analyzes and reviews budgetary and financial data to monitor and authorize expenditures, and evaluates departmental*** grant proposals, bid requests, and service agreements in accordance with established guidelines ~~and work with consultants and researchers~~.
7. ***Provides consultative and technical expertise to administrators and other district personnel concerning assigned areas of responsibility through research, best practices and models, and related school reform and design to improve student learning and achievement.***
8. ***Supervises and evaluates the performance of assigned personnel and assists with disciplinary actions and meetings as necessary.*** ~~Provides leadership, coaching, direction and evaluation for the work of Coordinator of Instruction, Teachers on Special Assignment (TOSA's) and other assigned certificated and classified personnel~~
9. ~~Coordinates work with students, teachers, administrators, and district staff.~~

10. ***Coordinates*** ~~Creates and~~ ***the preparation, maintenance,*** and communication ***of a variety of*** reports, proposals, demonstrations, and presentations ***related to assigned areas of responsibility*** ~~on professional learning goals, outcomes and evaluation for a variety of audiences and purposes~~.
11. Serves as a liaison for the district ~~to various~~ ***in collaborating with*** school ***sites***, district **departments**, and community committees and groups.
12. Performs other duties as assigned.
13. ~~Works with District Office executive staff including the Chief Academic Officer, directors, program managers, and school leadership to design, facilitate, and evaluate training and work sessions for administrators, teachers and personnel in areas of curriculum, instruction, and other areas related to professional learning.~~
14. ~~Supports the work of Director of Secondary with high school and program innovation through research, best practices and models, and related school reform and design to improve student learning and achievement.~~
15. ~~Develops professional learning in the implementation of annual action plans from the District Strategic Plan.~~
16. ~~Reviews, revises, and modifies curriculum according to the needs of students and the Board of Education guidelines.~~

QUALIFICATIONS:

Education and Experience:
Any combination equivalent to a Master's Degree ***from an accredited college or university***; Master's Degree or higher in Educational Leadership is preferred; at least five years of instructional leadership at either the district or site level. Must possess a valid California administrative services credential and a valid California teaching credential.

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

Knowledge, Skills, and Abilities:
- Knowledge of applicable state and federal laws, codes, rules and regulations
- Knowledge of principles, techniques, strategies, research and evaluation of a comprehensive professional learning program in a pre K-12 system
- Knowledge of school-based performance assessment systems, techniques, and technological applications to support improving student learning
- Knowledge of budget preparation and control
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents, and the community
- Ability to interpret, apply and explain applicable state and federal laws, codes, rules and regulations and district policies and procedures
- Ability to develop, plan, and conduct professional learning training sessions

- Ability to plan, organize, and direct the work of self and others
- Ability to establish priorities and meet deadlines
- Ability to analyze situations and adopt an effective course of action

WORKING CONDITIONS:

Work Environment:
- Indoor office environment
- Moderate noise
- Continuous contact with staff and the public

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).
- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including walking, sitting, or remaining in a stationary position for extended periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:
- Ability to work additional hours and weekends on occasion
- Ability to travel locally to attend meetings and other events

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

Board Approved: 5/25/2010
Revise: TBD

JOB DESCRIPTION

Position Code: 289
Management Group: Cabinet
Work Calendar: 003

POSITION TITLE: ***Senior*** Director, Secondary Education ***and Programs***

DEFINITION: Under the direction of the Deputy Superintendent Schools and Student Support, assume administrative responsibility for the operation of assigned secondary schools.

DIRECTLY RESPONSIBLE TO: Deputy Superintendent, Schools and Student Support

SUPERVISION OVER: High School principals as assigned, other certificated or classified employees as assigned.

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

1. ***Directs curriculum development and improvement of assigned secondary schools within the district.***
2. ***Coaches, leads*** ~~supervises~~ and evaluates principals ***overseeing secondary schools and provides support to develop instructional leadership and improve student learning***, as assigned.
3. ***Builds and fosters collaborative partnerships with employee organizations, departments and stakeholders in support of continuous improvement of secondary schools, as assigned.***
4. ***Identifies needs for the in-service training of secondary education staff and administrators for the purposes of program implementation, evaluation and improvement.*** ~~Assists in the development and delivery of professional learning for secondary administrators.~~
5. Interprets district and state ~~test~~ ***assessment*** results to ***guide*** secondary ***school*** principals and co-administrators ~~and department chairpersons~~ for the purpose of program ***implementation***, evaluation and ***continuous*** improvement ~~of student learning~~.
6. Monitors the process of selection of instructional materials and equipment for all secondary education programs, as assigned.
7. ***Monitors legislation and communicates implications of that legislation to the Deputy Superintendent, Schools and Student Support.*** ~~Implement program changes in secondary education resulting from new legislation.~~
8. Reviews intra-district secondary school student transfer appeals, student retention recommendations, and other related appeals.
9. ***Assists*** ~~Develop and monitor~~ ***with*** budget ***preparation for secondary schools and associated programs and assists with management of expenditures of secondary schools, as assigned.***
10. Serves as a member of Superintendent's Cabinet and attends all meetings of the Board of Education.
11. Conducts ~~Leads~~ regular meetings with ***site*** ~~secondary~~ administrators ***of assigned secondary schools.***
12. May serve as a staff liaison to board appointed committees.
13. ***Supports*** ~~Assists in~~ the process ~~of selection of~~ ***for secondary education textbook program including selection, adoption, ordering and distribution of all applicable*** instructional materials ~~and equipment~~ for ~~all secondary~~ schools and programs***, as assigned***.

14. Assists in ~~recruitment~~ ***recruiting***, screening and selection of secondary school-site administrators.
15. Performs related work as required.

QUALIFICATIONS:

Education and Experience:
Any combination equivalent to a Master's degree and management experience with progressively increasing responsibility. ***At least three years successful experience as a secondary school principal or equivalent district office level administrative experience in the areas of developing and implementing curriculum, supporting school site leaders, and oversight of academic programs***. Must possess a valid California administrative services credential and valid California teaching credential.

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

Knowledge, Skills, and Abilities:
- Knowledge of applicable education code, administrative and board policy, federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility
- Knowledge of principles and practices of modern management including personnel administration, administrative planning, organizational development, budgeting, collective bargaining, purchasing and information processing
- Knowledge of funding sources for secondary schools and programs and the variety of related regulations, controls and reporting procedures
- Knowledge of interpersonal skills using tact, patience and courtesy
- Knowledge of budget preparation and control
- Knowledge and skill in the use of computers and assorted software programs
- Ability to direct curriculum development, improvement and articulation at the secondary school site level
- Ability to select, train, lead and evaluate staff relative to program objectives
- Ability to interpret district and state assessment results
- Ability to ensure all programs and activities are operated within the limits and intent of the state and federal law
- Ability to work collaboratively with leaders of other administrative programs and labor management groups
- Ability to prepare and submit reports and other documents
- Ability to monitor and interpret applicable legislation
- Ability to attend regularly scheduled meetings of the Board of Education
- Ability to serve as staff liaison to board appointed committees
- Ability to understand and follow verbal and written instruction
- Ability to work independently, with minimal direction, and make decisions within the framework of established guidelines
- Ability to communicate effectively both verbally and in writing with administrators, staff, and the community
- Ability to work effectively with all levels of district staff, parents, labor leaders, and the community
- Ability to analyze data and situations and adopt an effective course of action

- Ability to establish priorities and meet deadlines
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:
- Indoor office environment
- Moderate noise
- Continuous contact with staff and the public

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).
- Inspect documents and other written materials with fine print
- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, sitting, standing or remaining in a stationary position for extended periods of time
- Physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:
- Ability to work additional hours and weekends on occasion
- Ability to travel locally to attend meetings and other events

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

Board Approved: 5/25/2010
Revised: TBD (Updated Title and Duties)

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-2
MEETING DATE: 03/23/2021

APPROVED: KS KL
Kent Stephens

Purchasing Contracts Report

The following reports are submitted for board approval/ratification:

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

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

February 24, 2021 - March 9, 2021

PO#	Date	Vendor Name	Description	Amount $	Site/ Department
104538	2/24/2021	Harris Solutions-QSS	Maintenance Renewal	$ 158,118.00	240 - Technology Services
104666	3/2/2021	CDW-G	Chromebooks and Licenses	$ 2,822,125.00	240 - Technology Services
104902	3/9/2021	UC Regents	Professional Development - Term January 1, 2021 - July 30, 2023, total cost $50,000	$50,000	505 - Equity and Student Achievement

Purchasing Contracts Board Report
Change Orders/Amendments for Items $95,200

February 24, 2021 - March 9, 2021

Change Orders

PO#	Date	Vendor Name	Description	Original PO Amount $	Previous Approved C/O Totals $	Current C/O for Approval Amount $	New Contract Amount $	Responsibility
103162	3/9/2021	Campbell Keller	Full site furniture replacement project 147-9306-J1 Starr King	$ 53,710.42		$ 494,280.12	$ 547,990.54	216 - Facilities
103057	3/9/2021	Campbell Keller	Full site furniture replacement project 133-9306-J1 Mission	$ 366,630.15		$ 57,206.66	$ 423,836.81	216 - Facilities

Service Agreement Change Orders

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

Contract Consultant Amendments/Change Orders

PO#	Date	Vendor Name	Description	Original PO Amount $	Previous Approved C/O Totals $	Current C/O for Approval Amount $	New Contract Amount $	Responsibility
901606	3/9/2021	Innovative Construction Services, Inc.	Additional time for PM, CM, PE on San Juan HVAC project 204-9390-P1	$ 93,621.00	$ 57,848.00	$ 24,750.00	$ 176,219.00	216 - Facilities
901602	3/9/2021	Innovative Construction Services, Inc.	Additional time for PM, CM, PE on Mira Loma HVAC project 209-9390-P1	$ 93,621.00	$ 57,848.00	$ 22,750.00	$ 174,219.00	216 - Facilities
901605	3/9/2021	Innovative Construction Services, Inc.	Additional time for PM, CM, PE on Encina HVAC project 202-9390-P1	$ 93,621.00	$ 57,848.00	$ 24,500.00	$ 175,969.00	216 - Facilities

General Contract Change Orders

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

February 24, 2021 - March 9, 2021

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

General Contract

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount $	Responsibility
14	3/9/2021	TBD	21-114	Abide Builders, Inc.	Contract for Northridge project 135-9383-21DM Playfield renovation	$ 299,000.00	212- M&O

Other Contracts

Fund	Date	PO#	Bid #	Vendor Name	Description	Amount $	Responsibility
23	3/9/2021	TBD	Piggyback	RJ's Commercial Flooring Company, Inc.	New flooring for Skycrest project 149-9233-N1	$ 372,499.69	216 - Facilities

New Addendum to Master Agreements

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

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-3
MEETING DATE: 03/23/2021

APPROVED: KS KK
Kent Stephens

Business and Financial Report

The following reports are submitted for board approval/ratification:

	Inc	Page #
Easements/Leases		
Notices of Completion	✔	1
Quarterly Investment Report		
Warrants & Payroll	✔	2
Budget Revisions		
E-Rate		
ERRATA		

Notices of Completion - Board of Education

CONTRACTOR	PROJECT	DATE OF ACCEPTANCE	DATE RECORDED
Flint Builders Inc.	PO#807217 Provide all labor, materials, equipment, tools, transportation and incidentals for construction of a new administrative building at Casa Roble High School 9151 Oak Avenue, Orangevale, CA 95662, located in the San Juan Unified School District. Vendor: Flint Builders Inc.	2/5/2021	2/11/2021

SAN JUAN UNIFIED SCHOOL DISTRICT
Accounting Services

WARRANTS & PAYROLL

VENDOR AND CONTRACT WARRANTS		
Fund		**February 2021**
01	General Fund	$ 6,712,044.64
09	Charter Schools	8,130.50
10	Special Ed Pass-Thru	276,801.00
11	Adult Education	54,868.98
12	Child Development	114,254.18
13	Food Service/Cafeteria	192,402.58
14	Deferred Maintenance	59,547.24
21	Building Fund	18,075.13
22	Measure S Building Fund	2,611.96
23	Measure J Building Fund	158,808.35
24	Measure N Building Fund	848,181.16
25	Capital Facilities	7,310.50
26	Measure P Building Fund	4,301,309.58
35	State Schools Facilities Fund	-
40	Sp Res FD -- Capital Outlay Proj	-
67	Self Insurance	3,344,930.05
95	Student Body	-
	TOTALS	**$ 16,099,275.85**

PAYROLL AND BENEFITS	
All Funds	**February 2021**
Certificated Payroll	$ 18,995,950.38
Classified Payroll	6,174,978.68
Benefits	12,257,756.43
TOTALS	**$ 37,428,685.49**

GRAND TOTAL $ 53,527,961.34

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-5

MEETING DATE: 03/23/2021

SUBJECT: Surplus Property

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

DEPARTMENT: Business Support Services

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

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

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

ATTACHMENT(S):
A: List of Surplus Property

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(unrestricted base, supplemental, other restricted, etc.)
Current Year Only ☐ Ongoing ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY: Susan Kane, Director, Business Support Services
Kent Stephens, Deputy Superintendent KS

APPROVED BY: Kent Kern, Superintendent of Schools KK

Board of Education Agenda Item
Surplus Property March 23rd Meeting Date

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

Location/Site	Make	Model	Description	Serial #	Disposition
Arcade			1 - teacher desk, several carts and tables. 1 - old locker set.		Recycled
Cameron Ranch	Epson		LCD Projector	VFLF770277L	Ewaste
Cameron Ranch	Promethean		Promethean board	PRMAB2B02	Ewaste
Cameron Ranch		Hr-XVC16BU	VCR/DVD player	10152349	Ewaste
Cameron Ranch	JVC	AV-32220	TV	10610014	Ewaste
Cameron Ranch	Zenith	SJ7773BG	TV	32255100186	Ewaste
Casa Roble			2 - Pallets of textbooks		Recycled
Deterding	Kenmore		Refrigerator		Ewaste
El Camino			2 - Pallets of math textbooks		Recycled
Encina	Beringer		2 - Full size pool tables	BER-P1967175	Recycled
Northridge			100 - Small chairs, 2 - double desk, 2 - easels		Recycled
Northridge			1 - Teachers desk and 1 - kidney table		Recycled
Northridge			1 -pallet of obsolete curriculum, library books		Recycled
Northridge			6 - Boxes of current science workbooks		Recycled
Skycrest			6 - Boxes of obsolete textbooks		Recycled
Starr King			43 - Obsolete Foss science material kits		Disposed
Sylvan			1 - 8'x4' Refrigerator and 1 - 6'x2' 1/2 refrigerator, 6 - CPUs and 6 - monitors, 3 - empty cows or carts		Ewaste

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-6

MEETING DATE: 03/23/2021

SUBJECT: Head Start and Early Head Start Grant Application 2021-2022

DEPARTMENT: Early Childhood Education

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

ACTION REQUESTED:
The superintendent is recommending that the board approve the submission and implementation of, if funded, the Head Start and Early Head Start Grant 2021-2022.

RATIONALE/BACKGROUND:
The purpose of the annual Head Start and Early Head Start Grant application is to renew funding for fiscal year 2021-2022. Head Start and Early Head Start are comprehensive programs designed to meet the needs of pregnant women and children from infancy through five years of age, including infant, toddler and preschool programs and comprehensive services.

ATTACHMENT(S):
A: Head Start Summary of Federal Funds – Exhibit A
B: Early Head Start Summary of Federal Funds – Exhibit A

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: Head Start $ 8,855,012
Early Head Start $ 2,000,193
Total Current Budget: $ 10,855,205
Funding Source: Federal – Health and Human Services
Current Year Only ☒ Ongoing ☐

LCAP/STRATEGIC PLAN:
Goal: 1, 2 Focus: N/A
Action: N/A

Strategic Plan: 1, 2

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

APPROVED BY: Amberlee Townsend-Snider, Senior Director, Elementary Education
Melissa Bassanelli, Deputy Superintendent, Schools and Student Support MB
Kent Kern, Superintendent of Schools KK

EXHIBIT A-1

SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED, CHILD-ADULT RATIO, AND PROGRAM OPTIONS
HEAD START – 09CH011763

Delegate: San Juan Unified School District **Delegate #: 09-CH011763-003**

Street Address: 5309 Kenneth Ave. **City:** Carmichael **Zip:** 95608

Head Start Director's Name: Ms. Lisa Teal **Phone:** 916-971-5903

Policy Council Chairperson: Ms. Tamie Rebello **Phone:** [redacted]

Street Address: [redacted] **City:** [redacted] **Zip:** [redacted]

Federal Share:

PA 22 (Head Start [HS] Basic)	$ 8,855,012
PA 20 (HS Training and Technical Assistance Plan [T/TA])	$ 43,450
Local Share: (25% of total federal share or 20% of total program cost)	$ 2,222,103
Total Program Costs:	$11,120,565

Use one chart per program option for *each group of children served for different hours* of service for each year.

Program Information – Option 1: Head Start – Duration	PA 22
(a) Number of children to be enrolled	300
(b) Child/Adult Ratio	1:10
(c) Number of handicapped children to be enrolled:	30
(d) Number of weeks per year that program will operate: i. First day of class: August 23, 2021 Last day of class: June 7, 2022	35
(e) Number of classes:	15
(f) Number of classroom operation hours per day:	6.5
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week (f times g):	32.5
(i) Number of classroom operation days per year:	175
(j) Total number of hours per program year (f times i)	1138
(k) Number of teachers:	15
(l) Number of teacher hours per week:	40
(m) Number of double sessions (same HS teacher in AM and PM class):	0
(n) Number of paid teacher aides:	15
(o) Number of home visits per year:	2
(p) Number of hours per home visit:	1.5
q) Anticipated USDA Child Care Food Program (CCFP) food reimbursement:	$23,200

(r) Center(s) / Classroom(s) in this option: Arlington Hgts. (Rm. 6-Pending), Cottage (Rm. B2-1709V), Dyer-Kelly (Rm. C113-1703V), Encina (Rm. U1 & Rm. U2-Pending), General Davie Ctr. (Rm. 3-1727S, Rm. 14-1727T; Rm. 18-Pending; Rm. 19-1727i; Rm. 20-1727V, Rm. 21-1727W), Lichen (Rm. D4-Pending), Marshall (Rm. 7-Pending), Ralph Richardson (Rm. 1 & 2-Pending), Sunrise (Rm. 4-1746R) 1764R
(s) Comments:

Program Information – Option 2: Locally Designed Option (LDO)/WRAP (wrapping state and federal funding) Head Start and State Preschool	**PA 22**
(a) Number of children to be enrolled	744
(b) Child/Adult Ratio	1:8
(c) Number of handicapped children to be enrolled:	74
(d) Number of weeks per year that program will operate: i. First day of class: August 23, 2021 Last day of class: June 7, 2022	35
(e) Number of classes:	32
(f) Number of classroom operation hours per day:	6.5
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week (f times g):	32.5
(i) Number of classroom operation days per year:	175
(j) Total number of hours per program year (f times i)	1138
(k) Number of teachers:	32
(l) Number of teacher hours per week:	40
(m) Number of double sessions (same HS teacher in AM and PM class):	0
(n) Number of paid teacher aides:	32
(o) Number of home visits per year:	2
(p) Number of hours per home visit:	1.5
(q) Anticipated USDA (CCFP) food reimbursement:	$56,800
(r) Center(s) / Classroom(s) in this option: Choices: (Rm. 19-Pending), Coleman: (Rm. 15-1708R, Rm. 26-1708S, Rm. B-1708T), Coyle: (Rm. K1-1744R) Garfield: (Rm. KA-1722W, Rm. KB-Pending, Rm. 1-1722Y), General Davie Ctr.: (Rm. 1-1727R, Rm. 15-Pending, Rm. 17-1727Y, Rm. 2-1727P Rm. 16-1727X), Grand Oaks: (Rm. 6-Pending), Howe Ave.: (Rm. J1-1725R, Rm. J2-1725S, Rm. J6-1725T, Rm. J7-1725X), Kingswood: (Rm. 18-1717R, Rm. 19-Pending), Mariposa: (Rm. 3-1714R), Marshall: (Rm. 3-1707X, Rm. 2-1707R, Rm. 4-1707S, Rm. 8-1707T), Pasadena: (Rm. 25-Pending), Ralph Richardson: (Rm. 3-Pending), Skycrest: (Rm.C1-1716R, Rm. C2-Pending), Sunrise: (Rm. 1-1746R, Rm. 2-1746S), TBD (1-Pending)	
(s) Comments: 1:8 teacher ratio is met with 1 teacher and Child Development Assistant (CDA) funded by HS. The additional adult in the classroom is a Non-Instructional Support Aide (NISA) (1 per class) resulting with a 1:8 ratio.	

Summary of Program Options: Head Start	
Center-Based Funded Enrollment:	
Option 1 - Head Start – Duration	300
Option 2 – LDO/HS-California State Preschool Program (CSPP) WRAP	744
Total Head Start Funded Enrollment	**1044**

EXHIBIT A-1

SUMMARY OF FEDERAL FUNDS, CHILDREN TO BE SERVED, CHILD-ADULT RATIO, AND PROGRAM OPTIONS
EARLY HEAD START – 09CH011763

Delegate: San Juan Unified School District **Delegate #: 09-CH011763-203**

Street Address: 5309 Kenneth Ave. **City:** Carmichael **Zip:** 95608

Head Start Director's Name: Ms. Lisa Teal **Phone:** 916-971-5903

Policy Council Chairperson: Ms. Tamie Rebello **Phone:** [redacted]

Street Address: [redacted] **City:** [redacted] **Zip:** [redacted]

Federal Share:

PA 25 (Early Head Start [EHS] Basic)	$2,000,193
PA 11 (EHS Training and Technical Assistance Plan [T/TA])	$ 31,000

Local Share:
(25% of total federal share or 20% of total program cost) $ 507,776

Total Program Costs: $2,538,969

Use one chart per program option for *each group of children served for different hours* of service for each year.

Program Information – Option 1: Full Day – Year-Round	**PA 25**
(a) Number of children to be enrolled	48
(b) Child/adult ratio	1:4
(c) Number of handicapped children to be enrolled:	5
(d) Number of weeks per year that program will operate: i. First day of class: August 2, 2021 Last day of class: June 30, 2022	42
(e) Number of classes:	6
(f) Number of classroom operation hours per day:	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week (f times g):	40
(i) Number of classroom operation days per year:	211
(j) Total number of hours per program year (f times i)	1688
(k) Number of teachers:	12
(l) Number of teacher hours per week: (Teacher hours are staggered to cover 8 hours of class time each day)	35
(m) Number of double sessions (same teacher in AM and PM class):	0
(n) Number of paid teacher aides:	0

(o) Number of home visits per year:	2
(p) Number of hours per home visit:	1.5
(q) Anticipated USDA (CCFP) food reimbursement:	10,000
(r) Center(s) / Classroom(s) in this option: Encina Infant/Toddler (I/T) – 1751O, 1751P; Fair Oaks I/T – 1752O, 1752P; San Juan I/T – 1755O, 1755P	
(s) Comments: Teacher schedules are staggered with one opening and the other closing the class for the day which meets the 1:4 ratio. Staffing includes a Non-Instructional Support Aide (NISA) (funded by state); total classroom staff 3.	

Program Information – Option 2: Full Day-School Year	**PA 25**
(a) Number of children to be enrolled	32
(b) Child/adult ratio	1:4
(c) Number of handicapped children to be enrolled:	3
(d) Number of weeks per year that program will operate: i. First day of class: August 16, 2021 Last day of class: June 3, 2022	35
(e) Number of classes:	4
(f) Number of classroom operation hours per day:	8
(g) Number of classroom operation days per week:	5
(h) Number of classroom operation hours per week (f times g):	40
(i) Number of classroom operation days per year:	173
(j) Total number of hours per program year (f times i)	1384
(k) Number of teachers:	8
(l) Number of teacher hours per week: Teacher hours are staggered to cover 8 hours of class time each day	35
(m) Number of double sessions (same teacher in AM and PM class):	0
(n) Number of paid teacher aides:	0
(o) Number of home visits per year:	12
(p) Number of hours per home visit:	1.5
(q) Anticipated USDA Child Care Food Program (CCFP) food reimbursement:	7,000
(r) Center(s) / Classroom(s) in this option: General Davie Center I/T – 1753M, 1753U; Marvin Marshall I/T – 1754M,1754U	

Program Information – Home-Based:	**PA 25**
(a) Number of children to be enrolled:	84
(b) Number of home visitors:	7
(c) Number of families per home visitor:	12
(d) Number of home visits per child per month:	4
(e) Number of home visits per child per year:	46
(f) Number of hours per home visit:	1.5

(g) Number of socialization experiences per child per month:	2
(h) Number of hours per socialization:	2
(i) Number of weeks of home-based operation per year:	46
(j) Number of weekly hours of home visitor employment:	40
(k) Number of weeks of home visitor employment:	46
(l) Home visits will begin on August 3, 2021 and end on July 30, 2022	46

Summary of Program Options: Early Head Start	
Center-Based Funded Enrollment:	
Option 1 – Full Day – Year-Round	48
Option 2 – Full Day – School Year	32
Home Based Funded Enrollment:	84
Total Early Head Start Funded Enrollment	**164**

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-7

MEETING DATE: 03/23/2021

SUBJECT: 2019-20 Audit Reports for Measures J, N, P and S

CHECK ONE:

For Discussion:	☐
For Action:	☒
Report:	☐
Workshop:	☐
Recognition:	☐
Emergency Action:	☐

DEPARTMENT: Fiscal Services

ACTION REQUESTED:
The superintendent is recommending that the board accept the 2019-20 Audit Reports for Measures J, N, P and S as prepared by Gilbert Associates, Inc. (the district's independent auditor for Measures J, N, P and S).

RATIONALE/BACKGROUND:
Each year the agreed-upon procedures for Measure S and the annual financial and performance audit for Measures J, N and P general obligation bonds are conducted by the district's outside auditor. Measures J, N and P are subject to the requirements of Proposition 39, passed in 2000. These audits are for the bond funds for the year ending June 2020 and are conducted in accordance with the Government Auditing Standards issued by the Comptroller General of the United States.

Gilbert Associates, Inc., has expressed its opinion, "The financial statements referred to Measures J, N and P present fairly, in all material respects, the financial position of the Measures J, N and P Building Fund of the district, as of June 30, 2020, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America."

As for the performance audit report, Gilbert concluded that, "Based upon the procedures performed, we found that, for the items tested, the San Juan Unified School District has properly accounted for the expenditures of Measures J, N and P General Obligation Bonds."

ATTACHMENT(S):
A: 2020 Final Measure S AUP Report
B: 2020 Final Measure J Bond Report
C: 2020 Final Measure J Prop 39 Report
D: 2020 Final Measure N Bond Report
E: 2020 Final Measure N Prop 39 Report
F: 2020 Final Measure P Bond Report
G: 2020 Final Measure P Prop 39 Report

BOARD COMMITTEE ACTION/COMMENT:
Bond Oversight Committee: 03/10/2021

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(unrestricted base, supplemental, other restricted, etc.)
Current Year Only ☐ Ongoing ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY: Fil Duldulao, Director, Fiscal Services
Kent Stephens, Deputy Superintendent KS

APPROVED BY: Kent Kern, Superintendent of Schools KK

Attachment A

GILBERT
Relax. We got this.SM

INDEPENDENT ACCOUNTANTS REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Education
San Juan Unified School District
3738 Walnut Avenue
Carmichael, California 95609-0477

We have performed the procedures enumerated below, which were agreed to by San Juan Unified School District Board of Education solely to assist in evaluating the following District management assertions concerning Measure "S" ballot language and San Juan Unified School District Board of Education Resolution No. 2090 for the fiscal year ended June 30, 2020:

A. That "Measure S Bond funds are spent only on school improvements, not on District salaries or administration."

B. That the District has continued "funding the Deferred Maintenance Program at a level of no less than $2 million annually."

C. That the District has funded "housekeeping and maintenance and operations budgets as necessary to properly maintain all District facilities."

District management is responsible for evaluating the assertions. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the Board of Education. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

PROCEDURES AND FINDINGS

A. We obtained the Measure S Building Fund detailed general ledger for the fiscal year ended June 30, 2020. We applied the following procedures to this report:

   1. Recomputed subtotals and totals of the report. No exceptions noted.

   2. Reviewed the detailed general ledger for unallowable expenditures. No exceptions noted.

B. The District's Deferred Maintenance Program was funded at an amount of $2 million for the 2019-2020 fiscal year, which meets the requirement of at least $2 million annually. The $2 million was transferred from the General Fund. We agreed these totals to the District's audited financial statements for the year ended June 30, 2020. No exceptions noted.

2880 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Phone 916.646.6464 • Fax 916.929.6836 • GilbertCPA.com

C. On June 25, 2019, the 2019-20 Budget was adopted by the Board of Education. Included in the 2019-20 Budget is the School District Criteria and Standards Review. The standard for criterion 7 is to "confirm that the annual contribution for facilities maintenance funding is not less than the amount required pursuant to Education Code Section 17070.75, if applicable, and that the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1)." The District met this standard and fulfilled the requirement for budgeting for the Restricted Routine Maintenance Account. For the year ended June 30, 2020, the District fulfilled the requirement by transferring $14,410,606 from the General Fund Unrestricted accounts to General Fund Restricted Routine Maintenance Account. No exceptions noted.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Education and is not intended to be and should not be used by anyone other than these specified parties.

Gilbert CPAs

GILBERT CPAs
Sacramento, California

February 5, 2021

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE J BUILDING FUND

CARMICHAEL, CALIFORNIA

FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORTS

YEAR ENDED JUNE 30, 2020

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE J BUILDING FUND

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JUNE 30, 2020

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Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*	10

INDEPENDENT AUDITOR'S REPORT

Independent Bond Citizens' Oversight Committee
and Board of Education
San Juan Unified School District
Carmichael, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure J Building Fund of the San Juan Unified School District (the District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

2880 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Phone 916.646.6464 • Fax 916.929.6836 • GilbertCPA.com

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure J Building Fund of the District, as of June 30, 2020, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure J Building Fund and do not purport to, and do not present fairly the financial position of the District as of June 30, 2020, or the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 5, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Gilbert CPAs

GILBERT CPAs
Sacramento, California

February 5, 2021

FINANCIAL STATEMENTS

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE J BUILDING FUND

BALANCE SHEET
JUNE 30, 2020

ASSETS:	
Restricted cash and cash equivalents	$ 11,996,121
Accounts receivable	90,598
Total assets	$ 12,086,719
LIABILITIES AND FUND BALANCE:	
Accounts payable	$ 623,956
Fund balance - restricted	11,462,763
Total liabilities and fund balance	$ 12,086,719

The accompanying notes are an integral part of these financial statements.

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE J BUILDING FUND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE
YEAR ENDED JUNE 30, 2020

REVENUES:	
Other local sources	$ 330,688
EXPENDITURES:	
Capital outlay	13,632,810
Classified salaries	74,470
Contract services and other operating expenditures	32,777
Books and supplies	32,078
Employee benefits	30,700
Total expenditures	13,802,835
Deficiency of revenues under expenditures	(13,472,147)
OTHER FINANCING SOURCES (USES):	
Transfers in	77
Other financing uses - reduction of premium	(3,830,621)
Total other financing sources (uses)	(3,830,544)
Change in fund balance	(17,302,691)
RESTRICTED FUND BALANCE - BEGINNING OF YEAR	28,765,454
RESTRICTED FUND BALANCE - END OF YEAR	$ 11,462,763

The accompanying notes are an integral part of these financial statements.

1. ORGANIZATION AND NATURE OF ACTIVITIES

The San Juan Unified School District (the District) was established in 1960 and serves a 75-square mile area covering the communities of Arden-Arcade, Carmichael, Citrus Heights, Fair Oaks, Gold River, and Orangevale. The District currently operates 65 schools and provides early learning, kindergarten through 12th grade, and adult program education to approximately 40,000 students.

These financial statements present only the Measure J General Obligation Bonds Building Fund, which is recorded in sub-Fund 23 (Measure J Building Fund) of Fund 21 (Building Fund) in the District's audited financial statements for the year ended June 30, 2020. These financial statements do not include financial data for the remainder of the District's funds and component unit, which accounting principles generally accepted in the United States of America require to be presented with the financial statements of the District.

On November 5, 2002, the electorate of the District approved the $350 million Measure J general obligation bonds with greater than 55% of the votes in favor.

- On July 31, 2003, the District issued General Obligation Bonds (Series 2003) in the amount of $46,000,000 to build, acquire, construct, and furnish school facilities. The bonds mature in 2028. The bonds were issued at interest rates ranging from 1.00% to 5.80%. With the issuance of the 2012 General Obligation Refunding Bonds in March 2012, $24,705,000 of Series 2003 Bonds were refunded.

- On August 12, 2004, the District issued General Obligation Bonds (Series 2004A Bonds) consisting of current interest bonds totaling $67,205,000 and capital appreciation bonds totaling $1,794,931 to build, acquire, construct, and furnish school facilities. The interest rates vary on the current interest bonds from 2.00% to 5.00% and mature through 2027. The capital appreciation bonds carry interest rates of 5.52% and 5.53% and mature in August 2028 and 2030. With the issuance of the 2012 General Obligation Refunding Bonds, Series C in September 2012, $37,000,000 of Series 2004A Bonds were refunded.

- On August 5, 2007, the District issued General Obligation Bonds (Series 2007 Bonds) in the amount of $70,000,000 to build, acquire, construct, and furnish school facilities. These bonds matured during 2016, and were issued at interest rates ranging from 4.25% to 5.00%. With the issuance of the 2014 General Obligation Refunding Bonds in May 2014, $47,060,000 of Series 2007 Bonds were refunded.

- On July 23, 2010, the District issued General Obligation Bonds (Series 2010 Bonds) in the amount of $55,000,000 to build, acquire, construct, and furnish school facilities. These bonds mature during succeeding years through August 2034, and were issued at interest rates ranging from 2.25% to 5.00%. With the issuance of the 2017 General Obligation Refunding Bond in March 2017, outstanding bonds mature during succeeding years through August 2020.

- On June 10, 2011, the District issued General Obligation Bonds (Series 2011 Bonds) in the amount of $10,600,000 to build, acquire, construct, and furnish school facilities. These bonds mature during succeeding years through June 2026, and were issued at interest rates ranging from 0.80% to 5.50%.

- On March 22, 2012, the District issued General Obligation Refunding Series B Bonds (2012B Refunding Bonds) in the amount of $23,190,000 to refund the District's Series 2003 bonds. The bonds mature during succeeding years through August 2028. The bonds were issued at interest rates ranging from 2.00 to 5.00%.

- On September 13, 2012, the District issued General Obligation Refunding Series C Bonds (2012C Refunding Bonds) in the amount of $36,480,000 to refund a portion of the District's Series 2004A bonds. The bonds mature during succeeding years through August 2027. The bonds were issued at interest rates ranging from 2.00% to 5.00%.

- On January 13, 2013, the District issued General Obligation Bonds (Series 2013 Bonds) in the amount of $50,000,000 to build, acquire, construct, and furnish school facilities. The bonds mature during succeeding years through August 2038. The bonds were issued at interest rates ranging from 3.00% to 5.00%.

- On May 1, 2014, the District issued General Obligation Bonds (Series May 2014 Bonds) in the amount of $44,265,000 to refund a portion of the District's outstanding Series 2007 Bonds. The bonds mature during succeeding years through August 2030. The bonds were issued at interest rates ranging from 2.00% to 5.00%.

- On July 1, 2014, the District issued General Obligation Bonds (Series July 2014 Bonds) in the amount of $25,925,000 to build, acquire, construct, and furnish school facilities. The bonds mature during succeeding years through August 2032. The bonds were issued at interest rates ranging from 2.00% to 5.00%.

- On March 1, 2017, the District issued General Obligation Bonds Election of 2002, (Series 2017 Bonds) in the amount of $23,475,000 to finance specific construction, acquisition, and modernization projects. The bonds mature during succeeding years through August 2022. The bonds were issued at an interest rate ranging from 2.00% to 3.00%.

- On March 1, 2017, the District issued General Obligation Bonds Election of 2002 (2017 Refunding Bonds) in the amount of $37,890,000 to advance refund a portion of the District's Series 2010 Bonds. The bonds mature during succeeding years through August 2026. The bonds were issued at interest rates ranging from 2.000% to 3.375%.

As of June 30, 2020, total outstanding debt related to Measure J is $194,069,932.

The Board of Supervisors of Sacramento County is empowered and obligated to annually levy *ad valorem* taxes, without limitation as to rate or amount, upon all property subject to taxation within the District (except for certain property which is taxable at limited rates), for payment of interest and principal of the Bonds when due. The District has established separate debt service funds to account for the collection and remittance of bond principal and interest payments. Additional information on the bonds' payment schedules can be found in the District's financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation – The District accounts for its financial transactions in accordance with the policies and procedures of the California Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

Measurement focus and basis of accounting – Measurement focus indicates the type of resources being measured, while the basis of accounting indicates the timing of transactions or events for recognition in the financial statements. The Measure J Building Fund is a governmental fund, and has been presented using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available, and are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when the related liability is incurred.

Cash and cash equivalents – For the purpose of the financial statements, cash equivalents are defined as financial instruments with an original maturity of three months or less.

Restricted cash and cash equivalents – Cash that is externally restricted to purchase or construct capital or other assets is classified as a restricted asset in the balance sheets.

Restricted fund balance – Restricted fund balance includes resources which are legally or contractually restricted by external third parties. Fund balance is restricted for capital projects of the Measure J Building Fund in accordance with the project list for the 2002 General Obligation Bonds.

Estimates used in financial reporting – In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and revenues and expenditures during the reporting period. Actual results could differ from those estimates.

3. RESTRICTED CASH AND EQUIVALENTS

Cash and equivalents as of June 30, 2020, consist of the following:

Cash and equivalents with County Treasury	$ 6,880,682
Cash and equivalents with fiscal agents	5,115,439
Total cash and equivalents	$ 11,996,121

Cash and equivalents in County Treasury – The Measure J Building Fund maintains cash in the Sacramento County Treasury (the Treasury). The Treasury pools funds with those of other districts in the county and invests the cash. The share of each fund in the pooled cash account is separately accounted for and interest earned is apportioned quarterly based on the relationship of a fund's daily balance to the total of pooled cash and investments.

Participants' equity in the Treasury investment pool is determined by the dollar amount of the participant deposits, adjusted for withdrawals and distributed income.

The Treasury is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq. and is restricted by Government Code Section 53635, pursuant to Section 53601.

Cash and equivalents with fiscal agent – Cash and equivalents with fiscal agent are held by the Treasury and represent bond proceeds restricted for capital projects.

Derivative investments – The Measure J Building Fund did not directly enter into any derivative investments. Information regarding the amount invested in derivatives by the Treasury was not available.

Interest rate risk – Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, 2020, weighted average maturity of the investments contained in the Treasury is approximately 281 days.

Credit risk – Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Treasury investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial credit risk – Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Education Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits that are made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amounts deposited by the public agencies.

4. INTERFUND TRANSACTIONS WITH OTHER DISTRICT FUNDS

Transfers to and from other District Funds are operating transfers from a fund receiving revenue to a fund through which the resources are being expended. The significant transfers to and from other District Funds were as follows for the year ended June 30, 2020:

Transfers in from other District Funds:

The District's County Schools State Schools Facilities Fund transferred $77 to the Measure J Building Fund for interest earned for Trajan Elementary modernization project.

5. COMMITMENTS AND CONTINGENCIES

The District is subject to legal proceedings and claims which arise in the ordinary course of business. In the opinion of management, the amount of the ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the Measure J Building Fund.

As of June 30, 2020, the Measure J Building Fund has approximately $1.5 million in outstanding commitments on ongoing construction contracts.

6. RISKS AND UNCERTAINTIES

In March, 2020, the District experienced disruption to its schools as they were required by public health orders to close and move to virtual learning format in response to the Coronavirus/COVID-19 pandemic. Although the disruption is expected to be temporary, the District anticipates some financial impact and timing of cash flows due to the pandemic. Accordingly, there is a risk of downgrade of the debt issued by the District. However, the financial impact and duration cannot be reasonably estimated at this time.

7. SUBSEQUENT EVENT

On October 29, 2020, the District issued 2020 General Obligation Refunding Bonds in the amount of $143,090,000. The bonds range in maturity date with final payoff on August 1, 2034 and interest rates ranging from 0.265% - 2.416%. The bonds were issued by the District to refund approximately $143,000,000 in callable maturities and on bonds outstanding in Refunding Series A and B, Refunding Series C, Series 2013, Series 2014 Refunding, and Series 2014. All series included in the refunding, with the exception of the Refunding Series A, were authorized pursuant to Measure J.

OTHER REPORT

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Independent Auditor's Report

Independent Bond Citizens' Oversight Committee
and Board of Education
San Juan Unified School District
Carmichael, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure J Building Fund of the San Juan Unified School District (the District), as of and for the year ended June 30, 2020, and the related notes to the financial statements, and have issued our report thereon dated February 5, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Measure J Building Fund's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Gilbert CPAs

GILBERT CPAs
Sacramento, California

February 5, 2021

SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE J GENERAL OBLIGATION BONDS

CARMICHAEL, CALIFORNIA

PERFORMANCE AUDIT

YEAR ENDED JUNE 30, 2020

SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE J GENERAL OBLIGATION BONDS

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JUNE 30, 2020

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INDEPENDENT AUDITOR'S REPORT

Board of Education and Independent Citizens' Bond
Oversight Committee for Measure J
San Juan Unified School District
Carmichael, California

We have conducted a performance audit of the San Juan Unified School District (the District) Measure J General Obligation Bonds for the year ended June 30, 2020.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for the findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 2 of this report which includes determining compliance with the performance requirements for the Proposition 39 and Measure J General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIIIA of the California Constitution and Proposition 39 as they apply to the bonds and the net proceeds thereof. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIIIA of the California Constitution. Accordingly, we do not express any assurance on the internal controls.

The results of our tests indicated that, in all significant respects, the San Juan Unified School District expended Measure J General Obligation Bond funds for the year ended June 30, 2020 only for the specific projects developed by the District's Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIIIA of the California Constitution.

Gilbert CPAs

GILBERT CPAs
Sacramento, California

February 5, 2021

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SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE J GENERAL OBLIGATION BONDS

PERFORMANCE AUDIT
JUNE 30, 2020

OBJECTIVES

The objectives of our performance audit were to document that the San Juan Unified School District (the District) expended Measure J General Obligation Bonds (the Bonds) funds for the year ended June 30, 2020 only for purposes approved by voters and only for specific projects developed by the District's Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)C of Article XIIIA of the California Constitution; note any incongruities or system weaknesses; and provide recommendations for improvement.

SCOPE OF THE AUDIT

The scope of our performance audit covered the fiscal year ended June 30, 2020. Expenditures incurred after the issuance of the Bonds and prior to July 1, 2019, were covered in a previous examination. The expenditures included all account and project codes associated with the Bond projects. Expenditures incurred subsequent to June 30, 2020 were not reviewed or included within the scope of our audit.

BACKGROUND INFORMATION

On November 5, 2002, the electorate of the District approved the $350 million Measure J general obligation bonds with greater than 55% of the votes in favor.

On July 31, 2003, the District issued General Obligation Bonds (Series 2003) in the amount of $46,000,000 to build, acquire, construct and furnish school facilities. The bonds mature in 2028. The bonds were issued at interest rates ranging from 1.00% to 5.80%. With the issuance of the 2012 General Obligation Refunding Bonds in March 2012, $24,705,000 of Series 2003 Bonds were refunded.

On August 12, 2004, the District issued General Obligation Bonds (Series 2004A Bonds) consisting of current interest bonds totaling $67,205,000 and capital appreciation bonds totaling $1,794,931 to build, acquire, construct, and furnish school facilities. The interest rates vary on the current interest bonds from 2.00% to 5.00% and mature through 2027. The capital appreciation bonds carry interest rates of 5.52% and 5.53% and mature in August 2028 and 2030. With the issuance of the 2012 General Obligation Refunding Bonds, Series C in September 2012, $37,000,000 of Series 2004A Bonds were refunded.

On August 5, 2007, the District issued General Obligation Bonds (Series 2007 Bonds) in the amount of $70,000,000 to build, acquire, construct and furnish school facilities. These bonds mature during 2016, and were issued at interest rates ranging from 4.25% to 5.00%. With the issuance of the 2014 General Obligation Refunding Bonds in May 2014, $47,060,000 of Series 2007 Bonds were refunded.

On July 23, 2010, the District issued General Obligation Bonds (Series 2010 Bonds) in the amount of $55,000,000 to build, acquire, construct and furnish school facilities. These bonds mature during succeeding years through August 2034, and were issued at interest rates ranging from 2.25% to 5.00%. With the issuance of the 2017 General Obligation Refunding Bond in March 2017, outstanding bonds mature during succeeding years through August 2020.

On June 10, 2011, the District issued General Obligation Bonds (Series 2011 Bonds) in the amount of $10,600,000 to build, acquire, construct and furnish school facilities. These bonds mature during succeeding years through June 2026, and were issued at interest rates ranging from 0.80% to 5.50%.

On March 22, 2012, the District issued General Obligation Refunding Series B Bonds (2012B Refunding Bonds) in the amount of $23,190,000 to refund the District's Series 2003 bonds. The bonds mature during succeeding years through August 2028. The bonds were issued at interest rates ranging from 2.00 to 5.00%.

On September 13, 2012, the District issued General Obligation Refunding Series C Bonds (2012C Refunding Bonds) in the amount of $36,480,000 to refund a portion of the District's Series 2004A Bonds. The bonds mature during succeeding years through August 2027. The bonds were issued at interest rates ranging from 2.00 to 5.00%.

On January 13, 2013, the District issued General Obligation Bonds (Series 2013 Bonds) in the amount of $50,000,000 to build, acquire, construct and furnish school facilities. The bonds mature during succeeding years through August 2038. The bonds were issued at interest rates ranging from 3.00% to 5.00%.

On May 1, 2014, the District issued General Obligation Bonds (Series May 2014 Bonds) in the amount of $44,265,000 to refund a portion of the District's outstanding Series 2007 Bonds. The bonds mature during succeeding years through August 2030. The bonds were issued at interest rates ranging from 2.00% to 5.00%.

On July 1, 2014, the District issued General Obligation Bonds (Series July 2014 Bonds) in the amount of $25,925,000 to build, acquire, construct and furnish school facilities. The bonds mature during succeeding years through August 2032. The bonds were issued at interest rates ranging from 2.00% to 5.00%.

On March 1, 2017, the District issued General Obligation Bonds (Series 2017 Bonds) in the amount of $23,475,000 to finance specific construction, acquisition and modernization projects. The bonds mature during succeeding years through August 2022. The bonds were issued at an interest rate ranging from 2.00% to 3.00%.

On March 1, 2017, the District issued General Obligation Refunding Series 2017 Bonds (2017 Refunding Bonds) in the amount of $37,890,000 to refund a portion of the District's Series 2010 Bonds. The bonds mature during succeeding years through August 2026. The bonds were issued at interest rates ranging from 2.000% to 3.375%.

As of June 30, 2020, total outstanding debt related to Measure J is $194,069,932.

The financial activity related to the Measure J General Obligation Bonds is recorded in sub-Fund 23 (Measure J Building Fund) of Fund 21 (Building Fund) in the District's audited financial statements for the year ended June 30, 2020.

PROCEDURES PERFORMED

We obtained the Measure J Building Fund detailed general ledger for the fiscal year ended June 30, 2020. We obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with Proposition 39 and Measure J General Obligation Bond funding. We performed the following procedures:

- We verified the mathematical accuracy of the expenditures included in the Measure J Building Fund detailed general ledger for the fiscal year ended June 30, 2020.

- We reconciled the total expenditures as reported in the detailed general ledger of the Measure J Building Fund for the year ended June 30, 2020 to the District's audited financial statements for the year ended June 30, 2020.

- Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of the District to determine if internal controls are adequate to help ensure the District's compliance with the requirements of Proposition 39.

- We determined that the Independent Citizens' Bond Oversight Committee is fulfilling its duties as required by Education Code 15278 and as outlined in their Committee Bylaws.

- We selected a sample of 32 expenditures in the fiscal year ended June 30, 2020. The sample was selected to provide a representation across construction projects, vendors, and expenditure amounts. For each selection, we performed the following procedures:

    1. Reviewed supporting documentation to ensure that funds were properly expended on the specific projects outlined on the publicized list and met the requirements for bidding, if applicable.

    2. Verified the expenditure was for construction, rehabilitation, or replacement of school facilities, including furnishing and equipping of District facilities, deferred maintenance upgrades or the acquisition or lease of real property facilities and verified that funding was not used for salaries of school administrators or other operating expenditures of the District.

The District incurred expenditures of $17,633,456 for the year ended June 30, 2020, for the Measure J projects listed in the following Schedule of Activities.

SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE J GENERAL OBLIGATION BONDS

PERFORMANCE AUDIT
JUNE 30, 2020

SCHEDULE OF ACTIVITIES

Description			June 30, 2020 Activities
Beginning Balance			$ 28,765,454
Sources:			
Interest			330,688
Other Authorized Interfund Transfers In			77
		Total Sources	330,765
Uses:			
Debt service	Program		3,830,621
Casa Roble	HVAC		2,556,804
District wide	Tech Service VOIP		2,290,014
Bella Vista	HVAC		1,976,450
Twin Lakes	HVAC		1,557,267
Carriage	HVAC		1,292,484
Rio Americano	Infrastructure		1,228,195
Ottomon	HVAC		1,115,924
Casa Roble	Flooring		640,232
Thomas Kelly	Furniture		472,275
Pershing	Portable		146,330
Del Campo	MOD		114,702
Program	Program		110,542
Deterding	Portable		109,294
Ralph Richardon	L&I		103,402
Casa Roble	Low Voltage		81,295
Gold River	MOD		6,983
DSA	Legacy		594
Casa Roble	Furniture		293
Del Dayo	Portable		(245)
		Total Uses	17,633,456
		Ending Balance	$ 11,462,763

CONCLUSION

Based upon the procedures performed, we found that, for the items tested, the San Juan Unified School District has properly accounted for the expenditures of the Measure J General Obligation Bonds. Further, it was noted that the funds were not used for salaries of school administrators or other operating expenditures. Our audit does not provide a legal determination on the District's compliance with specific requirements.

MANAGEMENT COMMENTS AND RECOMMENDATIONS

None.

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE N BUILDING FUND

CARMICHAEL, CALIFORNIA

FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORTS

YEAR ENDED JUNE 30, 2020

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE N BUILDING FUND

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INDEPENDENT AUDITOR'S REPORT

Independent Bond Citizens' Oversight Committee
and Board of Education
San Juan Unified School District
Carmichael, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure N Building Fund of the San Juan Unified School District (the District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure N Building Fund of the District, as of June 30, 2020, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure N Building Fund and do not purport to, and do not present fairly the financial position of the District as of June 30, 2020, or the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 5, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Gilbert CPAs

GILBERT CPAs
Sacramento, California

February 5, 2021

FINANCIAL STATEMENTS

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE N BUILDING FUND

BALANCE SHEET
JUNE 30, 2020

ASSETS:	
Restricted cash and cash equivalents	$ 49,896,646
Accounts receivable	165,701
Total assets	$ 50,062,347
LIABILITIES AND FUND BALANCE:	
Accounts payable	$ 5,620,219
Fund balance - restricted	44,442,128
Total liabilities and fund balance	$ 50,062,347

The accompanying notes are an integral part of these financial statements.

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE N BUILDING FUND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE
YEAR ENDED JUNE 30, 2020

REVENUES:	
Other local sources	$ 1,633,413
EXPENDITURES:	
Capital outlay	62,432,981
Classified salaries	551,349
Employee benefits	280,518
Books and supplies	85,014
Contract services and other operating expenditures	58,215
Total expenditures	63,408,077
Deficiency of revenues under expenditures	(61,774,664)
OTHER FINANCING SOURCES (USES):	
Transfers in	1,502,229
Other financing sources	28,007
Other financing uses - debt service	(8,378)
Total other financing sources (uses)	1,521,858
Change in fund balance	(60,252,806)
RESTRICTED FUND BALANCE - BEGINNING OF YEAR	104,694,934
RESTRICTED FUND BALANCE - END OF YEAR	$ 44,442,128

The accompanying notes are an integral part of these financial statements.

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE N BUILDING FUND

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

1. ORGANIZATION AND NATURE OF ACTIVITIES

The San Juan Unified School District (the District) was established in 1960 and serves a 75-square mile area covering the communities of Arden-Arcade, Carmichael, Citrus Heights, Fair Oaks, Gold River, and Orangevale. The District currently operates 65 schools and provides early learning, kindergarten through 12th grade, and adult program education to approximately 40,000 students.

These financial statements present only the Measure N General Obligation Bonds Building Fund, which is recorded in sub-Fund 24 (Measure N Building Fund) of Fund 21 (Building Fund) in the District's audited financial statements for the year ended June 30, 2020. These financial statements do not include financial data for the remainder of the District's funds and component unit, which accounting principles generally accepted in the United States of America require to be presented with the financial statements of the District.

On November 6, 2012, the electorate of the San Juan Unified School District approved the $350 million Measure N general obligation bonds with greater than 55% of the votes in favor.

- On January 13, 2013, the District issued General Obligation Bonds Election of 2012, Series A (Series A Bonds) in the amount of $20,000,000 to build, acquire, construct, and furnish school facilities. The bonds matured during succeeding years through August 2015. The bonds were issued at an interest rate of 1.00%.

- On July 1, 2014, the District issued General Obligation Bonds Election of 2012, Series B (Series B Bonds) in the amount of $80,000,000 to build, acquire, construct, and furnish school facilities. The bonds mature during succeeding years through August 2027. The bonds were issued at interest rates ranging from 1.00% to 4.00%.

- On March 7, 2017, the District issued General Obligation Bonds Election of 2012, (Series 2017 Bonds) in the amount of $70,000,000 to finance specific construction, acquisition, and modernization projects. The bonds mature during succeeding years through August 2028. The bonds were issued at interest rates ranging from 2.00% to 4.00%.

- On January 22, 2019, the District issued General Obligation Bonds Election of 2012, (Series 2019 Bonds) in the amount of $150,000,000 to finance specific construction, acquisition, and modernization projects. The bonds mature during succeeding years through August 2031. The bonds were issued at interest rates ranging from 3.00% to 4.00%.

As of June 30, 2020, total outstanding debt related to Measure N is $220,960,000.

The Board of Supervisors of Sacramento County is empowered and obligated to annually levy *ad valorem* taxes, without limitation as to rate or amount, upon all property subject to taxation within the District (except for certain property which is taxable at limited rates), for payment of interest and principal of the Bonds when due. The District has established separate debt service funds to account for the collection and remittance of bond principal and interest payments. Additional information on the bonds' payment schedules can be found in the District's financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation – The District accounts for its financial transactions in accordance with the policies and procedures of the California Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

Measurement focus and basis of accounting – Measurement focus indicates the type of resources being measured, while the basis of accounting indicates the timing of transactions or events for recognition in the financial statements. The Measure N Building Fund is a governmental fund, and has been presented using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available, and are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when the related liability is incurred.

Cash and cash equivalents – For the purpose of the financial statements, cash equivalents are defined as financial instruments with an original maturity of three months or less.

Restricted cash and cash equivalents – Cash that is externally restricted to purchase or construct capital or other assets is classified as a restricted asset in the balance sheet.

Restricted fund balance – Restricted fund balance includes resources which are legally or contractually restricted by external third parties. Fund balance is restricted for capital projects of the Measure N Building Fund in accordance with the project list for the 2012 General Obligation Bonds.

Estimates used in financial reporting – In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and revenues and expenditures during the reporting period. Actual results could differ from those estimates.

3. RESTRICTED CASH AND CASH EQUIVALENTS

Cash and equivalents as of June 30, 2020, consist of the following:

Cash and equivalents with County Treasury	$ 18,038,255
Cash and equivalents with fiscal agent	31,858,391
Total cash and equivalents	$ 49,896,646

Cash and equivalents in County Treasury – The Measure N Building Fund maintains cash in the Sacramento County Treasury (the Treasury). The Treasury pools funds with those of other districts in the county and invests the cash. The share of each fund in the pooled cash account is separately accounted for and interest earned is apportioned quarterly based on the relationship of a fund's daily balance to the total of pooled cash and investments.

Participants' equity in the Treasury investment pool is determined by the dollar amount of the participant deposits, adjusted for withdrawals and distributed income.

The Treasury is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq. and is restricted by Government Code Section 53635, pursuant to Section 53601.

Cash and equivalents with fiscal agent – Cash and equivalents with fiscal agent are held by the Treasury and represent bond proceeds restricted for capital projects.

Derivative investments – The Measure N Building Fund did not directly enter into any derivative investments. Information regarding the amount invested in derivatives by the Treasury was not available.

Interest rate risk – Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, 2020, weighted average maturity of the investments contained in the Treasury is approximately 281 days.

Credit risk – Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Treasury investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial credit risk – Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Education Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits other than the following provision for deposits: the California Government Code requires that a financial institution secure deposits that are made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amounts deposited by the public agencies.

4. INTERFUND TRANSACTIONS WITH OTHER DISTRICT FUNDS

Transfers to and from other District Funds are operating transfers from a fund receiving revenue to a fund through which the resources are being expended. Transfers in from other District Funds were as follows for the year ended June 30, 2020:

The District's County State Schools Facilities Fund transferred $1,500,003 to the Measure N Building Fund for the Casa Roble High School modernization project.

The District's County State Schools Facilities Fund transferred $2,229 to the Measure N Building Fund for interest earned for Bella Vista High School modernization project.

5. COMMITMENTS AND CONTINGENCIES

The District is subject to legal proceedings and claims which arise in the ordinary course of business. In the opinion of management, the amount of the ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the Measure N Building Fund.

As of June 30, 2020, the Measure N Building Fund has approximately $53 million in outstanding commitments on ongoing construction contracts.

6. RISKS AND UNCERTAINTIES

In March, 2020, the District experienced disruption to its schools as they were required by public health orders to close and move to virtual learning format in response to the Coronavirus/COVID-19 pandemic. Although the disruption is expected to be temporary, the District anticipates some financial impact and timing of cash flows due to the pandemic. Accordingly, there is a risk of downgrade of the debt issued by the District. However, the financial impact and duration cannot be reasonably estimated at this time.

7. SUBSEQUENT EVENT

On October 29, 2020, the District issued General Obligation Bonds, Election 2012, Series 2020 in the amount of $30,000,000. The bonds range in maturity date with final payoff on August 1, 2029 and interest rates ranging from 0.25% - 4.00%. These bonds are the fifth series to be issued pursuant to Measure N authorization, with proceeds to be deposited to the building fund and utilized in accordance with the bond measure.

OTHER REPORT

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Independent Auditor's Report

Independent Bond Citizens' Oversight Committee
and Board of Education
San Juan Unified School District
Carmichael, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure N Building Fund of the San Juan Unified School District (the District), as of and for the year ended June 30, 2020, and the related notes to the financial statements, and have issued our report thereon dated February 5, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Measure N Building Fund's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Gilbert CPAs

GILBERT CPAs
Sacramento, California

February 5, 2021

SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE N GENERAL OBLIGATION BONDS

CARMICHAEL, CALIFORNIA

PERFORMANCE AUDIT

YEAR ENDED JUNE 30, 2020

SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE N GENERAL OBLIGATION BONDS

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INDEPENDENT AUDITOR'S REPORT

Board of Education and Independent Citizens' Bond
Oversight Committee for Measure N
San Juan Unified School District
Carmichael, California

We have conducted a performance audit of the San Juan Unified School District (the District) Measure N General Obligation Bonds for the year ended June 30, 2020.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for the findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 2 of this report which includes determining compliance with the performance requirements for the Proposition 39 and Measure N General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIIIA of the California Constitution and Proposition 39 as they apply to the bonds and the net proceeds thereof. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIIIA of the California Constitution. Accordingly, we do not express any assurance on the internal controls.

The results of our tests indicated that, in all significant respects, the San Juan Unified School District expended Measure N General Obligation Bond funds for the year ended June 30, 2020 only for the specific projects developed by the District's Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIIIA of the California Constitution.

Gilbert CPAs

GILBERT CPAs
Sacramento, California

February 5, 2021

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SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE N GENERAL OBLIGATION BONDS

PERFORMANCE AUDIT
JUNE 30, 2020

OBJECTIVES

The objectives of our performance audit were to document that the San Juan Unified School District (the District) expended Measure N General Obligation Bonds (the Bonds) funds for the year ended June 30, 2020 only for purposes approved by voters and only for specific projects developed by the District's Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)C of Article XIIIA of the California Constitution; note any incongruities or system weaknesses; and provide recommendations for improvements.

SCOPE OF THE AUDIT

The scope of our performance audit covered the fiscal year ended June 30, 2020. Expenditures incurred after the issuance of the Bonds and prior to July 1, 2019, were covered in a previous examination. The expenditures included all account and project codes associated with the Bond projects. Expenditures incurred subsequent to June 30, 2020 were not reviewed or included within the scope of our audit.

BACKGROUND INFORMATION

On November 6, 2012, the electorate of the San Juan Unified School District approved the $350 million Measure N general obligation bonds with greater than 55% of the votes in favor.

On January 13, 2013, the District issued General Obligation Bonds Election of 2012, Series A (Series A Bonds) in the amount of $20,000,000 to build, acquire, construct, and furnish school facilities. The bonds matured during succeeding years through August 2015. The bonds were issued at an interest rate of 1.00%.

On July 1, 2014, the District issued General Obligation Bonds Election of 2012, Series B (Series B Bonds) in the amount of $80,000,000 to build, acquire, construct, and furnish school facilities. The bonds mature during succeeding years through August 2027. The bonds were issued at interest rates ranging from 1.00% to 4.00%.

On March 7, 2017, the District issued General Obligation Bonds Election of 2012, (Series 2017 Bonds) in the amount of $70,000,000 to finance specific construction, acquisition, and modernization projects. The bonds mature during succeeding years through August 2028. The bonds were issued at interest rates ranging from 2.00% to 4.00%.

On January 22, 2019, the District issued General Obligation Bonds Election of 2012, (Series 2019 Bonds) in the amount of $150,000,000 to finance specific construction, acquisition, and modernization projects. The bonds mature during succeeding years through August 2031. The bonds were issued at interest rates ranging from 3.00% to 4.00%.

As of June 30, 2020, total outstanding debt related to Measure N is $220,960,000.

The financial activity related to the Measure N General Obligation Bonds is recorded in sub-Fund 24 (Measure N Building Fund) of Fund 21 (Building Fund) in the District's audited financial statements for the year ended June 30, 2020.

PROCEDURES PERFORMED

We obtained the Measure N Building Fund detailed general ledger for the fiscal year ended June 30, 2020. We obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with Proposition 39 and Measure N General Obligation Bond funding. We performed the following procedures:

- We verified the mathematical accuracy of the expenditures included in the Measure N Building Fund detailed general ledger for the fiscal year ended June 30, 2020.

- We reconciled the total expenditures as reported in the detailed general ledger of the Measure N Building Fund for the year ended June 30, 2020 to the District's audited financial statements for the year ended June 30, 2020.

- Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of the District to determine if internal controls are adequate to help ensure the District's compliance with the requirements of Proposition 39.

- We determined that the Independent Citizens' Bond Oversight Committee is fulfilling its duties as required by Education Code 15278 and as outlined in their Committee Bylaws.

- We selected a sample of 43 expenditures in the fiscal year ended June 30, 2020. The sample was selected to provide a representation across construction projects, vendors, and expenditure amounts. For each selection, we performed the following procedures:

    1. Reviewed supporting documentation to ensure that funds were properly expended on the specific projects outlined on the publicized list and met the requirements for bidding, if applicable.

    2. Verified the expenditure was for construction, rehabilitation, or replacement of school facilities, including furnishing and equipping of District facilities, deferred maintenance upgrades or the acquisition or lease of real property facilities and verified that funding was not used for salaries of school administrators or other operating expenditures of the District.

The District incurred total expenditures of $63,416,456 through June 30, 2020, for the Measure N projects listed in the following Schedule of Activities.

SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE N GENERAL OBLIGATION BONDS

PERFORMANCE AUDIT
JUNE 30, 2020

SCHEDULE OF ACTIVITIES

Description	Prior Activities	June 30, 2020 Activities	Total
Sources:			
Issuance Fund 24 N	$ 320,000,000		$ 320,000,000
Interest Revenue	3,125,026	$ 1,626,594	4,751,620
Premium Revenue	3,720,768		3,720,768
E-Rate Reimbursement	417,098		417,098
Other Revenue	2,426,879	34,826	2,461,705
Other Authorized Interfund Transfers In	12,176,678	1,502,229	13,678,907
Total Sources	341,866,449	3,163,649	345,030,098
Uses:			
Dyer Kelly New Construction	38,499,915	6,265,763	44,765,678
Greer Full Site Renovation	32,361,678	7,950,359	40,312,037
Mira Loma New Construction	4,829,356	18,906,679	23,736,035
Casa Roble New Construction	8,632,427	13,563,658	22,196,085
El Camino New Construction	16,504,368	20,584	16,524,952
Citrus Heights New Construction	14,699,015		14,699,015
Rio New Construction	13,419,102		13,419,102
Multi Site Tech Service	10,984,360		10,984,360
Measure N Program	9,556,652	839,253	10,395,905
Encina Outdoor Learning	8,637,221	1,326,441	9,963,662
Mira Loma Outdoor Learning	7,932,837	1,086,042	9,018,879
Citrus Heights MOD	8,863,522		8,863,522
Bella Vista MOD	8,642,610	22,802	8,665,412
Bella Vista New Construction	8,141,728	12,391	8,154,119
Casa Outdoor Learning	6,090,180	1,184,120	7,274,300
Del Campo New Construction	974,156	4,501,496	5,475,652
Debt Services	5,445,658	8,378	5,454,036
Cowan New Construction	3,541,996		3,541,996
Del Campo Outdoor Learning	3,392,382		3,392,382
Multi Site Energy Efficient	3,219,604		3,219,604
El Camino Outdoor Learning	2,996,067		2,996,067
Salk (Edison) New Construction	5,171,776		5,171,776
Mariemont New Construction	2,577,221		2,577,221
Del Campo MOD	168,481	2,444,962	2,613,443
Casa Roble MOD CTE	371,936	2,131,897	2,503,833
Encina HVAC (gym)	199,715	1,663,426	1,863,141
Rio Outdoor Learning	1,264,916	9,489	1,274,405
Bella Vista New Construction (housing)	1,094,601		1,094,601

SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE N GENERAL OBLIGATION BONDS

PERFORMANCE AUDIT
JUNE 30, 2020

Description	Prior Activities	June 30, 2020 Activities	Total
El Camino Student Safety	942,111		942,111
Del Campo MOD (CTE Fire)		860,302	860,302
Underwriters' Discount & Other COI	800,000		800,000
Del Campo MOD (CTE Broadcasting)		671,689	671,689
Garfield MOD	577,251		577,251
Cost of Issuance	572,535		572,535
Grand Oaks Student Safety	491,041	62,664	553,705
Mission Student Safety	419,067	36,901	455,968
Ralph Richardson Student Safety	403,371		403,371
Mira Loma Student Safety	303,745	70,533	374,278
Starr King Student Safety	373,850		373,850
District Router Upgrade Tech Service	368,714		368,714
Rio PoC WapTech Service	327,803		327,803
Salk (Edison) Student Safety	301,125	22,237	323,362
Thomas Kelly Student Safety	292,274		292,274
Gold River Student Safety	175,138	112,149	287,287
Bella Vista New Construction (Butler)	250,314		250,314
Holst (La Vista) Student Safety	246,829		246,829
Woodside Student Safety	241,328		241,328
Trajan Playground Student Safety	219,800		219,800
Mariemont Infrastructure	201,783		201,783
Greer MOD	199,657		199,657
Dewey Infrastructure	186,196		186,196
Skycrest Student Safety	131,441		131,441
Coyle Student Safety	119,392		119,392
Casa Infrastructure	113,148		113,148
La Entrada	99,565		99,565
Del Dayo Outdoor Learning	65,924		65,924
Sylvan MOD	52,468		52,468
Casa MOD	44,900		44,900
Dyer Kelly MOD	34,810		34,810
Grand Oaks Infrastructure	27,308		27,308
Cameron Ranch Infrastructure	11,387		11,387
Trajan Infrastructure		6,000	6,000
Mira Loma HVAC (gym)	195,324	(195,324)	
San Juan HVAC (gym)	168,436	(168,436)	
Total Uses	237,171,515	63,416,455	300,587,970
Ending Balance	$ 104,694,934	$ (60,252,806)	$ 44,442,128

CONCLUSION

Based upon the procedures performed, we found that, for the items tested, the San Juan Unified School District has properly accounted for the expenditures of the Measure N General Obligation Bonds. Further, it was noted that the funds were not used for salaries of school administrators or other operating expenditures. Our audit does not provide a legal determination on the District's compliance with specific requirements.

MANAGEMENT COMMENTS AND RECOMMENDATIONS

None.

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE P BUILDING FUND

CARMICHAEL, CALIFORNIA

FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORTS

YEAR ENDED JUNE 30, 2020

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE P BUILDING FUND

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INDEPENDENT AUDITOR'S REPORT

Independent Bond Citizens' Oversight Committee
and Board of Education
San Juan Unified School District
Carmichael, California

Report on the Financial Statements

We have audited the accompanying financial statements of the Measure P Building Fund of the San Juan Unified School District (the District) as of and for the year ended June 30, 2020, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Measure P Building Fund of the District, as of June 30, 2020, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Measure P Building Fund and do not purport to, and do not present fairly the financial position of the District as of June 30, 2020, or the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 5, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Gilbert CPAs

GILBERT CPAs
Sacramento, California

February 5, 2021

FINANCIAL STATEMENTS

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE P BUILDING FUND

BALANCE SHEET
JUNE 30, 2020

ASSETS:	
Restricted cash and cash equivalents	$ 46,495,550
Accounts receivable	132,021
Total assets	$ 46,627,571
LIABILITIES AND FUND BALANCE:	
Accounts payable	$ 9,090,607
Fund balance - restricted	37,536,964
Total liabilities and fund balance	$ 46,627,571

The accompanying notes are an integral part of these financial statements.

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE P BUILDING FUND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGE IN FUND BALANCE
YEAR ENDED JUNE 30, 2020

REVENUES:	
Other local sources	$ 1,661,149
EXPENDITURES:	
Capital outlay	55,357,603
Classified salaries	560,184
Contract services and other operating expenditures	344,834
Employee benefits	281,463
Books and supplies	97,253
Total expenditures	56,641,337
Deficiency of revenues under expenditures	(54,980,188)
OTHER FINANCING SOURCES (USES):	
Transfers in	2,638,093
Other financing sources	29,662
Other financing uses - debt service	(5,843)
Total other financing sources (uses)	2,661,912
Change in fund balance	(52,318,276)
RESTRICTED FUND BALANCE - BEGINNING OF YEAR	89,855,240
RESTRICTED FUND BALANCE - END OF YEAR	$ 37,536,964

The accompanying notes are an integral part of these financial statements.

SAN JUAN UNIFIED SCHOOL DISTRICT
MEASURE P BUILDING FUND

NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

---

1. ORGANIZATION AND NATURE OF ACTIVITIES

The San Juan Unified School District (the District) was established in 1960 and serves a 75-square mile area covering the communities of Arden-Arcade, Carmichael, Citrus Heights, Fair Oaks, Gold River, and Orangevale. The District currently operates 65 schools and provides early learning, kindergarten through 12th grade, and adult program education to approximately 40,000 students.

These financial statements present only the Measure P General Obligation Bonds Building Fund, which is recorded in sub-Fund 26 (Measure P Building Fund) of Fund 21 (Building Fund) in the District's audited financial statements for the year ended June 30, 2020. These financial statements do not include financial data for the remainder of the District's funds and component unit, which accounting principles generally accepted in the United States of America require to be presented with the financial statements of the District.

On November 8, 2016, the electorate of the San Juan Unified School District approved the $750 million Measure P general obligation bonds with greater than 55% of the votes in favor.

- On March 7, 2017, the District issued General Obligation Bonds Election of 2016 (Series 2017 Bonds) in the amount of $39,920,000 to finance specific construction, acquisition, and modernization projects. These bonds mature during succeeding years through August 2019, and were issued at interest rates ranging from 2.00% to 2.50%.

- On January 22, 2019, the District issued General Obligation Bonds of Election 2016 (Series 2019 Bonds) in the amount of $80,000,000 to finance specific construction, acquisition, and modernization projects. These bonds mature during succeeding years through August 2029 and were issued at 4.00% interest rate.

As of June 30, 2020, total outstanding debt related to Measure P is $80,000,000.

The Board of Supervisors of Sacramento County is empowered and obligated to annually levy *ad valorem* taxes, without limitation as to rate or amount, upon all property subject to taxation within the District (except for certain property which is taxable at limited rates), for payment of interest and principal of the Bonds when due. The District has established separate debt service funds to account for the collection and remittance of bond principal and interest payments. Additional information on the bonds' payment schedules can be found in the District's financial statements.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation – The District accounts for its financial transactions in accordance with the policies and procedures of the California Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

Measurement focus and basis of accounting – Measurement focus indicates the type of resources being measured, while the basis of accounting indicates the timing of transactions or events for recognition in the financial statements. The Measure P Building Fund is a governmental fund, and has been presented using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available, and are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when the related liability is incurred.

Cash and cash equivalents – For the purpose of the financial statements, cash equivalents are defined as financial instruments with an original maturity of three months or less.

Restricted cash and cash equivalents – Cash that is externally restricted to purchase or construct capital or other assets is classified as a restricted asset in the balance sheet.

Restricted fund balance – Restricted fund balance includes resources which are legally or contractually restricted by external third parties. Fund balance is restricted for capital projects of the Measure P Building Fund in accordance with the project list for the 2016 General Obligation Bonds.

Estimates used in financial reporting – In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and revenues and expenditures during the reporting period. Actual results could differ from those estimates.

3. RESTRICTED CASH AND CASH EQUIVALENTS

Cash and equivalents as of June 30, 2020, consist of the following:

Cash and equivalents with County Treasury	$ 17,845,942
Cash and equivalents with fiscal agent	28,649,608
Total cash and equivalents	$ 46,495,550

Cash and equivalents in County Treasury – The Measure P Building Fund maintains cash in the Sacramento County Treasury (the Treasury). The Treasury pools funds with those of other districts in the county and invests the cash. The share of each fund in the pooled cash account is separately accounted for and interest earned is apportioned quarterly based on the relationship of a fund's daily balance to the total of pooled cash and investments.

Participants' equity in the Treasury investment pool is determined by the dollar amount of the participant deposits, adjusted for withdrawals and distributed income.

The Treasury is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq. and is restricted by Government Code Section 53635, pursuant to Section 53601.

Cash and equivalents with fiscal agent – Cash and equivalents with fiscal agent are held by the Treasury and represent bond proceeds restricted for capital projects.

Derivative investments – The Measure P Building Fund did not directly enter into any derivative investments. Information regarding the amount invested in derivatives by the Treasury was not available.

Interest rate risk – Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. As of June 30, 2020, weighted average maturity of the investments contained in the Treasury is approximately 281 days.

Credit risk – Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Treasury investment pool does not have a rating provided by a nationally recognized statistical rating organization.

Custodial credit risk – Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Education Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits other than the following provision for deposits: the California Government Code requires that a financial institution secure deposits that are made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amounts deposited by the public agencies.

4. INTERFUND TRANSACTIONS WITH OTHER DISTRICT FUNDS

Transfers to and from other District Funds are operating transfers from a fund receiving revenue to a fund through which the resources are being expended. Transfers in from other District Funds were as follows for the year ended June 30, 2020:

The District's General Fund transferred $4,587 to the Measure P Building Fund for Rio Americano's soccer goal that was vandalized.

The District's Capital Facilities Fund transferred $2,000,000 to the Measure P Building Fund for a Del Paso Manor full renovation project.

The District's State School Facilities Fund transferred $633,503 to the Measure P Building Fund for Littlejohn's modernization project.

5. COMMITMENTS AND CONTINGENCIES

The District is subject to legal proceedings and claims which arise in the ordinary course of business. In the opinion of management, the amount of the ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the Measure P Building Fund.

As of June 30, 2020, the Measure P Building Fund has approximately $85 million in outstanding commitments and construction contracts.

6. RISKS AND UNCERTAINTIES

In March, 2020, the District experienced disruption to its schools as they were required by public health orders to close and move to virtual learning format in response to the Coronavirus/COVID-19 pandemic. Although the disruption is expected to be temporary, the District anticipates some financial impact and timing of cash flows due to the pandemic. Accordingly, there is a risk of downgrade of the debt issued by the District. However, the financial impact and duration cannot be reasonably estimated at this time.

7. SUBSEQUENT EVENT

On October 29, 2020, the District issued General Obligation Bonds, Election 2016, Series 2020 in the amount of $150,000,000. The bonds range in maturity date with final payoff on August 1, 2041 and interest rates ranging from 0.25% - 4.00%. These bonds are the third series to be issued pursuant to Measure P authorization, with proceeds to be deposited to the building fund and utilized in accordance with the bond measure.

OTHER REPORT

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Independent Auditor's Report

Independent Bond Citizens' Oversight Committee
and Board of Education
San Juan Unified School District
Carmichael, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Measure P Building Fund of the San Juan Unified School District (the District), as of and for the year ended June 30, 2020, and the related notes to the financial statements, and have issued our report thereon dated February 5, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Measure P Building Fund's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Gilbert CPAs

GILBERT CPAs
Sacramento, California

February 5, 2021

SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE P GENERAL OBLIGATION BONDS

CARMICHAEL, CALIFORNIA

PERFORMANCE AUDIT

YEAR ENDED JUNE 30, 2020

SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE P GENERAL OBLIGATION BONDS

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JUNE 30, 2020

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INDEPENDENT AUDITOR'S REPORT

Board of Education and Independent Citizens' Bond Oversight Committee for Measure P
San Juan Unified School District
Carmichael, California

We have conducted a performance audit of the San Juan Unified School District (the District) Measure P General Obligation Bonds for the year ended June 30, 2020.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for the findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 2 of this report which includes determining compliance with the performance requirements for the Proposition 39 and Measure P General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIIIA of the California Constitution and Proposition 39 as they apply to the bonds and the net proceeds thereof. Management is responsible for the District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of the District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIIIA of the California Constitution. Accordingly, we do not express any assurance on the internal controls.

The results of our tests indicated that, in all significant respects, the San Juan Unified School District expended Measure P General Obligation Bond funds for the year ended June 30, 2020 only for the specific projects developed by the District's Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIIIA of the California Constitution.

Gilbert CPAs

GILBERT CPAs
Sacramento, California

February 5, 2021

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SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE P GENERAL OBLIGATION BONDS

PERFORMANCE AUDIT
JUNE 30, 2020

OBJECTIVES

The objectives of our performance audit were to document that the San Juan Unified School District (the District) expended Measure P General Obligation Bonds (the Bonds) funds for the year ended June 30, 2020 only for purposes approved by voters and only for specific projects developed by the District's Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)C of Article XIIIA of the California Constitution; note any incongruities or system weaknesses; and provide recommendations for improvements.

SCOPE OF THE AUDIT

The scope of our performance audit covered the fiscal year ended June 30, 2020. Expenditures incurred after the issuance of the Bonds and prior to July 1, 2019, were covered in a previous examination. The expenditures included all account and project codes associated with the Bond projects. Expenditures incurred subsequent to June 30, 2020 were not reviewed or included within the scope of our audit.

BACKGROUND INFORMATION

On November 8, 2016, the electorate of the San Juan Unified School District approved the $750 million Measure P general obligation bonds with greater than 55% of the votes in favor.

On March 7, 2017, the District issued General Obligation Bonds Election of 2016 (Series 2017 Bonds) in the amount of $39,920,000 to finance specific construction, acquisition, and modernization projects. These bonds mature during succeeding years through August 2019 and were issued at interest rates ranging from 2.00% to 2.50%.

On January 22, 2019, the District issued General Obligation Bonds of Election 2016 (Series 2019 Bonds) in the amount of $80,000,000 to finance specific construction, acquisition, and modernization projects. These bonds mature during succeeding years through August 2029 and were issued at 4.00% interest rate.

As of June 30, 2020, total outstanding debt related to Measure P is $80,000,000.

The financial activity related to the Measure P General Obligation Bonds is recorded in sub-Fund 26 (Measure P Building Fund) of Fund 21 (Building Fund) in the District's audited financial statements for the year ended June 30, 2020.

PROCEDURES PERFORMED

We obtained the Measure P Building Fund detailed general ledger for the fiscal year ended June 30, 2020. We obtained the actual invoices and other supporting documentation for a sample of expenditures to ensure compliance with Proposition 39 and Measure P General Obligation Bond funding. We performed the following procedures:

- We verified the mathematical accuracy of the expenditures included in the Measure P Building Fund detailed general ledger for the fiscal year ended June 30, 2020.

- We reconciled the total expenditures as reported in the detailed general ledger of the Measure P Building Fund for the year ended June 30, 2020 to the District's audited financial statements for the year ended June 30, 2020.

- Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of the District to determine if internal controls are adequate to help ensure the District's compliance with the requirements of Proposition 39.

- We determined that the Independent Citizens' Bond Oversight Committee is fulfilling its duties as required by Education Code 15278 and as outlined in their Committee Bylaws.

- We selected a sample of 27 expenditures in the fiscal year ended June 30, 2020. The sample was selected to provide a representation across construction projects, vendors and expenditure amounts. For each selection, we performed the following procedures:

    1. Reviewed supporting documentation to ensure that funds were properly expended on the specific projects outlined on the publicized list and met the requirements for bidding, if applicable.

    2. Verified the expenditure was for construction, rehabilitation, or replacement of school facilities, including furnishing and equipping of District facilities, deferred maintenance upgrades or the acquisition or lease of real property facilities and verified that funding was not used for salaries of school administrators or other operating expenditures of the District.

The District incurred total expenditures of $56,647,180 through June 30, 2020, for the Measure P projects listed in the following Schedule of Activities.

SAN JUAN UNIFIED SCHOOL DISTRICT PROPOSITION 39 AND MEASURE P GENERAL OBLIGATION BONDS

PERFORMANCE AUDIT
JUNE 30, 2020

SCHEDULE OF ACTIVITIES

Description	Prior Activities	June 30, 2020 Activities	Total
Sources:			
Issuance Fund 26 P	$ 119,920,000		$ 119,920,000
Interest Revenue	1,893,804	$ 1,455,015	3,348,819
Premium Revenue	1,217,472		1,217,472
Other Revenue	2,764,511	29,662	2,794,173
Other Authorized Transfers In	78,393	2,844,227	2,922,620
Total Sources	125,874,180	4,328,904	130,203,084
Uses:			
Del Paso Manor Full Site Renovation	11,251,940	26,502,928	37,754,868
Winterstein MOD	2,266,839	6,657,219	8,924,058
Bella Vista Outdoor Learning	7,306,305	1,616,426	8,922,731
Rio Americano Outdoor Learning	7,740,184	1,122,676	8,862,860
Arden New Construction	87,363	8,515,514	8,602,877
Littlejohn MOD	1,497,430	4,917,641	6,415,071
Bella Vista Energy (Solar Project)	2,321,020		2,321,020
Measure P Program	1,027,963	1,183,678	2,211,641
Cottage New Construction		1,752,915	1,752,915
Mira Loma HVAC (gym)		1,338,902	1,338,902
San Juan HVAC (gym)		1,280,593	1,280,593
District Wide MDF Tech Services	247,322	706,875	954,197
Tech Service Infrastructure	856,713		856,713
Debt Services	845,583	5,843	851,426
Barrett New Construction	98,731	428,320	527,051
Barrett MOD		485,258	485,258
Underwriters' Discount & Other COI	272,697		272,697
Cost of Issuance	195,000		195,000
Mesa Verde Outdoor Learning		132,392	132,392
Cottage Portable	3,850		3,850
Total Uses	36,018,940	56,647,180	92,666,120
Ending Balance	$ 89,855,240	$ (52,318,276)	$ 37,536,964

CONCLUSION

Based upon the procedures performed, we found that, for the items tested, the San Juan Unified School District has properly accounted for the expenditures of the Measure P General Obligation Bonds. Further, it was noted that the funds were not used for salaries of school administrators or other operating expenditures. Our audit does not provide a legal determination on the District's compliance with specific requirements.

MANAGEMENT COMMENTS AND RECOMMENDATIONS

None.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-8

MEETING DATE: 03/23/2021

SUBJECT: Local Control and Accountability Plan Parent Advisory Committee (LCAP PAC) Revised Bylaws

DEPARTMENT: Division of Teaching and Learning

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

ACTION REQUESTED:
The superintendent is recommending that the board approve the revised bylaw changes for the LCAP PAC.

RATIONALE/BACKGROUND:
The LCAP PAC was formed in accordance with Education Code 52063 and began meeting on October 16, 2014. The committee is a San Juan Unified School District standing committee established by formal board action which utilizes the Ralph M. Brown Act. At the February 11, 2021, LCAP PAC meeting committee members voted to approve the revised bylaw changes to reflect the state's open meeting laws from the Ralph M. Brown Act to the Greene Act (Education Code 35147). In addition, the LCAP PAC revised the bylaws to include the addition of new student leadership positions.

ATTACHMENT(S):
A: Revised Greene Act LCAP PAC Bylaws
B: Redlined Ralph M. Brown Act Bylaws

BOARD COMMITTEE ACTION/COMMENT:
LCAP PAC: 02/11/2021

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A

Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN:
Goal: N/A
Focus: N/A
Action: N/A
Strategic Plan: N/A

PREPARED BY: Gianfranco Tornatore, Ed.D., Director, Continuous Improvement & LCAP GF
Kristan Schnepp, Senior Director, Professional Learning and Curriculum Innovation KS

APPROVED BY: Melissa Bassanelli, Deputy Superintendent, Schools and Student Support MB
Kent Kern, Superintendent of Schools KK

SAN JUAN UNIFIED SCHOOL DISTRICT

LOCAL CONTROL AND ACCOUNTABILITY PLAN PARENT ADVISORY COMMITTEE BYLAWS

I. Name

The name of the committee shall be the Local Control and Accountability Plan Parent Advisory Committee (LCAP PAC).

II. Authority

The Local Control and Accountability Plan Parent Advisory Committee, defined in Education Code 52063, hereinafter referred to as "the committee," is a standing committee of the San Juan Unified School District Board of Education as established by formal board action and shall operate in compliance with the state's open-meeting laws (Greene Act, Education Code section 35147). In this regard, a majority of committee members may meet at the same time and place to hear, discuss, or deliberate upon any matter within the function of the committee, but shall not take any action on any item of business unless that item appeared on the posted agenda.

III. Charge

As directed by the board, superintendent or designee, the committee shall serve at the pleasure of the Board of Education in an advisory capacity on matters pertaining to the development, monitoring and revision of the Local Control and Accountability Plan (LCAP). Final authority for the LCAP lies with the Board of Education in accordance with state law.

IV. Function

The work of the committee shall be aligned with board priorities and available resources, including staff time. In accordance with state law, and at the board's direction, the committee may review relevant data and evidence, collect input from stakeholders, and develop recommendations related to LCAP revisions. It may also share information, ideas and recommendations with other committees and district administration pertaining to proposed LCAP revisions.

In implementing the charge and functions, the committee shall review and make recommendations to the board regarding:

A. Alignment of proposed LCAP goals, actions and services with the Strategic Plan and board priorities.

B. Proposed actions, services and resource allocations designed to address LCAP goals.

C. Evidence of progress related to state and local priorities for low income students, foster/homeless youth, English language learners, and other high-risk students.

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

V. Voting and Quorum

Visitors may address the committee, as described in Section XIV, but do not have voting privileges and do not participate in discussion with committee members. For the purpose of taking action, a quorum shall consist of a simple majority of the approved members of the committee. No action may be taken without a quorum; however, the committee may continue to meet and consider topics without a quorum. Any action adopted must be approved by a simple majority of the quorum.

VI. Staff Liaison

A. The superintendent shall appoint a senior administrative staff liaison for this committee.

B. The staff liaison shall serve as a resource, providing information and materials to the committee, as well as feedback to district administrators from the committee.

C. The staff liaison and other district staff serve under the direction of the superintendent, who prioritizes their time and other resources. Individual committee members shall not direct staff or contact staff to request data or other information. Such requests will come from the committee chairperson to the staff liaison who will determine if staff resources are available and if the request aligns with the priorities of the superintendent, governing board, and state law.

VII. Board Liaison

A. One board member will serve as liaison to the committee and will be a non-voting member of the committee.

B. The board liaison may provide a board update at meetings.

C. The board liaison will provide clarification to the committee at his or her discretion as deemed appropriate.

D. The committee chair may meet with the board liaison, staff liaison, board president and superintendent as needed.

VIII. Composition

The composition of the committee shall be twenty (20) community members including students; a majority of members shall be parents or legal guardians of students enrolled in the district.

A. Members shall only serve on one board approved/appointed advisory committee.

B. Employees who are represented by an employee group (CSEA, Confidential, Educationally Related Mental Health Worker, SJAA, SJPEC, SJTA, Supervisors, Teamsters) shall not serve as members of this advisory committee.

C. The committee shall include parents or legal guardians of pupils who are low income, foster/homeless youth or English language learners.

IX. Selection of Members

The process of selection of community members shall be determined by the Board of Education and is as follows:

A. Public notice of committee vacancies will be advertised within the district and applications of interest will be solicited and kept on file.

B. From the applications, a subcommittee of board members will screen and recommend applicants to maintain balanced representation by ethnicity, socioeconomic level, targeted student group representation, home language, district geography, and grade span.

C. The board will approve new members.

X. Term

Committee members shall serve two-year terms. Members may serve up to three consecutive terms. Terms will follow the academic school year. Terms shall be staggered such that ten (10) members' terms will expire in even-numbered years and ten (10) members' terms will expire in odd- numbered years.

All members should be prepared to attend all regularly scheduled meetings. Three unexcused absences from regularly scheduled meetings, within the academic school year will initiate a vacancy recommendation. The board nominating subcommittee will determine whether the committee member should continue on the Local Control and Accountability Plan Parent Advisory Committee.

XI. Vacancies

The staff liaison will identify membership vacancies and notify the board administrative assistant. A board subcommittee shall review existing committee applicants to identify a replacement which maintains a balanced committee. If no such applications are on file, additional applications will be solicited. Committee replacements will serve the remaining term of the original member.

XII. Organizational Meeting

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

A. Establish an annual schedule of regular meetings. The committee generally meets once each month, August through June. The committee may schedule additional meetings if desired, and may also cancel regular scheduled meetings lacking a quorum or business to conduct.

B. Review the committee bylaws and receive annual training on the Greene Act.

C. Review and recommend approval of the annual report to the board.

XIII. Elections

Elections shall be held at the last meeting of each academic year, and the committee shall:

A. Elect a chairperson for a term of one year, being eligible for re-election for one additional, consecutive term. The chairperson shall be responsible for coordinating with staff liaison and the committee secretary in developing each meeting's agenda; for conducting the meeting and working with the liaison to ensure compliance with the Greene Act; for reviewing a draft of the meeting minutes; and shall also be responsible for preparing or delegating the preparation of the annual summary report and any committee reports. Training for the chairperson and assistant chairperson will be held annually.

B. Elect an assistant chairperson for a period of one year, being eligible for re-election for one additional, consecutive term, who shall assist the chair in fulfilling his/her responsibilities, and who shall conduct the meeting in the absence of the chairperson.

C. If the committee cannot have an election or does not reach a clear decision, the chairperson and assistant chairperson may continue to serve until the election of the successors for a maximum of 60 days after the expiration of their terms. If no successor is elected at the end of the 60-day period, then the positions are deemed vacant, and the chairperson can act for each meeting until such a time as new chairpersons are elected. If neither is present, the meeting can be chaired by a member based on seniority of appointment withthe committee.

D. Elect a student chairperson for a period of one year, being eligible for re-election for additional terms. The student chairperson shall assist LCAP committee leadership. The student chairperson shall be elected by vote of the student committee members. If the vote results in a tie, both students will be student co-chairs to the committee.

XIV. Agendas

The agenda will allow for general visitor comment before business items, and again at the end of the meeting prior to adjournment, as well as prior to a specific business item. Visitor comments will be limited to two minutes.

The committee shall not take any action on any item of business unless that item appeared on the posted agenda or unless the committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent to the posting of the agenda.

Agenda item requests from committee members shall be forwarded to the committee chair and staff liaison. If the chair and staff liaison jointly determine that the topic meets the charge of the committee, and is aligned with state law, current board priorities and available staff resources, the item shall be placed on a future agenda. A board member or staff member may also place an item on the committee agenda in preparation for a future board discussion.

To determine if the majority of the board would like committee input on a topic, the committee may request that the board liaison present the topic to the board president and superintendent. At the discretion of the board president and superintendent, the item may be placed on a board agenda for discussion. A majority of the board, through action or consent, may or may not refer the topic back to the committee for further research and discussion.

XV. Annual Report

The committee chair will prepare an annual summary (ideally, 1-2 pages) report for the Board of Education no later than November 1 of each year. This report should compare committee activities and products with its charge and function. This report will outline work in progress, foreseen issues, and provide a summary of recommendations, citing advantages and disadvantages of each. The report should also contain a recommendation for continuation, modification or termination of the committee.

XVI. Budget

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

4/14/15 Approved by the Board of Education
6/27/17 Approved by the Board of Education
02/11/21 Reviewed by the Local Control and Accountability Plan Parent Advisory Committee

SAN JUAN UNIFIED SCHOOL DISTRICT

LOCAL CONTROL ACCOUNTABILITY PLAN PARENT ADVISORY COMMITTEE BYLAWS

I. Name

The name of the committee shall be the Local Control Accountability Plan Parent Advisory Committee (LCAP PAC).

II. Authority

The Local Control Accountability Plan Parent Advisory Committee, defined in Education Code 52063, hereinafter referred to as "the committee," is a standing committee of the San Juan Unified School District Board of Education as established by formal board action and shall operate in compliance with the state's open-meeting laws (~~Ralph M. Brown~~Greene Act, Education Code section 35147). In this regard, a majority of committee members ~~shall not~~ may meet at the same time and place to hear, discuss, or deliberate upon any matter within the function of the committee, but shall not take any action on any item of business unless that item appeared on the posted agenda ~~and shall not make any agreement to take or refrain from taking any particular course of action, except during the course of a public meeting~~.

III. Charge

As directed by the board, superintendent or designee, the committee shall serve at the pleasure of the Board of Education in an advisory capacity on matters pertaining to the development, monitoring and revision of the Local Control Accountability Plan (LCAP). Final authority for the LCAP lies with the Board of Education in accordance with state law.

IV. Function

The work of the committee shall be aligned with board priorities and available resources, including staff time. In accordance with state law, and at the board's direction, the committee may review relevant data and evidence, collect input from stakeholders, and develop recommendations related to LCAP revisions. It may also share information, ideas and recommendations with other committees and district administration pertaining to proposed LCAP revisions.

In implementing the charge and functions, the committee shall review and make recommendations to the board regarding:

A. Alignment of proposed LCAP goals, actions and services with the Strategic Plan and board priorities.

B. Proposed actions, services and resource allocations designed to address LCAP goals.

C. Evidence of progress related to state and local priorities for low income students, foster/homeless youth, English language learners, and other high risk students.

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

V. Voting and Quorum

Visitors may address the committee, as described in Section XIV, but do not have voting privileges and do not participate in discussion with committee members. For the purpose of taking action, a quorum shall consist of a simple majority of the approved members of the committee. No action may be taken without a quorum; however, the committee may continue to meet and consider topics without a quorum. Any action adopted must be approved by a simple majority of the quorum.

VI. Staff Liaison

A. The superintendent shall appoint a senior administrative staff liaison for this committee.

B. The staff liaison shall serve as a resource, providing information and materials to the committee, as well as feedback to district administrators from the committee.

C. The staff liaison and other district staff serve under the direction of the superintendent, who prioritizes their time and other resources. Individual committee members shall not direct staff or contact staff to request data or other information. Such requests will come from the committee chairperson to the staff liaison who will determine if staff resources are available and if the request aligns with the priorities of the superintendent, governing board, and state law.

VII. Board Liaison

A. One board member will serve as liaison to the committee and will be a non-voting member of the committee.

B. The board liaison may provide a board update at meetings.

C. The board liaison will provide clarification to the committee at his or her discretion as deemed appropriate.

D. The committee chair may meet with the board liaison, staff liaison, board president and superintendent as needed.

VIII. Composition

The composition of the committee shall be twenty (20) community members including students; a majority of ~~adults~~ members shall ~~have~~ be parents or legal guardians of students enrolled in the district.

A. Members ~~may~~ shall only serve on one board ~~appointed~~ approved/appointed advisory committee.

B. Employees who are represented by an employee group (CSEA, Confidential, Educationally Related Mental Health Worker, SJAA, SJPEC, SJTA, Supervisors, Teamsters) shall not serve as ~~board appointed~~ members of this ~~an~~ advisory committee.

C. The committee ~~will~~ shall include parents or legal guardians of pupils who are low income, foster/homeless youth or English language learners.

IX. Selection of Members

The process of selection of community members shall be determined by the Board of Education and is as follows:

A. Public notice of committee vacancies will be advertised within the district and applications of interest will be solicited and kept on file.

B. From the applications, a subcommittee of board members will screen and recommend applicants to maintain balanced representation by ethnicity, socioeconomic level, targeted student group representation, home language, district geography, and grade span.

C. The board will approve new members.

X. Term

Committee members shall serve two-year terms. Members may serve up to three consecutive terms. Terms will follow the academic school year. Terms shall be staggered such that ~~eleven~~ ten (1~~1~~0) members' terms will expire in even-numbered years and ~~nine~~ten (~~9~~10) members' terms will expire in odd- numbered years.

All members should be prepared to attend all regularly scheduled meetings. Three unexcused absences from regularly scheduled meetings, within the academic school year will initiate a vacancy recommendation. The board nominating subcommittee will determine whether the committee member should continue on the Local Control Accountability Plan Parent Advisory Committee.

XI. Vacancies

The staff liaison will identify membership vacancies and notify the board administrative assistant. A board subcommittee shall review existing committee applicants to identify a replacement which maintains a balanced committee. If no such applications are on file, additional applications will be solicited. Committee replacements will serve the remaining term of the original member.

XII. Organizational Meeting

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

A. Establish an annual schedule of regular meetings. The committee generally meets once each month, ~~September~~August through June. The committee may schedule additional meetings if desired, and may also cancel regular scheduled meetings lacking a quorum or business to conduct.

B. Review the committee bylaws and receive annual training on the ~~Brown~~Greene Act.

C. Review and recommend approval of the annual report to the board.

XIII. Elections

Elections shall be held at the last meeting of each academic year, and the committee shall:

A. Elect a chairperson for a term of one year, being eligible for re-election for one additional, consecutive term. The chairperson shall be responsible for coordinating with staff liaison and the committee secretary in developing each meeting's agenda; for conducting the meeting and working with the liaison to ensure compliance with the ~~Brown~~Greene Act; for reviewing a draft of the meeting minutes; and shall also be responsible for preparing or delegating the preparation of the annual summary report and any committee reports. Training for the chairperson and assistant chairperson will be held annually.

B. Elect an assistant chairperson for a period of one year, being eligible for re-election for one additional, consecutive term, who shall assist the chair in fulfilling his/her responsibilities, and who shall conduct the meeting in the absence of the chairperson.

C. If the committee cannot have an election or does not reach a clear decision, the chairperson and assistant chairperson may continue to serve until the election of the successors for a maximum of 60 days after the expiration of their terms. If no successor is elected at the end of the 60-day period, then the positions are deemed vacant, and the chairperson can act for each meeting until such a time as new chairpersons are elected. If neither is present, the meeting can be chaired by a member based on seniority of appointment withthe committee.

D. Elect a student chairperson for a period of one year, being eligible for re-election for additional terms. The student chairperson shall assist LCAP committee leadership. The student chairperson shall be elected by vote of the student committee members. If the vote results in a tie, both students will be student co-chairs to the committee.

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XIV. Agendas

The agenda ~~format and minutes~~ will ~~replicate that of the school board, including~~ allow~~ing~~ for general visitor comment before business items, and again at the end of the meeting prior to adjournment, as well as prior to a specific business item. Visitor comments will be limited to two minutes~~, and visitors must submit a card informing the committee of their interest to speak~~.

The committee shall not take any action on any item of business unless that item appeared on the posted agenda or unless the committee members present, by unanimous vote, find that there is a need to take immediate action and that the need for action came to the attention of the committee subsequent to the posting of the agenda.

Agenda item requests from committee members shall be forwarded to the committee chair and staff liaison. If the chair and staff liaison jointly determine that the topic meets the charge of the committee, and is aligned with state law, current board priorities and available staff resources, the item shall be placed on a future agenda. A board member or staff member may also place an item on the committee agenda in preparation for a future board discussion.

To determine if the majority of the board would like committee input on a topic, the committee may request that the board liaison present the topic to the board president and superintendent. At the discretion of the board president and superintendent, the item may be placed on a board agenda for discussion. A majority of the board, through action or consent, may or may not refer the topic back to the committee for further research and discussion.

XV. Annual Report

The committee chair will prepare an annual summary (ideally, 1-2 pages) report for the Board of Education no later than November 1 of each year. This report should compare committee activities and products with its charge and function. This report will outline work in progress, foreseen issues, and provide a summary of recommendations, citing advantages and disadvantages of each. The report should also contain a recommendation for continuation, modification or termination of the committee.

XVI. Budget

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

03/12/15 Reviewed by the Local Control Accountability Plan Parent Advisory Committee
4/14/15 Approved by the Board of Education
6/27/17 Approved by the Board of Education

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-9

MEETING DATE: 03/23/2021

SUBJECT: Authorize Superintendent to Sign the Carmichael Improvement District Petition for Renewal

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

DEPARTMENT: Facilities

ACTION REQUESTED:
The superintendent is recommending that the board approve a petition in support of a 10-year renewal of the Carmichael Improvement District and authorize execution of the petition by the district superintendent.

RATIONALE/BACKGROUND:
The district is being asked to participate in a property business improvement district under the Streets and Highways Code section 36620, et seq. A petition signed by the property owners who will pay more than 50% is a prerequisite to the county adopting a resolution of intention to form this district. This type of district is subject to renewal every 10 years and is why the district is seeing this petition request at this time. The relevant statutes provide that the petition is to contain several items such as a summary of a management plan/a map of proposed boundaries, etc. The correspondence from the improvement district association indicates that the form of petition will be provided at the end of March.

After the county receives the petitions and adopts a resolution of intention, the property owners will be provided a protest ballot. Ballots which are returned will be tabulated at a public hearing held by the county. The correspondence from the improvement district association indicates that ballots will be provided in June 2021. The annual assessment imposed on the San Juan property within this improvement district has been approximately $17,000 per year.

ATTACHMENT(S):
A: Carmichael Improvement District Memo to SJUSD
B: Expanded Boundary Map
C: CID Renewal Folio
D: Comparison Chart of SJUSD Parcels in Assessment Evaluation
E: Petition to Sacramento County to Renew the CPBID
F: Management District Plan Summary

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $N/A
Additional Budget: $N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

PREPARED BY: Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation

APPROVED BY: Kent Kern, Superintendent of Schools KK

CARMICHAEL

To: SJUSD Board

From: Rachael Taylor, Executive Director, Carmichael Improvement District (CID)

Date: March 3, 2021

Subject: Consider A Non-Binding Approval of Petition Signature by Administrator or appropriate staff/board member in Support the 10-year Renewal of the Carmichael Improvement District or PBID.

Introduction/Background:

Commercial Property owners in Carmichael, primarily along the Fair Oaks Blvd business corridor, formed a "Property Business Improvement District" or PBID in 2016, which is known as the Carmichael Improvement District (CID). PBIDs are self-funded assessments by property business owners in a geographically specific area, such others currently exist along Fulton Ave, Del Paso Heights Blvd, Sunrise Marketplace, Power Inn, etc. In fact, the SJUSD is currently a participant in the North Watt 80 PBID in Sacramento County.

The property owners within the assessment district boundaries of the CID assess themselves and control how funds are spent. No dollars are controlled by the County or any other outside entity. A board of local business property owners represents all owners of the District.

The assessment dollars are typically spent to provide ongoing safe and clean programs, which includes security patrols, enhancement of streetscapes and image, and provide economic enhancements, and advocacy for the property and business owners.

The CID boundaries originally approved in 2016 were the Fair Oaks Boulevard corridor and a section of Manzanita Ave., which includes the San Juan Unified School District property for Carmichael Elementary and the SJUSD maintenance yard. The renewal of the CID will look to expand the boundaries by about 20%, mostly to the north of the current boundary on Manzanita. No additional SJUSD properties will be included in the expansion. In fact, because of the changes in how properties are assessed, the 2 parcels owned by SJUSD will actually decrease in assessment by just over $1,400 annually.

Discussion:

At the end of March, a petition will be circulated to property owners in the CID who will be subject to the assessment, including SJUSD. The petition will measure how many property owners would be in favor of renewing the CID for 10 years.

CARMICHAEL

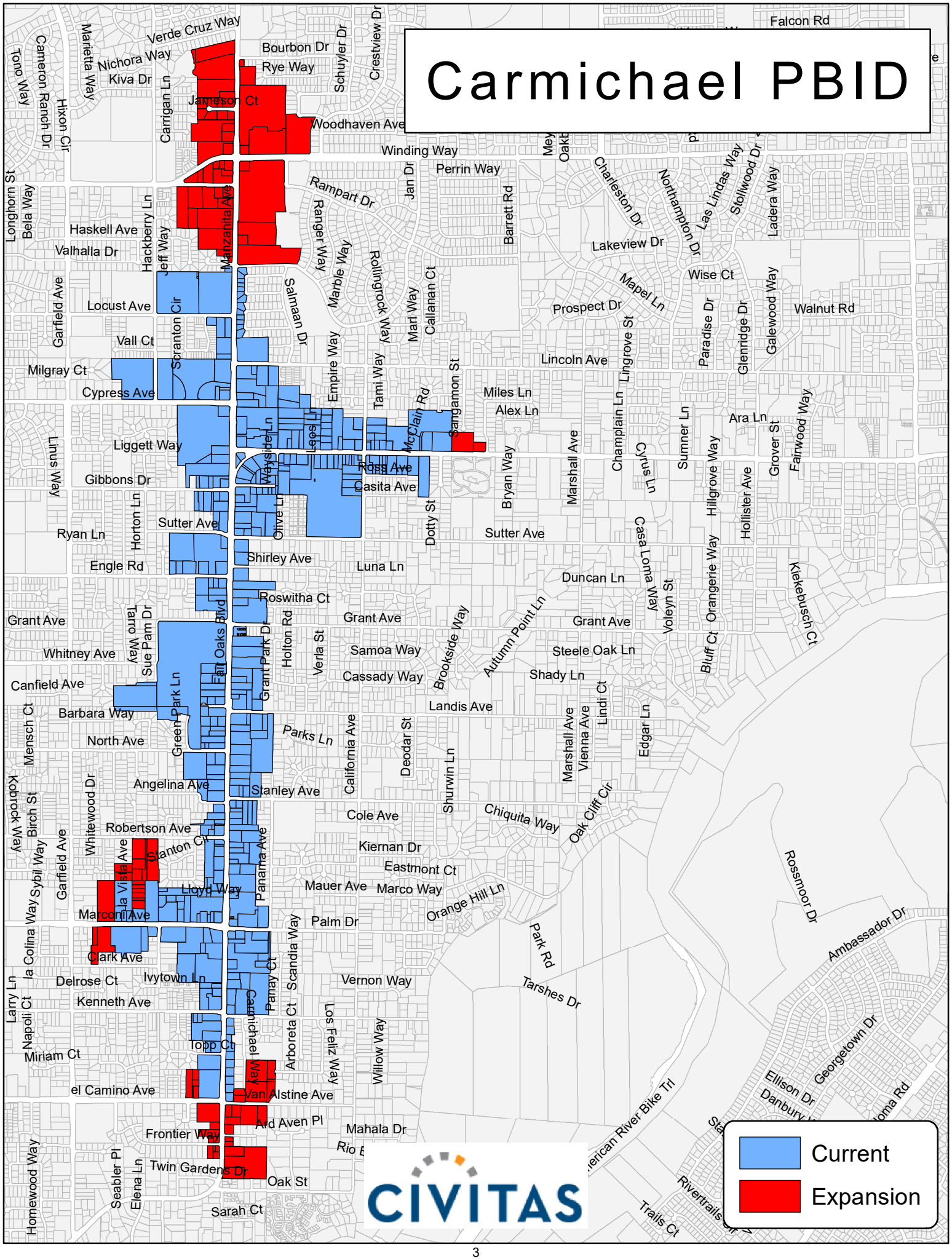
If the property owners with a value of 50.1% of the assessment area are in favor of renewal, then in June a binding ballot will be sent to every property owner for an actual vote and formal approval for implementation of the renewed Carmichael Improvement District.

The SJUSD board is being asked to authorize the SJUSD to sign the petition for renewal so that CID property owners can vote on the proposed renewal.

Recommendation:

The CID requests that the SJUSD school board discuss and vote on whether or not to support signing the petition for the renewal of the Carmichael Improvement District.

Attachment 1: Expanded Boundary Map
Attachment 2: CID Renewal Folio
Attachment 3: Comparison chart of SJUSD parcels in assessment evaluation


Carmichael PBID
Current
Expansion
CIVITAS
Verde Cruz Way
Nichora Way
Kiva Dr
Bourbon Dr
Rye Way
Jameson Ct
Woodhaven Ave
Winding Way
Perrin Way
Rampart Dr
Ranger Way
Marble Way
Rollingbrook Way
Mari Way
Callanan Ct
Barrett Rd
Jan Dr
Schuyler Dr
Crestview Dr
Carrigan Ln
Cameron Ranch Dr
Hixon Cir
Tono Way
Marietta Way
Longhorn St
Bela Way
Haskell Ave
Valhalla Dr
Hackberry Ln
Jeff Way
Manzanita Ave
Garfield Ave
Locust Ave
Scranton Cir
Vall Ct
Milgray Ct
Cypress Ave
Liggett Way
Linus Way
Gibbons Dr
Ryan Ln
Horton Ln
Sutter Ave
Engle Rd
Shirley Ave
Roswitha Ct
Grant Ave
Whitney Ave
Canfield Ave
Barbara Way
North Ave
Angelina Ave
Robertson Ave
Stanton Ct
Lloyd Way
Marconi Ave
Clark Ave
Delrose Ct
Kenneth Ave
Miriam Ct
el Camino Ave
Frontier Way
Twin Gardens Dr
Oak St
Sarah Ct
Elena Ln
Seabler Pl
Homewood Way
Mensch Ct
Kobrick Way
Birch St
Sybil Way
Garfield Ave
Whitewood Dr
La Vista Ave
La Colina Way
Larry Ln
Napoli Ct
Sue Pam Dr
Taro Way
Fair Oaks Blvd
Green Park Ln
Grant Park Dr
Holton Rd
Verla St
Parks Ln
California Ave
Panama Ave
Scandia Way
Panay Ct
Ivytown Ln
Vernon Way
Arboreta Ct
Los Felix Way
Willow Way
Van Alstine Ave
Ard Aven Pl
Mahala Dr
Rio E
Cavanaugh Way
Topp Ct
Olive Ln
Meyside Ln
Lees Ln
Empire Way
Tami Way
McClain Rd
Sangamon St
Salmaan Dr
Miles Ln
Alex Ln
Lincoln Ave
Prospect Dr
Mapel Ln
Lakeview Dr
Charleston Dr
Northampton Dr
Las Lindas Way
Stollwood Dr
Ladera Way
Wise Ct
Walnut Rd
Galewood Way
Glenridge Dr
Paradise Dr
Lingrove St
Champlain Ln
Ara Ln
Fairwood Way
Grover St
Sumner Ln
Cyrus Ln
Hillgrove Way
Hollister Ave
Marshall Ave
Bryan Way
Dotty St
Ross Ave
Casita Ave
Sutter Ave
Casa Loma Way
Voleyn St
Orangerie Way
Bluff Ct
Kiekebusch Ct
Duncan Ln
Luna Ln
Grant Ave
Samoa Way
Cassady Way
Brookside Way
Autumn Point Ln
Steele Oak Ln
Shady Ln
Landis Ave
Lindi Ct
Edgar Ln
Vienna Ave
Marshall Ave
Deodar St
Shurwin Ln
Cole Ave
Chiquita Way
Oak Cliff Cir
Kiernan Dr
Eastmont Ct
Mauer Ave
Marco Way
Orange Hill Ln
Palm Dr
Park Rd
Tarshes Dr
Rossmoor Dr
Ambassador Dr
Georgetown Dr
Ellison Dr
Danbury
Falcon Rd
American River Bike Trl
Rivertrails
Trails Ct

SHAPING OUR TOMORROW UPON TODAY'S SUCCESS



AN INFORMATIVE FOLIO ON THE RENEWAL OF THE CARMICHAEL PROPERTY AND BUSINESS IMPROVEMENT DISTRICT

WHAT ABOUT THE DISTRICT?

OUR MISSION

Driven by a shared vision of fostering long-term commercial prosperity and enduring appeal, the Carmichael Improvement District (CID) is creating success upon our community's solid foundation. Through these efforts, our goal is to support local businesses, property owners, and residents in work to create a district that is attractive, entertaining and welcoming. Our core purposes are the regular delivery of "Clean and Safe" services, encourage positive changes in our streetscape and area image, and foster economic prosperity within this central district of the Carmichael community. We help owners work together to create their tomorrow.

OUR DISTRICT

It is time to renew the work started. Upon the request of a majority of owners, a Property and Business Improvement District was formed for Carmichael in 2016. This beginning allowed owners to come together with a fresh and common focus toward making Carmichael both comfortably safe and invitingly clean. Accomplished by the investment of careful attention of professional staff, qualified contractors, and joint public agency coordination, the resulting benefits have been most welcomed. Supporting all is an engaged and active coalition of owner/leaders working together in the context provided by the Management District Plan.

This folio presents the story of accomplishment and the opportunities of our future as solutions are found, interpreted and applied uniquely to Carmichael. Fantastic progress is being made in Carmichael right now! Let us keep working together to build, strengthen and grow Carmichael for what's next.



"Time and time again, entities like Carmichael Improvement District have proven effective in building success and progress for their communities. Owners working together, helping each other, with proven resources, create more enduring solutions and greater progress. In the work of this district over the last few years, the Carmichael community has found the power and promise of coordinated effort."
SUSAN PETERS, SACRAMENTO COUNTY SUPERVISOR (2005-2020)



Business is the "B" in PBID. Our organization is entirely focused on enhancing and creating a thriving business and investment community in Carmichael where owners find the success that they need and the community values their offerings and service.

PROPOSED BUDGET

The budget to the right is an example of how funds may be allocated in the initial year of the Carmichael Property Business Improvement District (CPBID) renewal. Budget categories may require adjustments up or down to continue the intended level of services. The Owners' Association (CID) will have the authority to re-allocate up to fifteen percent (15%) of total service budget between categories. Over the ten (10) year term of the CPBID, the assessment rate may be subject to annual increases that will not exceed four percent (4%) per year. Increases will be determined by the Owners' Association Board of Directors and may vary each year.

SERVICE	2022 BUDGET	%
Public Safety Enhancements	$257,502.20	50%
Screetscape and Image Enhancements	$159,651.36	31%
Economic Enhancement and Marketing Enhancements	$66,950.57	13%
Advocacy and Administration	$20,600.18	4%
Contingency/Reserve	$10,300.09	2%
TOTAL	**$515,004.40**	**100%**



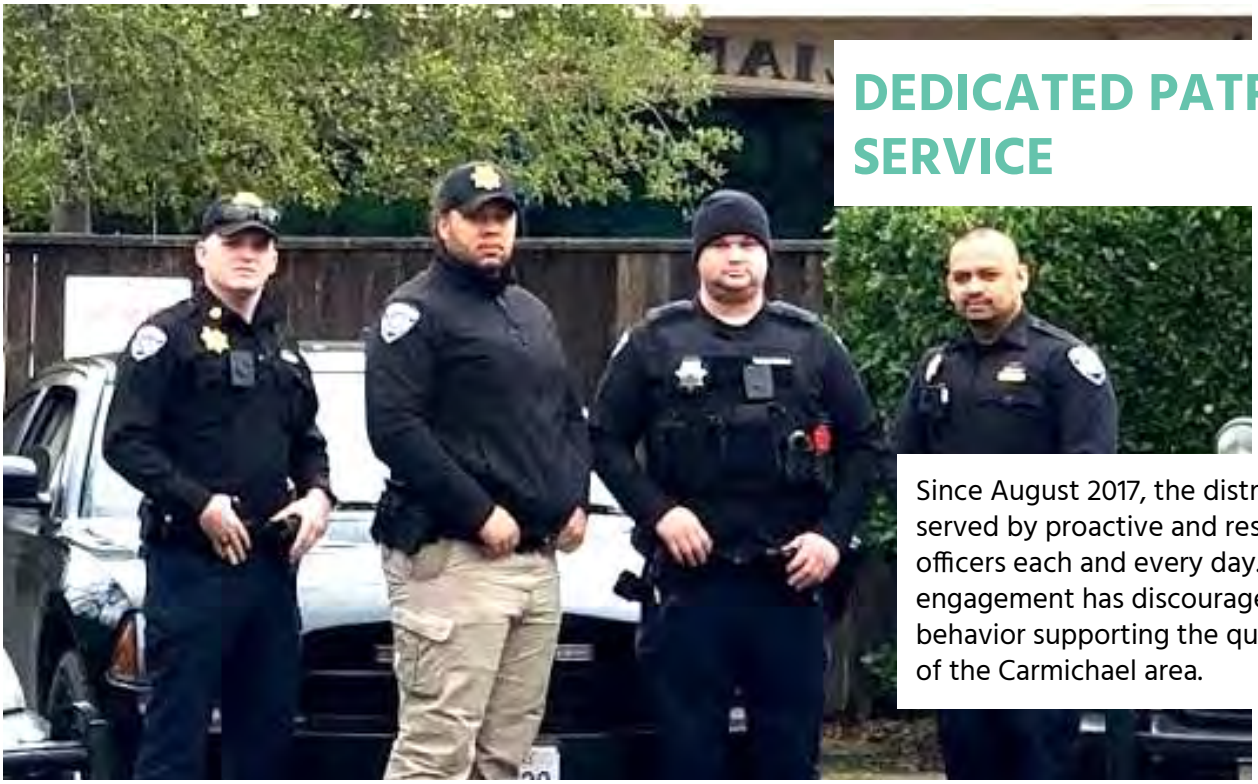
"I join with skilled professionals every day to make sure that this district is singularly focused in meeting the needs of business and property owners. Our work is more important now as we recover economically after COVID-19. I look forward to more progress as we work together, applying best solutions to the concerns and forward needs for our area. Let's lock in progress and build upon our good work!"

RACHAEL TAYLOR, EXECUTIVE DIRECTOR, CARMICHAEL IMPROVEMENT DISTRICT



CID is a district of diverse commercial business interests ranging across properties like Milagro Centre, Carmichael Park, and apartment communities to businesses providing automotive services, grocery and mini-storage that serve our greater community.

WHAT'S ACCOMPLISHED



DEDICATED PATROL SERVICE

Since August 2017, the district has been served by proactive and responsive patrol officers each and every day. Their active engagement has discouraged unlawful behavior supporting the quiet enjoyment of the Carmichael area.

ACTIVE LEADERSHIP, LOCAL CONTROL



Since formation of the district in 2016, we have attracted competent leadership to our work, defined operational practice and procedures, and continuously served the Carmichael owner community.

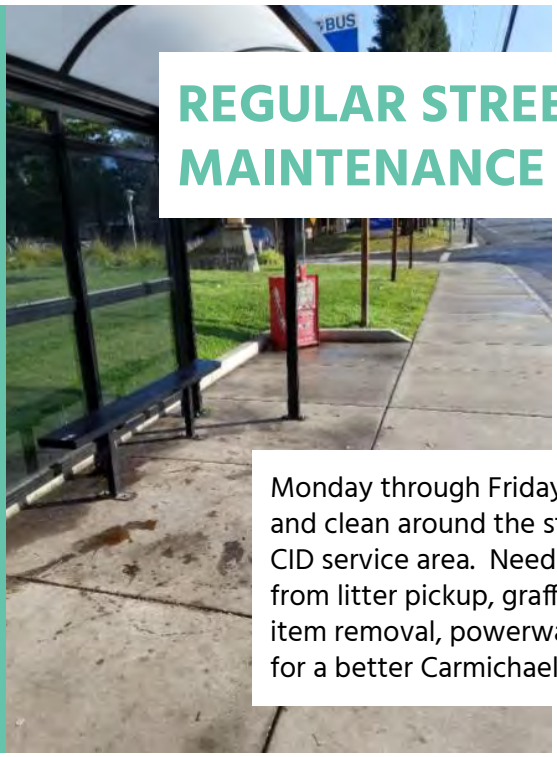


"As a lifelong resident and champion of Carmichael, I find the work of this district to be thoroughly successful. I am happy to be a part of the leadership team and fully expect continued prosperity and progress for Carmichael as a result of this organization."
NICK BLOISE, VICTORIOUS SALES



"The office for my legal practice has been on Fair Oaks Boulevard for the better part of thirty years. Along with so many, I have seen the impacts of neglect and the lack of coordinated attention. This is why I led the formation of this district in 2016. No one owner could have done this, yet all win in our common, united effort in the district."
GARY HURSH, LAW OFFICE OF GARY HURSH





REGULAR STREETSIDE MAINTENANCE SERVICES

Monday through Friday, sanitation workers patrol and clean around the streets of Carmichael in the CID service area. Needed attention can range from litter pickup, graffiti abatement, abandoned item removal, powerwashing and other service, all for a better Carmichael experience.

ENGAGED BUSINESS COMMUNITY

From our Envision Grant program supporting small business, to regular listening to the success and needs of business in Carmichael, the district advocates and promotes progress.



CREDIT: Carmichael Times, Susan Maxwell Skinner



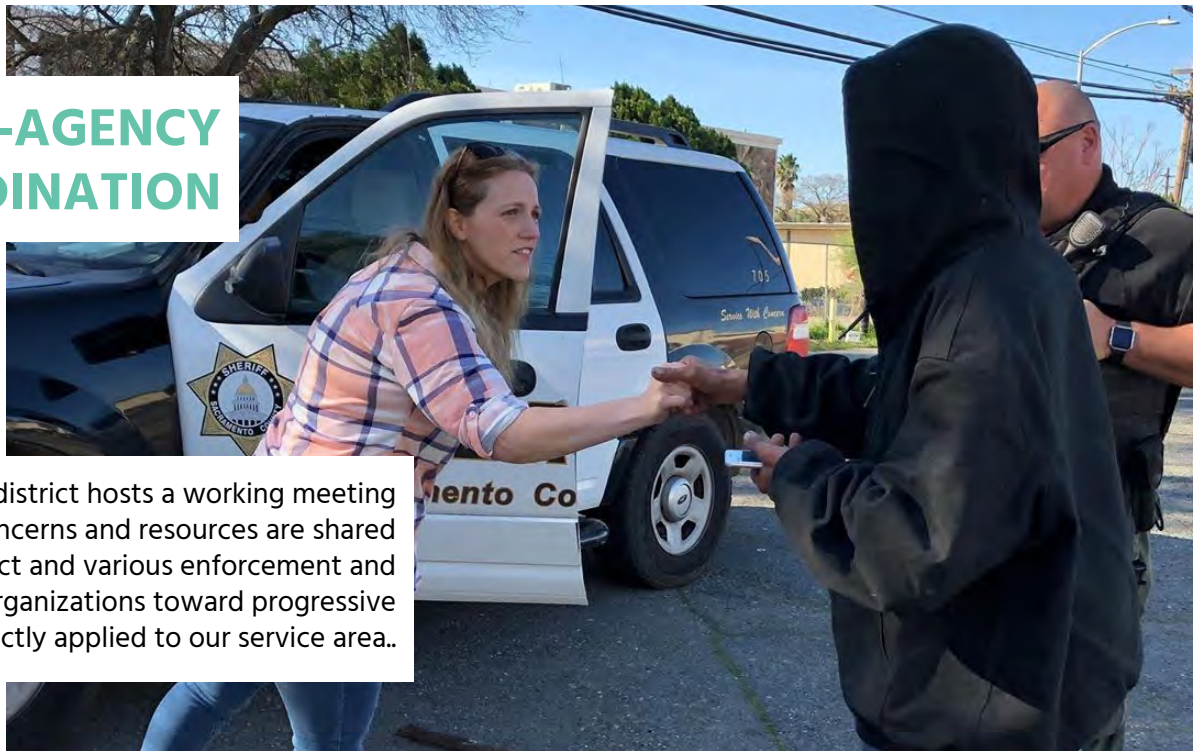
"As the head of the chamber, I hear from many business owners each week. The Chamber was a major voice and support in creating the Carmichael Improvement District as a much-needed effort. I see it. People always tell me how valuable the CID is for Carmichael."
STEPHANIE YOUNG, CARMICHAEL CHAMBER OF COMMERCE



IN CARMICHAEL AND FOR CARMICHAEL

Regular alerts, notes, updates and guidance are issued by the district in property and business owner emails to inform and assist around important Carmichael concerns.

MULTI-AGENCY COORDINATION

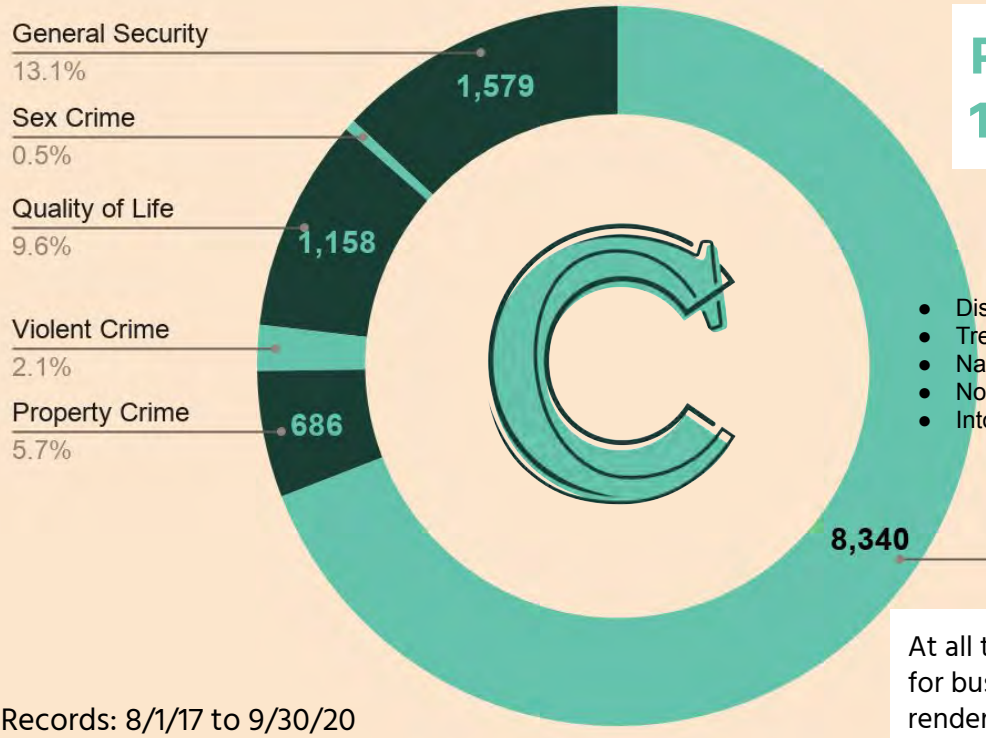


Each month, the district hosts a working meeting where concerns and resources are shared between the district and various enforcement and human services organizations toward progressive solutions directly applied to our service area..



"It has been good to see the work that Carmichael Improvement District has accomplished. The focused attention and effort is valued by many owners that I talk to, as well."
STUART SNIDER, TINER COMMERCIAL REAL ESTATE

SERVICE DELIVERED



PUBLIC SAFETY: 12,070 RESPONSES

Records: 8/1/17 to 9/30/20

At all times, proactive officers are on-call for business in Carmichael. They have rendered service in many situations.

IMPROVING STREETS WITH REGULAR CLEANING

Before the district started its work, litter would accumulate around sidewalks and streets. Today, the district provides regular attention and prompt removal so this does not happen. Carmichael is a better business environment because of this effort.

Loose trash picked up:	**11,985 cubic feet**
Illegal dump sites:	**317 removed**
Drug waste items:	**279 removed**
Illegal signs:	**989 removed**
Graffiti & tags:	**208 removed**
Stickers:	**128 removed**
Shopping carts:	**1,265 returned**
County 3-1-1 service needs:	**79 reported**
Other matters:	**37 corrected**

Records: 8/1/17 to 9/30/20



"In pastoring a church with a busy campus, personal safety is important for all who visit or work here. The patrol program has been very responsive and we appreciate their professionalism. When concerns arise, officers deliver essential support. I value the district and its work for a better Carmichael."

KEITH DEVRIES, CARMICHAEL PRESBYTERIAN CHURCH

WHAT'S POSSIBLE



FULTON AVENUE ASSN. SACRAMENTO

A PBID active since 1997 in the County, this district has installed identity features at entrance points, street banners, and branded street name signs supporting its recognition as a place for business in its market.

SUNRISE MARKETPLACE CITRUS HEIGHTS



The Marketplace is a long-established PBID in our area. Graphic and monument elements make it clear that you are within a festive and defined place in which to thrive as you enjoy its shops and amenities.



"Businesses within CID serve 63,000 Carmichael residents and our larger metro area population. Upon the results of the Clean & Safe program, our district is well positioned to reimagine a desirable and unique Carmichael identity for consumers in our greater region."
BROOKS H. ERICKSON, CARMICHAEL VILLAGE, LLC



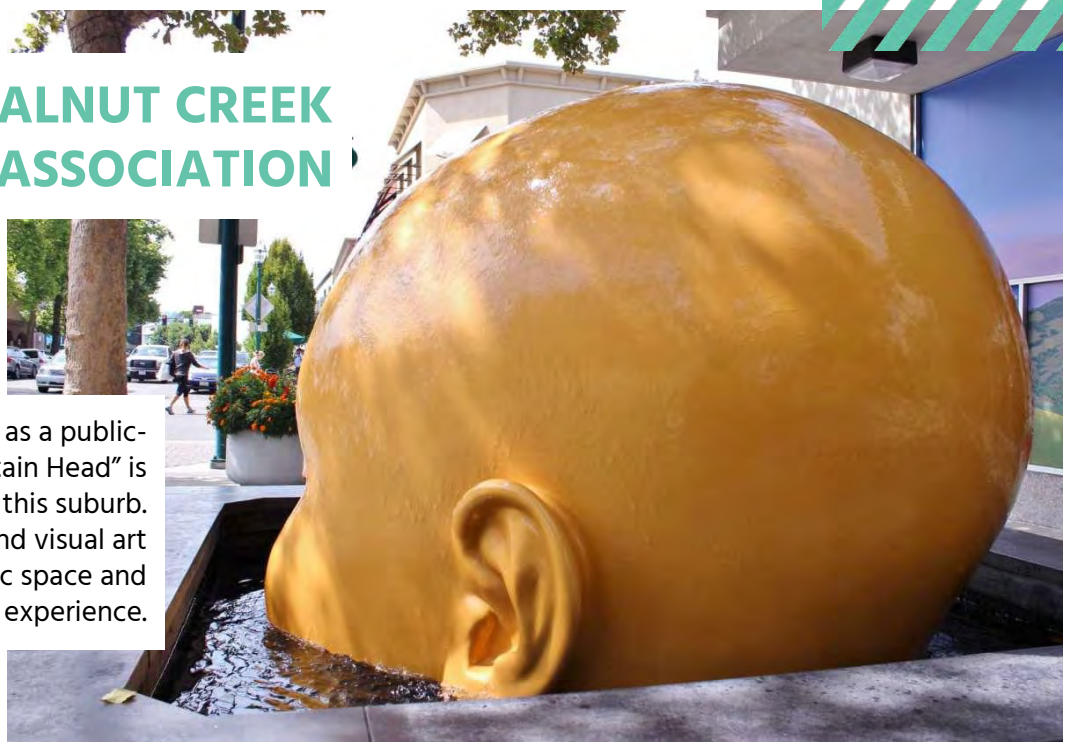
"My family and I live and work in Carmichael and appreciate the strong social fabric of our community. Over my years as a volunteer with CID, I see first-hand the positive results we have achieved and find this effort as the foundation for all progress ahead. Without such a district, Carmichael could not have had such coordinated and effective success!"
MIKE MENZEL, BERKSHIRE HATHAWAY



HISTORIC FOLSOM DISTRICT ASSOCIATION

Signature festivals draw thousands in from the community to enjoy this business center each year. Collaborative productions like this, along with "shop local" and small business tie-in promotions drive sales and win customers for merchants while fostering civic pride.

WALNUT CREEK DOWNTOWN ASSOCIATION



Installed in June 2012 as a public-private partnership, "Fountain Head" is a fun focal point in this suburb. Introducing sculpture and visual art elements enlivens public space and offers Instagram-worthy experience.



"I am a long-time resident, property and business owner in Carmichael. It is excellent to experience each day the results of the district's dedicated work. Our streets are safer and cleaner. More good work is ahead as we join in to make our Carmichael the best it can be."
TODD ANDREWS, ANDREWS CONSTRUCTION

DISCOVER CARMICHAEL

SHOWCASING OUR DISTRICT TRADE AREA







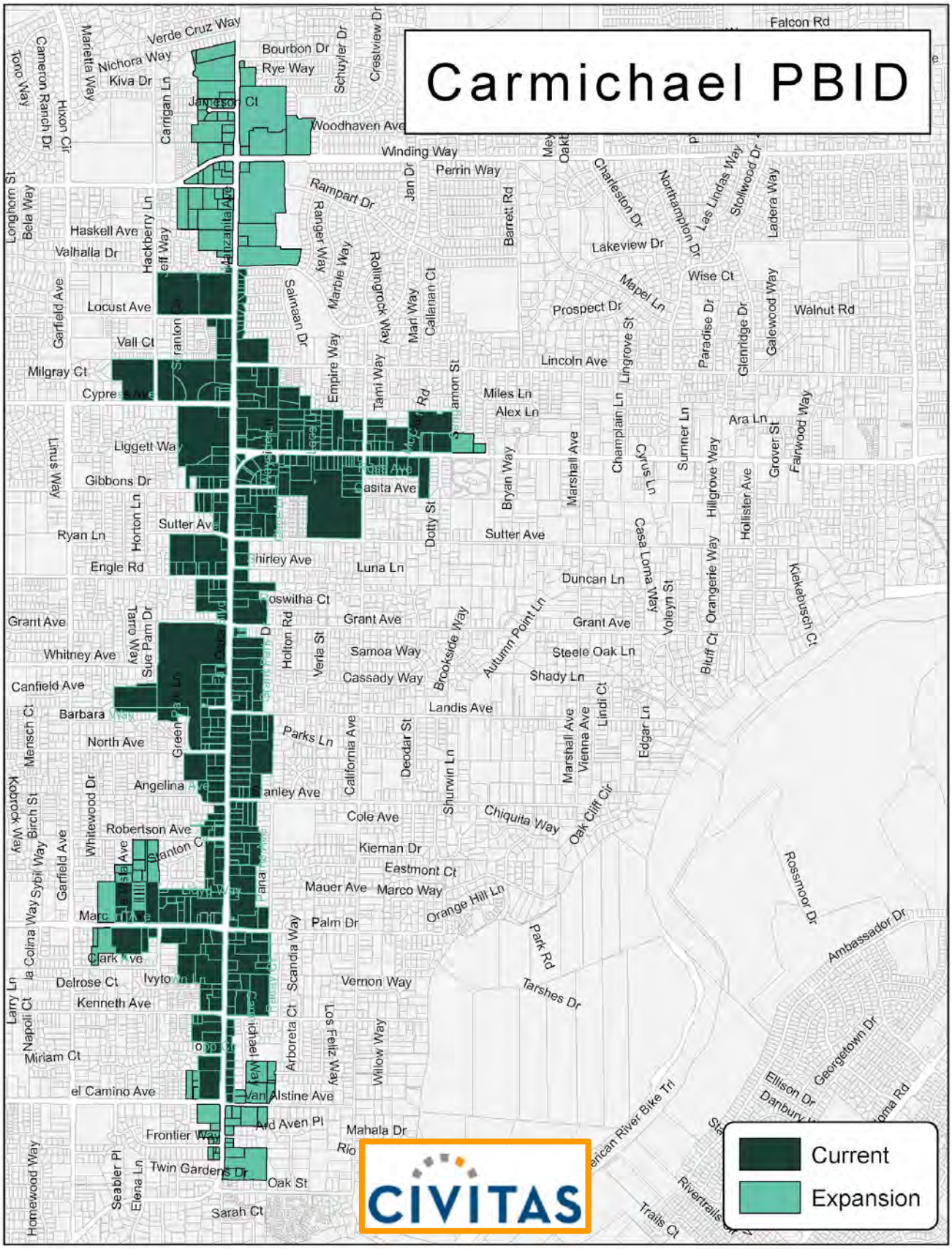
Increasing the appeal and desirability of Carmichael, the district makes use of social media in a variety of forms to promote direct-to-consumer opportunities --driving business using pass-thru economic development.



"Having the officers to assist has helped. Carmichael is a very good place for me to do business and I think the District can only help grow business for everyone.."
STEVE BRODIE, CARMICHAEL ACE HARDWARE

THE AREA WE'LL SERVE

The map below illustrates the CPBID proposed boundaries.



OUR SERVICE PLAN

PROPOSED SERVICES

Improvements and Activities Funded by the CPBID

The CPBID will provide supplemental improvements and activities that are above and beyond those provided by the County and other government agencies. None of the services to be provided by the CPBID are provided by the County or other government agencies. The improvements and activities will be provided directly and only to assessed parcels; they will not be provided to parcels that are not assessed. Each and every service is unique to the CPBID thus the benefits provided are particular and distinct to each assessed parcel.

Public Safety Enhancements

Public safety enhancements will focus on making the District a well-ordered, comfortable and safe place in which to spend time and to do business. Public safety enhancements may include but are not limited to:

- Contracting with private security and, as necessary, off-duty county sheriff personnel to regularly patrol the District maintaining order in close contact with the Sacramento County Sheriff's Department and other agencies to impact and control vagrancy, property damage, encampment, and petty crimes through both proactive situation identification and call for service; and
- Coordinated identification and reporting of suspected code violations to County code enforcement for attention and official action to correct; and
- Call and hold regular working group meetings in Carmichael collaboratively with joint local and state law enforcement agencies, mental health and welfare and the ownership community to address and coordinate attention to public safety concerns and needs across the service area.

Streetscape and Image Enhancements

Streetscape and image enhancements will focus on positioning the District as the vibrant commercial center of Carmichael and creating a more desirable and attractive place for customers, tenants, and owners. Streetscape and image enhancements may include, but are not limited to, features and efforts such as:

- Contracting with service providers for regular litter clean up, graffiti identification and removal, illegal dumping removal, abandoned shopping cart and car removal, and related sanitation issues; and
- Funding the purchase and installation of regular rotational displays of pole banners and other streetlight adornments throughout the District which serve to celebrate various shopping seasons while presenting a cohesive image of community personality and identity; and
- Directional, wayfinding and gateway signage that establishes a sense of place, promotes patronage and activity, and connects the properties of the district service area with the larger community; and
- Landscape and façade improvement incentive programs to stimulate attention and encourage investment in cosmetic enhancements to the street-facing areas of private properties which support safety and encourage customer traffic while beautifying the Carmichael community and enhancing quality of life; and

Streetscape and Image Enhancements, *continued*

●Identifying and pursuing grant opportunities or otherwise fund capital improvements in public spaces around District intersections which feature and celebrate Carmichael community distinctives, history and vitality; and

●Encourage a coordinated public art program upon private property to enliven opportunity spaces and create interest and appreciation.

Economic Enhancement and Marketing

Economic enhancement and Marketing will focus on measures and campaigns toward increasing commercial activity, sales and investment appeal intended in achieving increased occupancy, utilization and rental rates across all asset types, e.g. apartment, industrial, parks, retail. Economic enhancement and marketing activities and efforts to convey a positive image of the assessed parcels within the service area may include but are not limited to:

●Funding marketing programs intended to create a public view of the District as a single destination with a rich collection of attractions, events, services, and goods. Such efforts may include "shop local" incentive programs such as "Small Business Saturday" in December, and lifestyle-oriented web, social media, press releases and occasional print advertising campaigns; and

●Funding seasonal or theme-oriented publicity events in collaboration with the District's businesses. Such efforts may include newspaper display ads featuring select businesses, tie-in campaigns to increase business and foot traffic around private efforts or the events and programs of established community organizations, e.g. Founder's Day"; and

●Create accessible market and demographic material and make available to owners, prospective tenants and investors showcasing Carmichael possibilities and opportunities.

●Building upon our "Discover Carmichael" branding and web presence to celebrate and feature business and the interesting amenities and opportunities of our area.

●Connect, resource, and enable local business to create more success.

●Engaging a consultant to identify ways to increase business within the District from daily commuters, District area residents, and regular visitors; and

●Promoting direct leasing opportunities and new development opportunities for businesses and properties.

Advocacy and Administration

The advocacy and administration portion of the budget will be utilized for administrative costs associated with providing the services. Those costs may include rent and occupancy charges, telephone and Internet charges, legal fees, accounting fees, postage, administrative staff, insurance, other general office expenses, and County administration costs, if any. In addition, the advocacy and administration budget will be utilized to fund staff time dedicated to providing unified attention, communication, and responsiveness throughout the District.

Contingency/Reserve

The budget includes a contingency line item to account for annual operating surplus or uncollected assessments, if any. If there are contingency funds collected, they may be held in a reserve fund or utilized for other program, administration, or renewal costs at the discretion of the District board of directors. Policies relating to contributions to the reserve fund, the target amount of the reserve fund, and expenditure of the monies from the reserve fund shall be set by the District. The reserve fund may be used for the cost of renewing the District.

INITIAL ASSESSMENT RATE

Parcels are assessed based on parcel size and linear frontage. To determine a parcel's assessment, the applicable square footage and linear front footage rates in the tables below are applied to the parcels within the CPBID. Frontage rates are applied based on a parcel's frontage street. The assessment rates are:

Parcel Type	Land Square Footage Assessment rate (per sq. ft.)
Retail trade	$0.023500
Commercial/General	$0.017625
Multi-Family	$0.011750
Tax-exempt/Utility	$0.005875

Frontage	Linear Front Footage Assessment rate (per lin. ft.)
Marconi Avenue	$3.00
Manzanita Avenue	$3.00
Fair Oaks Boulevard	$3.00
Winding Way	$3.00

Assessment rates may be subject to an increase of no more than three percent (3%) per year.

MANAGEMENT

The Carmichael Improvement District will continue to serve as the Owners' Association to provide improvements and activities for the CPBID. The County of Sacramento will enter into a contract with the District regarding the provision of improvements and services for the CPBID. The District must provide an annual report on activities and expenditures to the County, which is also available to property owners.

TERM

The renewed CPBID will have a ten (10) year life beginning January 1, 2022 to December 31, 2031. After the ten (10) year term, the CPBID may be renewed again for up to ten (10) years if property owners support continuing the programs.

MY NOTES

FOR ALL NON-EMERGENCY SAFETY OR SECURITY ISSUES

SECURITY PATROL SERVICE

(916) 931-0911

This includes panhandling, trespassing, and loitering.

CRIME IN PROGRESS

Sacramento County Sheriff's Department

9-1-1

GRAFITTI/ILLEGAL DUMPING

Inform the CID Staff

(916) 481-3015

COUNTY SERVICES

Code Enforcement, Hazardous materials, streetlights, etc.

3-1-1

CARMICHAEL IMPROVEMENT DISTRICT
6825 Fair Oaks Blvd. Ste 100, Carmichael, CA, 95608
916-481-3015 | info@discovercarmichael.com

DISCOVERCARMICHAEL.COM

Visit

www.discovercarmichael.com/renewal

for additional detail and progress updates.

Carmichael Improvement District, Inc.
6825 Fair Oaks Boulevard, Suite 100
Carmichael, California 95608
info@discovercarmichael.com | **(916) 481-3015** | discovercarmichael.com

RENEW/02.02.2021/BHE

APN	ADDRESS	LOT SQ/FT	SQ/FT RATE	SQ/FT COST	FT	FT RATE	FT COST	TOTAL COST	RATE	PREV COST	DIFFERENCE	% CHANGE
26000800690000	SUTTER AVE	576	$0.0176480	$10.17	0	$3.00	$0.00	$10.17	COMM	$11.23	($1.07)	-9.50%
26000800700000	6049 SUTTER AVE	848,549	$0.0176480	$14,975.19	40	$3.00	$120.00	$15,095.19	COMM	$16,546.71	($1,451.51)	-8.77%

PETITION TO SACRAMENTO COUNTY TO RENEW THE CARMICHAEL PROPERTY AND BUSINESS IMPROVEMENT DISTRICT

We petition you to initiate special assessment proceedings to renew a Property and Business Improvement District in accordance with the Property and Business Improvement District Law of 1994, Streets and Highways Code section 36600 et seq., for the purpose of providing improvements and services described in the Management District Plan summary attached as Exhibit A.

Assessor Parcel Number(s)	Owner of Record	Site Address	Assessment
26000800690000	SAN JUAN UNIFIED SCHOOL DISTRICT	SUTTER AVE	$10.17
26000800700000	SAN JUAN UNIFIED SCHOOL DISTRICT	6049 SUTTER AVE	$15,095.19
		Total Assessment:	**$15,105.36**

The undersigned is the property owner or the authorized representative of the property owner and is the person legally authorized and entitled to sign this petition.

OWNER OR REPRESENTATIVE NAME (PRINTED) _____ TITLE _____

OWNER OR REPRESENTATIVE SIGNATURE _____ DATE _____

Exhibit A
Management District Plan Summary

Location: The Carmichael Property and Business Improvement District (CPBID) generally includes parcels along Fair Oaks Boulevard between Twin Gardens Drive and Miles Lane; parcels along Manzanita Avenue between Fair Oaks Boulevard and Verde Cruz Way; parcels along Marconi Avenue between Garfield Avenue and Panama Avenue; and parcels along Cypress Avenue and Locust Avenue, as detailed on the map below and depicted in the detailed map book included in the Management District Plan (Plan) as Appendix 3.

Expanded CPBID boundaries are in areas from 5605 Marconi Avenue to 5530 Marconi Avenue; 5634 Robertson Avenue to 5660 Robertson Avenue; 4451 Manzanita Avenue to 4875 Manzanita Avenue; 8015 Fair Oaks Boulevard to 8029 Fair Oaks Boulevard; 5739 El Camino Avenue to 5755 El Camino Avenue; 5841 Fair Oaks Boulevard to 5949 Fair Oaks Boulevard; 5800 Fair Oaks Boulevard to 5934 Fair Oaks Boulevard; 5934 Fair Oaks Boulevard to 6001 Van Alstine Avenue, as detailed on the map below and depicted in the detailed map book in Appendix 3 of the Plan.

Purpose: The purpose of the CPBID is to provide activities and improvements which constitute and convey a special benefit to assessed parcels. The CPBID will provide public safety enhancements, streetscape and image enhancements, economic enhancement and marketing, advocacy, and administration directly and only to assessed parcels within its boundaries.

Budget: The CPBID annual assessment budget for the initial year of its ten (10) year renewed operation is anticipated to be $520,236.90. The annual budget may be subject to an annual increase in assessment rates, as described below. The assessment funds will be supplemented by variable non-assessment funds (such as grants and event income), so that the total budget for the initial year is estimated at $548,188.40.

Cost: The assessment rate (cost to the parcel owner) is based on parcel use, size and frontage on Marconi Avenue, Manzanita Avenue, Fair Oaks Boulevard, and Winding Way, as depicted in the map below, the map book in Appendix 3 of the Plan, and indicated in the table below. For this CPBID renewal, in addition to the assessment rate based on square footage, an assessment based on frontage will be incorporated. Furthermore, the square footage assessment rate will be lower than what was previously imposed in the CPBID. The renewed CPBID assessment categories have been updated to include a "Retail Trade" assessment category, and the categories of Private Tax-Exempt and Utility have been modified for this renewal.

The result of these modifications in square footage rates, addition of a frontage rate, and changes in use categories is that the assessment on parcels could be reduced if not fronting any streets or could see a significant increase if a parcel fronts on one or more of the streets with the new frontage rate. The assessment rate may be subject to annual increases, in compliance with the limitations described in this section. Increases will be determined by the Carmichael Improvement District's (CID's) Board and may vary each year. The rate of annual increase shall not exceed four percent (4%) per year over the renewal term. A description of the maximum annual increases is shown in the Plan. The initial annual rate to each parcel is shown in the table below and the maximum rates for each year of the ten (10) year term are shown in Appendix 1 of the Plan.

Exhibit A
Management District Plan Summary

Initial Assessment Rates:

Parcel type	Square Footage Assessment rate (sq. ft.)
Retail Trade	$0.023531
Commercial/Public/Vacant	$0.017648
Multi-Family/Private Tax-Exempt	$0.011765
Utility	$0.005883

Frontage	Linear Front Footage Assessment rate (ln. ft.)
Marconi Avenue	$3.00
Manzanita Avenue	$3.00
Fair Oaks Boulevard	$3.00
Winding Way	$3.00

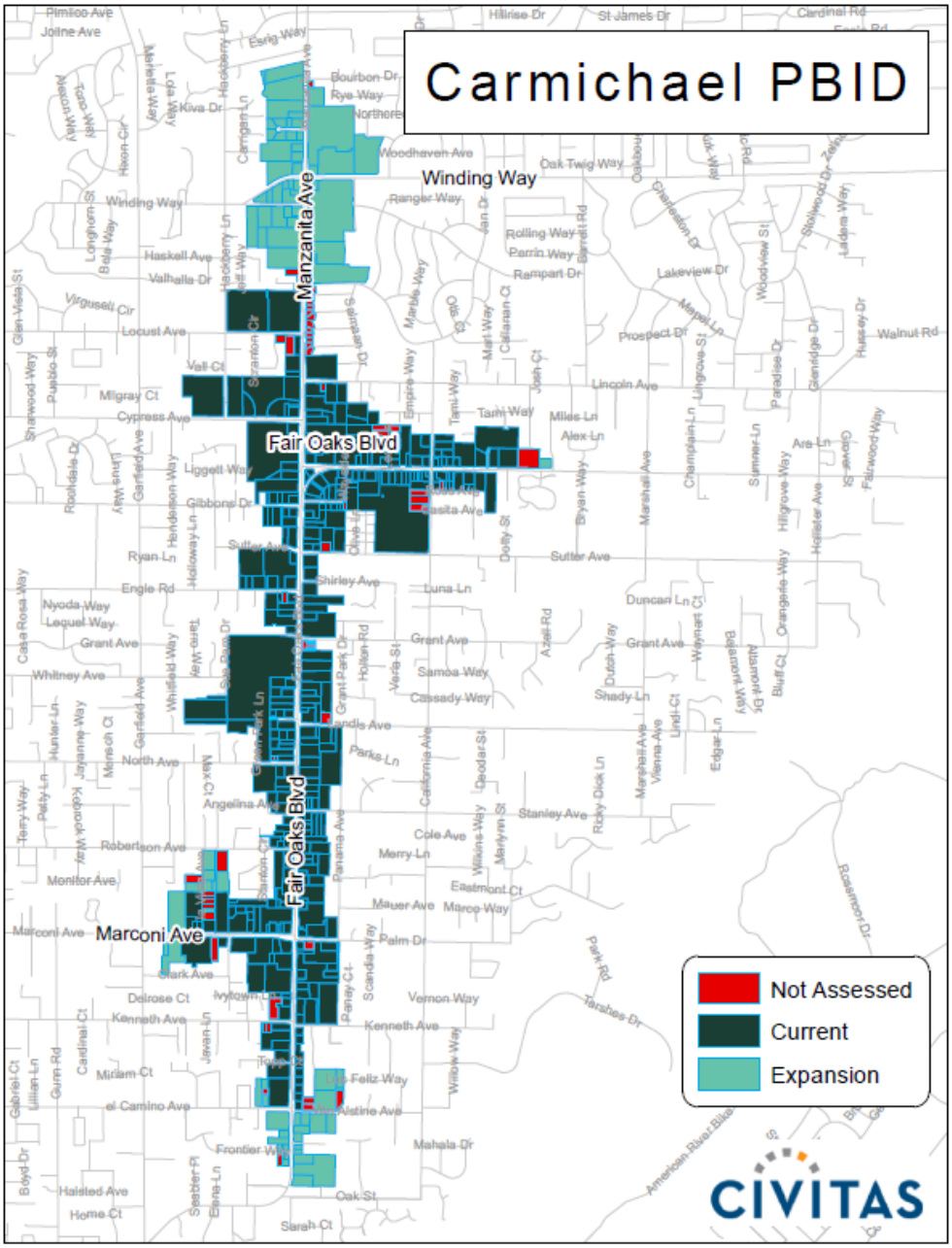
Renewal: CPBID renewal requires submittal of petitions from property owners representing more than 50% of the total assessment. The "Right to Vote on Taxes Act" (also known as Proposition 218) requires a ballot vote in which more than 50% of the ballots received, weighted by assessment, be in support of the CPBID.

Duration: The renewed CPBID will have a ten (10) year life beginning August 1, 2021 through July 31, 2031. Services may be provided through December 31, 2031. Near the end of the term, the petition, ballot, and Board of Supervisors hearing process must be repeated for the CPBID to be renewed.

Management: The Carmichael Improvement District (CID) will continue to serve as the Owners' Association to provide improvements and activities as outlined in this Plan for those paying the assessment within the CPBID. The County of Sacramento shall continue the contracts with the CID regarding the provision of improvements and services for the CPBID. The CID must provide an annual report on activities and expenditures to the County, which is also available to property owners.

Exhibit A
Management District Plan Summary

Boundary Map



A complete copy of the Management District Plan will be furnished upon request. Requests for a complete copy of the Management District Plan should be submitted to:

Rachael Taylor
Executive Director
Carmichael Improvement District
6825 Fair Oaks Blvd, Suite 100
Carmichael, CA 95608
(916) 481-3015
rtaylor@discovercarmichael.com

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-10

MEETING DATE: 03/23/2021

SUBJECT: Lease Amendment No. 3 for Encina Preparatory High School HVAC and Roofing Upgrades for Gymnasiums Project

DEPARTMENT: Facilities

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

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. 3033 approving Amendment No. 3 to the lease agreement for the Encina Preparatory High School HVAC and Roofing Upgrades for Gymnasiums Project No. 202-9390-N1 between San Juan Unified School District and Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction.

RATIONALE/BACKGROUND:
Amend the Facilities Lease Section 4.2 Term of the Facilities Lease is to extend the construction phase for completion of the project. Construction and punch list completion and project acceptance is moved from January 31, 2021, to February 28, 2021; and post-construction shall resume in March 2021 through August 31, 2021. As a result, the Exhibit C Lease Payment Schedule is revised on the attached Amendment No. 3. Amend Section 4.4.2.4.1 – Construction Contingency, 44.2.4.3 – District Contingency, and Section 4.4.2 – Total Base Rent for a revised Total Base Rent of $4,540,598.00.

ATTACHMENT(S):
A: Resolution No. 3033
B: Lease Amendment No. 3

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

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

APPROVED BY: Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation
Kent Kern, Superintendent of Schools KK

RESOLUTION NO. 3033

RESOLUTION BY THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION APPROVING LEASE AMENDMENT NO. 3 ENCINA PREPARATORY HIGH SCHOOL – HVAC & ROOFING UPGRADES FOR GYMNASIUMS SJUSD PROJECT #202-9390-N1

WHEREAS, section 17406 of the Education Code authorize school districts, including the San Juan Unified School District ("District"), to use the lease-leaseback procurement process;

WHEREAS, the District Board of Education ("Board") previously approved the award of the Site Lease and Facilities Lease to Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction for this Project, which approval for the Facilities Lease was in the amount of $4,615,598.00; and

WHEREAS, the approved construction completion date of the Facilities Lease Phase II construction services of the Project is January 31, 2021 (Amendment #2); and

WHEREAS, the Facilities Lease Section 4.2 - Term of the Facilities Lease is amended to extend the construction phase for completion to February 28, 2021. Post-construction shall resume in March 2021 through August 31, 2021.

WHEREAS, the Facilities Lease Section 4.4.2.4.1 – Construction Contingency is amended to reduce the contingency by $50,000 to $305,801.00; and

WHEREAS, the Facilities Lease Section 4.4.2.4.3 – District Contingency is amended to reduce the contingency by $25,000 to $373,802.00; and

WHEREAS, the Facilities Lease Section 4.4.2 – Total Base Rent for the project is amended to be $4,540,598.00.

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

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

Section 2. The Board approves the revised Exhibit C Lease Payment Schedule to the Total Base Rent in the Facilities Lease.

Section 3. The Board approves the amending of Facilities Lease Section 4.4.2.4.1 – Construction Contingency to $305,801.00.

Section 4. The Board approves the amending of Facilities Lease Section 4.4.2.4.3 – District Contingency to $373,802.00.

Section 5. The Board approves the amending of Facilities Lease Section 4.4.2 – Total Base Rent to be $4,540,598.00

The foregoing Resolution was adopted by the San Juan Unified School District Board of Education at a meeting of the Board on March 23, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Paula Villescaz, President
San Juan Unified School District
Board of Education

Attest:

_____
Zima Creason, Clerk
San Juan Unified School District
Board of Education

San Juan Unified School District
3738 Walnut Avenue, Carmichael, CA 95608
Telephone (916) 971-7700 Main number
Construction Dept: (916) 971-5780/Office (916) 971-5707 Fax

Kent Kern, Superintendent of Schools
Frank Camarda, Assistant Superintendent of Operations, Facilities, and Transportation

Facilities Lease Amendment #3
Encina High School
HVAC and Roofing Upgrades for Gymnasiums
DSA File #02-117731/Facilities Lease Agreement #902282
SJUSD Project #202-9390-N1

Effective **March 1, 2021,** the Facilities Lease Agreement dated **September 11, 2018** between the San Juan Unified School District and **Clark & Sullivan Builders dba Clark & Sullivan Construction** for the **Encina High School HVAC and Roofing Upgrades for Gymnasiums** project is amended as follows:

1. Section 4.2 Term of the Facilities Lease is amended to extend the construction phase for completion of the project. Construction and punchlist completion, and project acceptance is moved from ~~September 30, 2020 to~~ January 31, 2021 (Amendment #2) to February 28, 2021 and post-construction shall resume in ~~February 2021 through July 31, 2021~~ March 2021 through August 31, 2021. As a result, the Exhibit C Lease Payment Schedule is revised.

AMENDMENT #3		
EXHIBIT C LEASE PAYMENT SCHEDULE		
A	B	C
Item No	Month	Lease Payment
	Ph 1 Preconstruction	**$ 17,576**
1	May 2020 Lease Payment (inc B&I)	$ 796,838
2	June 2020 Lease Payment	$ 695,272
3	July 2020 Lease Payment	$ 695,272
4	August 2020 Lease Payment	$ 695,272
5	September 2020 Lease Payment	$ 139,054
6	October 2020 Lease Payment	$ 139,054
7	November 2020 Lease Payment	$ 139,054
8	December 2020 Lease Payment	$ 139,054
9	January 2021 Lease Payment	$ 139,054
10	February 2021 Payment	$ -
11	March 2021 Post Construction Payment	$ 44,955
12	April 2021 Post Construction Payment	$ 44,108
13	May 2021 Post Construction Payment	$ 44,108
14	June 2021 Post Construction Payment	$ 44,108
15	July 2021 Post Construction Payment	$ 44,108
16	August 2021 Post Construction Payment	$ 44,108
	Total Lease Payments	**$ 3,843,419**
	Construction Contingency - 3%	$ 102,709
	Structural reinforce 11 new EF's at lockerrooms	$ 5,500
	Floor covering +/- 23,216 sf	$ 133,492
	Weather protection	$ 29,100
	Dry-rot behind gutters	$ 20,000
	Repair at existing downspouts	$ 18,000
	Paint fascia	$ 15,000
	Touch-up paint	$ 10,000
	Misc. branch electrical circuit relocation	$ 22,000
	Construction Contingency Total	$ 355,801
	AM #3 Reduce CC	**$ (50,000)**
	Revised Construction Contingency Total	**$ 305,801**
	Owner Contingency - 10%	$ 373,802
	OC Deisgn assist	$ 25,000
	Owner Contingency Total	$ 398,802
	AM #3 Reduce OC	**$ (25,000)**
	Revised Owner Contingency Total	**$ 373,802**
	Total Contingencies - REVISED per AM #3	**$ 679,603**
	TOTAL BASE RENT	**$ 4,540,598**

2. Section 4.4.2.4.1 Construction Contingency is amended to reduce the contingency by $50,000.00. ~~Three hundred fifty-five thousand Eight hundred one dollars nd no/100 ($355,801.00)~~ **Three hundred five thousand Eight hundred one dollars and no/100 ($305,801.00)**.
3. Section 4.4.2.4.3 District Contingency is amended to reduce the contingency by $25,000.00. ~~Three hundred ninety-eight thousand Eight hundred two dollars and no/100 ($398,802.00)~~ **Three hundred Seventy-three thousand Eight hundred two dollars and no/100 ($373,802.00).**
4. Section 4.4.2 Total Base Rent for the Project is amended to be ~~Four million Six hundred fifteen thousand Five hundred ninety-eight dollars and no/cents ($4,615,598.00)~~ **Four million Five hundred forty thousand Five hundred ninety-eight dollars and no/cents ($4,540,598.00).**

Original Total Base Rent Sum	$	1,375,000.00
Net Change by Amendment #1	$	3,240,598.00
Net Change by Amendment #2	$	-
Net Change by Amendment #3	$	(75,000.00)
Total Base Rent including this Amendment	$	4,540,598.00

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

San Juan Unified School District,
A school district organized and existing under the laws of the State of California

SIGN HERE

By:_____
Nicholas Arps
Title: Director of Facilities, Construction & Modernization

By:_____
Joshua Jacobson
Title: Facilities Construction Manager

Clark & Sullivan Construction

By:_____
Ted Foor
Title: President

Federal Tax Identification Number - 880493821

APPROVED
By N.Perrine at 11:19 am, Mar 03, 2021

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-11

MEETING DATE: 03/23/2021

SUBJECT: Lease Amendment No. 3 for San Juan High School HVAC and Roofing Upgrades for Gymnasiums Project

DEPARTMENT: Facilities

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

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. 3034 approving Amendment No. 3 to the lease agreement for the San Juan High School HVAC and Roofing Upgrades for Gymnasiums Project No. 204-9390-P1 between San Juan Unified School District and Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction.

RATIONALE/BACKGROUND:
Amend the Facilities Lease Section 4.2 Term of the Facilities Lease is to extend the construction phase for completion of the project. Construction and punch list completion and project acceptance is moved from January 31, 2021, to March 31, 2021; and post-construction shall resume in April 2021 through September 30, 2021. As a result, the Exhibit C Lease Payment Schedule is revised on the attached Amendment No. 3. Amend Section 4.4.2.4.1 – Construction Contingency, 44.2.4.3 – District Contingency, and Section 4.4.2 – Total Base Rent for a revised Total Base Rent of $3,981,944.00.

ATTACHMENT(S):
A: Resolution No. 3034
B: Lease Amendment No. 3

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

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

APPROVED BY: Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation
Kent Kern, Superintendent of Schools KK

RESOLUTION NO. 3034

RESOLUTION BY THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION APPROVING LEASE AMENDMENT NO. 3 SAN JUAN HIGH SCHOOL – HVAC & ROOFING UPGRADES FOR GYMNASIUMS SJUSD PROJECT #204-9390-P1

WHEREAS, section 17406 of the Education Code authorize school districts, including the San Juan Unified School District ("District"), to use the lease-leaseback procurement process;

WHEREAS, the District Board of Education ("Board") previously approved the award of the Site Lease and Facilities Lease to Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction for this Project, which approval for the Facilities Lease was in the amount of $4,081,944.00; and

WHEREAS, the approved construction completion date of the Facilities Lease Phase II construction services of the Project is January 31, 2021 (Amendment #2); and

WHEREAS, the Facilities Lease Section 4.2 - Term of the Facilities Lease is amended to extend the construction phase for completion to March 31, 2021. Post-construction shall resume in April 2021 through September 30, 2021.

WHEREAS, the Facilities Lease Section 4.4.2.4.1 – Construction Contingency is amended to reduce the contingency by $50,000 to $291,990.00; and

WHEREAS, the Facilities Lease Section 4.4.2.4.3 – District Contingency is amended to reduce the contingency by $50,000 to $334,608.00; and

WHEREAS, the Facilities Lease Section 4.4.2 – Total Base Rent for the project is amended to be $3,981,944.00.

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

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

Section 2. The Board approves the revised Exhibit C Lease Payment Schedule to the Total Base Rent in the Facilities Lease.

Section 3. The Board approves the amending of Facilities Lease Section 4.4.2.4.1 – Construction Contingency to $291,990.00.

Section 4. The Board approves the amending of Facilities Lease Section 4.4.2.4.3 – District Contingency to $334,608.00.

Section 5. The Board approves the amending of Facilities Lease Section 4.4.2 – Total Base Rent to be $3,981,944.00

The foregoing Resolution was adopted by the San Juan Unified School District Board of Education at a meeting of the Board on March 23, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Paula Villescaz, President
San Juan Unified School District
Board of Education

Attest:

_____
Zima Creason, Clerk
San Juan Unified School District
Board of Education

San Juan Unified School District
3738 Walnut Avenue, Carmichael, CA 95608
Telephone (916) 971-7700 Main number
Construction Dept: (916) 971-5780/Office (916) 971-5707 Fax

Kent Kern, Superintendent of Schools
Frank Camarda, Assistant Superintendent of Operations, Facilities, and Transportation

Facilities Lease Amendment #3
San Juan High School
HVAC and Roofing Upgrades for Gymnasiums
DSA File #02-117730/Facilities Lease Agreement #902285
SJUSD Project #204-9390-P1

Effective **March 1, 2021,** the Facilities Lease Agreement dated **September 11, 2018** between the San Juan Unified School District and **Clark & Sullivan Builders dba Clark & Sullivan Construction** for the **San Juan High School HVAC and Roofing Upgrades for Gymnasiums** project is amended as follows:

1. Section 4.2 Term of the Facilities Lease is amended to extend the construction phase for completion of the project. Construction and punchlist completion, and project acceptance is moved from ~~November 30, 2020 to~~ February 28, 2021 (Amendment 2) to March 31, 2021 and post-construction shall resume in ~~March 2021 through August 31, 2021 (Amendment 2)~~ April 2021 through September 30, 2021. As a result, the Exhibit C Lease Payment Schedule is revised.

San Juan HVAC & Roofing		
Amendment 2 EXHIBIT C LEASE PAYMENT SCHEDULE		
A	B	C
Item No	Month	Lease Payment
	Ph 1 Preconstruction	**$ 16,116**
1	May 2020 Lease Payment (inc B&I)	$ 521,084
2	June 2020 Lease Payment	$ 431,265
3	July 2020 Lease Payment	$ 431,265
4	August 2020 Lease Payment	$ 431,265
5	September 2020 Lease Payment	$ 431,265
6	October 2020 Lease Payment	$ 431,265
7	November 2020 Lease Payment	$ 107,817
8	December 2020 Lease Payment	$ 107,816
9	January 2021 Lease Payment	$ 107,816
10	February 2021 Lease Payment	$ 107,816
11	March 2021 Post Construction Payment	$ -
12	April 2021 Post Construction Payment	$ 39,041
13	May 2021 Post Construction Payment	$ 38,303
14	June 2021 Post Construction Payment	$ 38,303
15	July 2021 Post Construction Payment	$ 38,303
16	August 2021 Post Construction Payment	$ 38,303
17	September 2021 Post Construction Payment	$ 38,303
	Total Lease Payments	**$ 3,339,230**
	Construction Contingency - 3%	$ 86,030
	Floor covering +/- 22,306 sf	$ 128,260
	Weather protection	$ 29,100
	Dry-rot at fascia	$ 10,000
	Repair at existing downspouts	$ 18,000
	Paint fascia	$ 15,000
	Touch-up paint	$ 10,000
	Raise large gym mini-split units	$ 9,700
	Temp cooling for MDF	$ 11,800
	Misc. branch electrical circuit relocation	$ 15,000
	L5 feeder roof blocks 25each	$ 9,100
	Construction Contingency Total	$ 341,990
	AM #3 Reduce CC	**$ 50,000**
	Revised Contractor Contingency	**$ 291,990**
	Owner Contingency - 10%	$ 324,608
	OC Deisgn assist	$ 60,000
	Owner Contingency Total	$ 384,608
	AM #3 Reduce OC	**$ 50,000**
	Revised Owner Contingency	**$ 334,608**
	Total Contingencies	**$ 626,598**
	TOTAL BASE RENT	**$ 3,981,944**

2. Section 4.4.2.4.1 Construction Contingency is amended to reduce by $50,000. ~~Three hundred forty-one thousand Nine hundred ninety dollars and no/100 ($341,990.00)~~ **Two hundred Ninety-one thousand Nine hundred ninety dollars and no/100 ($291,990).**
3. Section 4.4.2.4.3 District Contingency is amended to reduce by $50,000. ~~Three hundred eighty-four thousand Six hundred eight dollars and no/100 ($384,608.00)~~ **Three hundred Thirty-four thousand Six hundred eight dollars and no/100 ($334,608.00).**
4. Section 4.4.2 Total Base Rent for the Project is amended to be ~~Four million Eighty-one thousand Nine hundred forty-four dollars and no/cents ($4,081,944.00)~~ **Three million Nine hundred Eighty-one thousand Nine hundred forty-four dollars and no/cents ($3,981,944.00).**

Original Total Base Rent Sum	$	1,110,000.00
Net Change by Amendment #1	$	2,971,944.00
Net Change by Amendment #2	$	0.00
Net Change by Amendment #3	$	(100,000.00)
Total Base Rent including this Amendment	$	3,981,944.00

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

San Juan Unified School District,
A school district organized and existing under the laws of the State of California

By:_____
Nicholas Arps
Title: Director of Facilities, Construction & Modernization

By:_____
Joshua Jacobson
Title: Facilities Construction Manager

Clark & Sullivan Construction

SIGN HERE

By:_____
Ted Foor
Title: President

Federal Tax Identification Number - 880493821

APPROVED
By N.Perrine at 11:04 am, Mar 03, 2021

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-12

MEETING DATE: 03/23/2021

SUBJECT: Lease Amendment No. 4 Mira Loma High School HVAC & Roofing Upgrades for Gymnasiums Project

DEPARTMENT: Facilities

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

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. 3035 approving Amendment No. 4 to the lease agreement for the Mira Loma High School HVAC & Roofing Upgrades for Gymnasiums Project No. 205-9390-P1 between San Juan Unified School District and Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction.

RATIONALE/BACKGROUND:
Amend the Facilities Lease Section 4.4.2.4.1 – Construction Contingency and Section 4.4.2 – Total Base Rent for a revised Total Base Rent of $3,435,838.00.

ATTACHMENT(S):
A: Resolution No. 3035
B: Lease Amendment No. 4

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

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

APPROVED BY: Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation
Kent Kern, Superintendent of Schools

RESOLUTION NO. 3035

RESOLUTION BY THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION APPROVING LEASE AMENDMENT NO. 4 MIRA LOMA HIGH SCHOOL – HVAC & ROOFING UPGRADES FOR GYMNASIUMS SJUSD PROJECT #205-9390-P1

WHEREAS, section 17406 of the Education Code authorize school districts, including the San Juan Unified School District ("District"), to use the lease-leaseback procurement process;

WHEREAS, the District Board of Education ("Board") previously approved the award of the Site Lease and Facilities Lease to Clark & Sullivan Builders, Inc. dba Clark/Sullivan Construction for this Project, which approval for the Facilities Lease Total Base Rent was in the amount of $3,510,838.00 on Resolution No. 2989;

WHEREAS, the approved construction completion date of the Facilities Lease Phase II construction services of the Project was amended to February 28, 2021; and

WHEREAS, the Facilities Lease Section 4.4.2.4.1 – Construction Contingency is amended to reduce the contingency by $75,000 to $153,769.00; and

WHEREAS, the Facilities Lease Section 4.4.2 – Total Base Rent for the project is amended to be $3,435,838.00.

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

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

Section 2. The Board approves the amending of Facilities Lease Section 4.4.2.4.1 – Construction Contingency to $153,769.00.

Section 3. The Board approves the amending of Facilities Lease Section 4.4.2 – Total Base Rent to be $3,435,838.00.

The foregoing Resolution was adopted by the San Juan Unified School District Board of Education at a meeting of the Board on March 23, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Paula Villescaz, President
San Juan Unified School District
Board of Education

Attest:

_____
Zima Creason, Clerk
San Juan Unified School District
Board of Education

San Juan Unified School District
3738 Walnut Avenue, Carmichael, CA 95608
Telephone (916) 971-7700 Main number
Construction Dept: (916) 971-5780/Office (916) 971-5707 Fax

Kent Kern, Superintendent of Schools
Frank Camarda, Assistant Superintendent of Operations, Facilities, and Transportation

Facilities Lease Amendment #4
Mira Loma High School
HVAC and Roofing Upgrades for Gymnasiums
DSA File #02-117729/Facilities Lease Agreement #902283
SJUSD Project #205-9390-P1

Effective **March 1, 2021,** the Facilities Lease Agreement dated **September 11, 2018** between the San Juan Unified School District and **Clark & Sullivan Builders dba Clark & Sullivan Construction** for the **Mira Loma High School HVAC and Roofing Upgrades for Gymnasiums** project is amended as follows:

1. Section 4.4.2.4.1 Construction Contingency is amended to reduce the contingency by $75,000. ~~Two hundred twenty-eight thousand Seven hundred sixty-nine dollars and no/100 ($228,769.00)~~ **One hundred Fifty-three thousand Seven hundred sixty-nine dollars and no/cents ($153,769.00).**
2. Section 4.4.2 Total Base Rent for the Project is amended to be ~~Three million Five hundred ten thousand Eight hundred thirty-eight dollars and no/100 ($3,510,838.00)~~ **Three million Four hundred thirty-five thousand Eight hundred thirty-eight dollars and no/cents ($3,435,838.00)**.

Original Total Base Rent Sum	$	1,251,000.00
Net Change by Amendment #1	$	2,259,838.00
Net Change by Amendment #2	$	-
Net Change by Amendment #3	$	-
Net Change by Amendment #4	$	(75,000.00)
Total Base Rent including this Amendment	$	3,435,838.00

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

San Juan Unified School District,
A school district organized and existing under the laws of the State of California

By:_____
Nicholas Arps
Title: Director of Facilities, Construction & Modernization

By:_____
Joshua Jacobson
Title: Facilities Construction Manager

Clark & Sullivan Construction

SIGN HERE

By:_____
Ted Foor
Title: President

Federal Tax Identification Number - 880493821

APPROVED
By N.Perrine at 11:11 am, Mar 03, 2021

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-13

MEETING DATE: 03/23/2021

SUBJECT: Lease Amendment No. 5 Cottage Elementary School New Construction Project

DEPARTMENT: Facilities

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

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. 3036 approving Amendment No. 5 to the lease agreement for the Cottage Elementary School new construction project no. 108-9512-P1 between San Juan Unified School District and John F. Otto dba Otto Construction.

RATIONALE/BACKGROUND:
Amend the Facilities Lease Section 4.4.2.4.1 – Construction Contingency and Section 4.4.2 – Total Base Rent for a final reconciliation revised Total Base Rent of $3,327,279.00

ATTACHMENT(S):
A: Resolution No. 3036
B: Lease Amendment No. 5

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

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

APPROVED BY: Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation
Kent Kern, Superintendent of Schools

RESOLUTION NO. 3036

RESOLUTION BY THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION APPROVING LEASE AMENDMENT NO. 5 COTTAGE ES NEW CONSTRUCTION SJUSD PROJECT #108-9512-P1

WHEREAS, section 17406 of the Education Code authorize school districts, including the San Juan Unified School District ("District"), to use the lease-leaseback procurement process;

WHEREAS, the District Board of Education ("Board") previously approved the award of the Site Lease and Facilities Lease to John F. Otto dba Otto Construction for this Project, which approval for the Facilities Lease Total Base Rent was in the amount of $3,205,000.00 on Resolution No. 2984, and amended it to $3,355,00.00 in Amendment #2 on 6/08/2020; and,

WHEREAS, the Facilities Lease Section 4.4.2.4.1 – Contractor Contingency of the Facilities Lease is hereby reconciled, including Amendments #3 & #4, with the actual cost attributed to the contingency as shown on Amendment #5; and,

WHEREAS, the Facilities Lease Section 4.4.2.4.3 – District Contingency of the Facilities Lease is hereby reconciled, including Amendments #2, #3 & #4, with the actual cost attributed to the contingency as shown on Amendment #5; and,

WHEREAS, the Facilities Lease Total Base Rent is amended to $3,327,279.00; and,

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

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

Section 2. The Board approves the amending of Facilities Lease Section 4.4.2.4.1 – Contractor Contingency crediting back any and all unused portion back to the district.

Section 3. The Board approves the amending of Facilities Lease Section 4.4.2.4.3 – District Contingency crediting back any and all unused portion back to the district.

Section 4. The Board approves the amended Total Base Rent of $3,327,279.00.

The foregoing Resolution was adopted by the San Juan Unified School District Board of Education at a meeting of the Board on March 23, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Paula Villescaz, President
San Juan Unified School District
Board of Education

Attest:

Zima Creason, Clerk
San Juan Unified School District
Board of Education

San Juan Unified School District
Facilities Business Department
5320 Hemlock Street, Sacramento, California 95841
Telephone 916- 971-7283
Internet Web Site: www.sanjuan.edu

Kent Kern, Superintendent of Schools
Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation

Facilities Lease Amendment #05
Cottage ES New Construction
DSA App. 02-118158/Facilities Lease Agreement#004495
SJUSD Project #108-9512-P1

Effective **January 1, 2021,** the Facilities Lease Agreement dated **December 10, 2019** between the San Juan Unified School District and **John F. Otto dba Otto Construction** for the **Cottage ES New Construction** is amended as follows:

1. Section 4.4.2.4.1 Contractor Contingency is hereby reconciled, including Amendments #03 and #04, with the actual costs attributed to the contingency by execution of CDAs 7, 10, 14, 17, and 21

Contractor Contingency Used	$13,631.00
Revised Contractor Contingency Amendment #04	($15,730.00)
Final Contractor Contingency Unused Credit	($2,099.00)

2. Section 4.4.2.4.3 District Contingency is hereby reconciled, including Amendments #02, #03, and #04, with the actual costs attributed to the contingency by execution of CDAs 1, 2, 3, 4, 5, 6, 8, 9, 11, 12, 13, 15, 16, 18, 19, 20, 22, 23, 24, 25, 26, and 27

District Contingency Used	$354,685.00
Revised District Contingency Amendment #04	($380,307.00)
Final District Contingency Unused Credit	($25,622.00)

3. For completion of the work associated with Sacramento Suburban Water District and punchlist acceptance, the Exhibit C Lease Payment Schedule is hereby amended:

EXHIBIT C AMENDMENT #05 Cottage ES New Construction LEASE PAYMENT SCHEDULE		
A	B	C
	Month	Lease Payment
	Ph 1 Preconstruction	**$86,000.00**
1	April 2020 Lease Payment (inc B&I)	$495,661.00
2	May 2020 Lease Payment	$436,066.00
3	June 2020 Lease Payment	$436,066.00
4	July 2020 Lease Payment	$436,066.00
5	August 2020 Lease Payment	$436,066.00
6	September 2020 Lease Payment	$145,355.00
7	October 2020 Post Construction Payment	$145,355.00
8	November 2020 Post Construction Payment	$145,355.00
9	December 2020 Post Construction Payment	$0.00
10	January 2021 Post Construction Payment	$31,423.00
11	February 2021 Post Construction Payment	$33,110.00
12	March 2021 Post Construction Payment	$33,110.00
13	April 2021 Post Construction Payment	$33,110.00
14	May 2021 Post Construction Payment	$33,110.00
15	June 2021 Post Construction Payment	$33,110.00
	Total Lease Payments	**$2,872,963.00**
	Contingencies:	
	Contractor Contingency - Final	$13,631.00
	Owner Contingency - Final	$354,685.00
	Total Contingencies	**$368,316.00**
	TOTAL BASE RENT	**$3,327,279.00**

4. The Total Base Rent is hereby reconciled and amended as follows:

Original Total Base Rent Sum	$3,000,000.00
Resolution 2979	($2,894,000.00)
Amendment #01 Final TBR increase	$3,099,000.00
Amendment #02 DC increase	$150,000.00
Amendment #03 CC decrease and DC increase	$0.00
Amendment #04 Exh H Preconstruction services decrease; CC decrease; and DC increase	$0.00
Amendment #05 Final Reconciliation of Contingencies – Credit for unused	($27,721.00)
Revised Total Base Rent Amount	$3,327,279.00

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

San Juan Unified School District,
A school district organized and existing under the laws of the State of California

By:_____ SIGN HERE
Nicholas Arps
Title: Director of Facilities, Construction & Modernization

By:_____
Frank Camarda
Title: Assistant Superintendent, Operations, Facilities and Transportation

John F. Otto dba Otto Construction
A California Corporation

By:_____
Allison Otto
Title: Vice President

Federal Tax Identification Number:
94-1431805

11FEB21

APPROVED
By N.Perrine at 11:29 am, Feb 11, 2021

Cottage New Construction - Otto Construction
Contingency Log

Construction Contingency			**$ 70,730.00**	
		Amendment # 3 Reduce CC and increase OC by $30,000	**$ (30,000.00)**	
		Amendment #4 Reduce CC and increase OC by $25,000	**$ (25,000.00)**	
		REVISED Contractor Contingency	**$ 15,730.00**	
CCD #	$ AMOUNT	DESCRIPTION	BALANCE	MONTH BILLED
7	$1,050.00	CC: CCR 11: PCO 10 - Soil Sterilizer	$ 14,680.00	Executed 7/20
10	$5,234.00	CC: CCR 13: PCO 13 - Copper Piping for Hose Bib	$ 9,446.00	Executed 7/24
14	$1,074.00	CC: CCR 17: PCO 17 - Asphalt Protection	$ 8,372.00	Executed 7/24
17	$5,088.00	CC: CCR 22: PCO 15.1 - Stucco Transition	$ 3,284.00	Executed 7/31
21	$1,185.00	CC: CCR 27: PCO 23 - Handrails additional coring	$ 2,099.00	Executed 9/14

District Contingency			**$ 155,307.00**	
		Amendment #2 Sac Suburban added scope	**$ 150,000.00**	
		Amendment # 3 Reduce CC and increase OC by $30,000	**$ 30,000.00**	
		Amendment #4 Reduce Ph 2 Precon services by $20,000 and CC by $25,000; Increase OC by $45,000	**$ 45,000.00**	
		REVISED Owner Contingency	**$ 380,307.00**	
CCD #	$ AMOUNT	DESCRIPTION	BALANCE	MONTH BILLED
1	$735.00	OC: CCR 2: PCO 02 - Walk off mats at exterior doors	$ 379,572.00	Executed 5/6/20
2	$5,048.00	OC: CCR 3: PCO 03 - Panic Hardware	$ 374,524.00	Executed 5/19
3	$23,985.00	OC: CCR 1: PCO 01 - TV and Wall Mounts	$ 350,539.00	Executed 6/4
4	$1,667.00	OC: CCR 5: PCO 05 - Irrigation Layout Revisions	$ 348,872.00	Executed 6/23
5	$1,995.00	OC: CCR 7: PCO 07 - Transite Pipe Crossing Storm Drain	$ 346,877.00	Executed 5/28
6	$1,306.00	OC: CCR 9: PCO 11 - Storm Drain Outlet	$ 345,571.00	Executed 7/14
8	$6,343.00	OC: CCR 8: PCO 9 - Upsize Existing Low Voltage Box	$ 339,228.00	Executed 7/14
9	$6,382.00	OC: CCR 6: PCO 6 - Demo and abatement of transite pipe under building pad	$ 332,846.00	Executed 7/20
11	$2,492.00	OC: CCR 15: PCO 4 - Backstop Mow Strip	$ 330,354.00	Executed 7/20
12	$6,420.00	OC: CCR 14: PCO 14 - Additional Tree and Root Removal	$ 323,934.00	Executed 7/20
13	$32,701.00	OC: CCR 18: PCO 18 - Asphalt Removal and Replacement	$ 291,233.00	Executed 7/24
15	$5,093.00	OC: CCR 10: PCO 8 - Traffic Rated Boxes	$ 286,140.00	Executed 7/24
16	$165,125.00	OC: CCR 19: PCO 19 - Sacramento Suburban Fire Water Plan	$ 121,015.00	Executed 7/31
18	$4,695.00	OC: CCR 20: PCO 16 - IDF Pathway Routing	$ 116,320.00	Executed 7/31
19	$1,588.00	OC: CCR 24: PCO 21 - Added Lock Boxes	$ 114,732.00	Executed 8/25
20	$3,135.00	OC: CCR 25: PCO 22 - Repair of unmarked conduits	$ 111,597.00	Executed 8/31
22	$6,619.00	OC: CCR 28: PCO 24 - MSB Breaker Upgrade	$ 104,978.00	Executed 9/14
23	$3,717.00	OC: CCR 29: PCO 25 - COVID 19 Expenses	$ 101,261.00	Executed 9/30
24	$40,284.00	OC: CCR 26: PCO 20 - Seal and Striping of Asphalt Repairs	$ 60,977.00	Executed 10/8
25	$1,311.00	OC: CCR 30: PCO 26 - Site Requested Striping on Playground	$ 59,666.00	Executed 10/8
26	$1,017.00	OC: PCO 27 - IDF Receptacle	$ 58,649.00	Executed 10/19
27	$33,027.00	OC: PCO 28 - Sac Suburban modifications to the domestic water line to meet current SSWD standards	$ 25,622.00	Executed 11/12

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-14

MEETING DATE: 03/23/2021

SUBJECT: Barrett Middle School Modernization Project Lease Amendment No. 1

DEPARTMENT: Facilities

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

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. 3037 approving the first amendment to the lease for the Barrett Middle School modernization project no. 004-9495-P1 between San Juan Unified School District and Landmark Modernization Contractors dba Landmark Construction.

RATIONALE/BACKGROUND:
Exhibit H Preconstruction Services, Section D. Compensation is hereby increased by $50,000.00 for glazing/window shop drawing submittals, approval, and procurement. The Entity fixed fee of $133,294.00 is amended to $183,294.00.

ATTACHMENT(S):
A: Resolution No. 3037
B: Facilities Lease Amendment No. 1

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

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

APPROVED BY: Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation
Kent Kern, Superintendent of Schools

RESOLUTION NO. 3037

RESOLUTION BY THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION APPROVING LEASE AMENDMENT NO. 1 BARRETT MIDDLE SCHOOL – MODERNIZATION SJUSD PROJECT #004-9495-P1

WHEREAS, section 17406 of the Education Code authorize school districts, including the San Juan Unified School District ("District"), to use the lease-leaseback procurement process;

WHEREAS, the District Board of Education ("Board") previously approved the award of the Site Lease and Facilities Lease to Landmark Modernization Contractors dba Landmark Construction for this Project, which approval for the Facilities Lease Preconstruction Services was in the amount of $133,294.00 per Resolution No. 2977; and

WHEREAS, the Facilities Lease Exhibit H - Preconstruction Services, Section D – Compensation is hereby increased by $50,000.00; the price for the preconstruction services is now amended to $183,294.00; no construction services were approved to commence; and no construction services have commenced;

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

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

Section 2. The Board approves amending the Facilities Lease Preconstruction Services to the amount of $183,294.00.

The foregoing Resolution was adopted by the San Juan Unified School District Board of Education at a meeting of the Board on March 23, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Paula Villescaz, President
San Juan Unified School District
Board of Education

Attest:

_____
Zima Creason, Clerk
San Juan Unified School District
Board of Education

San Juan Unified School District
Facilities Business Department
5320 Hemlock Street, Sacramento, California 95841
Telephone 916- 971-7283
Internet Web Site: www.sanjuan.edu

BOARD ITEM 03.23.21

Resolution

Kent Kern, Superintendent of Schools
Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation

Facilities Lease Amendment #01
Barrett MS Modernization
DSA App. 02-118610/Facilities Lease Agreement#006461
SJUSD Project #004-9495-P1

Effective **March 5, 2021,** the Facilities Lease Agreement dated **February 25, 2020** between the San Juan Unified School District and **Landmark Modernization Contractors dba Landmark Construction** for the **Barrett MS Modernization** is amended as follows:

1. Exhibit H Preconstruction Services, Section D. Compensation is hereby increased by $50,000.00 for glazing/window shop drawing submittals, approval, and procurement. The Entity fixed fee of $133,294.00 is amended to $183,294.00.

Original Preconstruction Services Fee	$133,294.00
Amendment #01	$50,000.00
Revised Total Preconstruction Amount	$183,294.00

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

San Juan Unified School District,
A school district organized and existing under the laws of the State of California

SIGN HERE

By:_____
Nicholas Arps
Title: Director of Facilities, Construction & Modernization

By:_____
Frank Camarda
Title: Assistant Superintendent, Operations, Facilities and Transportation

05MAR21

Landmark Modernization Contractors dba Landmark Construction
A California Corporation

Ryan J. Andersen Digitally signed by Ryan J. Andersen DN: C=US, E=randersen@landmarkconst.net, O=LANDMARK CONSTRUCTION, CN=Ryan J. Andersen Date: 2021.03.05 11:39:26-08'00'

By:_____
Ryan Anderson
Title: Project Manager

Federal Tax Identification Number:
68-0485893

APPROVED
By N.Perrine at 2:58 pm, Mar 05, 2021

Meredith Collins

From: Kevin Brennan <kbrennan@landmarkconst.net>
Sent: Friday, March 5, 2021 12:18 PM
To: Meredith Collins; Ryan Andersen
Cc: Michael Barber
Subject: RE: SJUSD Barrett - Contract Doc's Signing

Hi Meredith,

Thanks for expediting this agreement. This email shall serve to confirm that Ryan Andersen is authorized to sign this agreement on behalf of landmark construction.

Please feel free to contact me if you need any additional information.

Thanks,

Kevin Brennan
President
Landmark Construction
4312 Antony Court, Suite B
Rocklin, CA 95677
916-663-1953 (P)
916-663-1867 (f)
www.landmarkconst.net
We're Hiring! Follow this link for a list of positions available

From: Meredith Collins <meredith@icscm.com>
Sent: Friday, March 5, 2021 11:32 AM
To: Ryan Andersen <randersen@landmarkconst.net>; Kevin Brennan <kbrennan@landmarkconst.net>
Cc: Michael Barber <michael.barber@sanjuan.edu>
Subject: RE: SJUSD Barrett - Contract Doc's Signing
Importance: High

As we discussed, here is the amendment increasing the preconstruction fee for windows/glazing for submittals and procurement the Modernization project. Ryan can sign this however I still need confirmation from Kevin that Ryan is an authorized signer for contract documents on behalf of Landmark. The deadline for the 3/23 board is today.

Thank you

Meredith Collins

Program Manager
Innovative Construction Services, Inc.
P – 916.333.5701
F – 916.313.3423
C – 916.870.3754
www.icscm.com

Need to send me a large file?
https://spaces.hightail.com/uplink/InnovConst

From: Ryan Andersen <randersen@landmarkconst.net>
Sent: Friday, March 5, 2021 10:59 AM
To: Kevin Brennan <kbrennan@landmarkconst.net>
Cc: Meredith Collins <meredith@icscm.com>; Michael Barber <michael.barber@sanjuan.edu>
Subject: SJUSD Barrett - Contract Doc's Signing

Kevin,

Can you please confirm per our conversation that I'm able to sign contract documents for this project. Thanks.

Ryan J. Andersen
LEED Green Associate
Project Manager
Landmark Construction
4312 Anthony Court, Suite B
Rocklin, CA 95677
916-663-1953 (office)
916-532-1611 (cell)

We're Hiring! Follow this link for a list of positions available.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: G-15

MEETING DATE: 03/23/2021

SUBJECT: Rio Americano High School CIVITAS Donation

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

DEPARTMENT: Division of Teaching and Learning

ACTION REQUESTED:
The superintendent is recommending that the board approve the CIVITAS Senior Award Scholarships for four senior students at Rio Americano High School who have achieved specific goals in the CIVITAS program.

RATIONALE/BACKGROUND:
The CIVITAS program is a four year political studies and public service academy which teaches students about state, national and international politics; and encourages students to get involved in their community through community service, political outreach and senior projects.

ATTACHMENT(S):
A: CIVITAS Senior Awards Amounts and Criteria for Selection

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ 3,500
Additional Budget: $ N/A
Funding Source: CIVITAS student body account
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☒

LCAP/STRATEGIC PLAN:
Goal: 2 Focus: 2
Action: 15
Strategic Plan: N/A

PREPARED BY: Rick Messer, Assistant Superintendent, Secondary Education

APPROVED BY: Melissa Bassanelli, Deputy Superintendent, Schools and Student Support
Kent Kern, Superintendent of Schools

CIVITAS Senior Awards
Amounts and Criteria for Selection

Award # 1: Completion of the CIVITAS Program

Criteria for Selection:

1. Completion of CIVITAS classes: Intro to Political Studies, State & Local Government, Speech & Communications, International Relations, Philosophy, and Senior Project Independent Study
2. Completion of 100 hours of community service & a 75-hour internship
3. Creation and implementation of a Sr. Advocacy Project
4. Presentation of their CIVITAS Journey & Legacy to a panel of community members

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Award # 2: CIVITAS Senior Award of Excellence – Students determine winner ($1,000)

Criteria for Selection:

1. CIVITAS Seniors nominate a male and female senior that they feel best typifies the CIVITAS experience
2. Nominations are tallied; the male and female student with the most nominations are put on the final ballot
3. All CIVITAS students in all grades cast their final vote to determine the winner

---

Award # 3: CIVITAS Senior Project Award – CIVITAS Staff determines the winner (Partner project -$500 ea.)

Criteria for Selection:

1. Student created an outstanding Senior Advocacy Project
2. Senior Advocacy Project had positive impacts within the community
3. Connection between student(s) & the issue behind the project is sincere & personal; project is meaningful to the student(s)

Award # 4: Greatest Growth in CIVITAS – CIVITAS Staff determines the winner ($500)

Criteria for Selection: Student who demonstrates the greatest growth as a scholar, activist, and engaged community member.

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-1

MEETING DATE: 03/23/2021

SUBJECT: Amending District Graduation Requirements for the Class of 2021

DEPARTMENT: Division of Teaching and Learning

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

ACTION REQUESTED:
The superintendent is recommending the board discuss amending the district's graduation requirements for the Class of 2021, by reducing the requirements to align with the minimum State of California graduation requirements due to the impact of the COVID-19 pandemic.

Action Anticipated: April 13, 2021

RATIONALE/BACKGROUND:
Since the shutdown of schools on March 13, 2020, due to the COVID-19 pandemic, the Class of 2021 has struggled academically, socially and emotionally. Even though the district has developed both academic and social emotional supports to help the seniors, many have fallen behind and will not be able to recover by the end of the school year. Through an analysis of data and state requirements, district staff are recommending the board consider a reduction of district required courses and credits for the Class of 2021.

ATTACHMENT(S):
A: Presentation

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A

LCAP/STRATEGIC PLAN:
Goal: N/A
Focus: N/A
Action: N/A
Strategic Plan: N/A

PREPARED BY: Rick Messer, Assistant Superintendent, Secondary Education
Kristan Schnepp, Senior Director, Professional Learning and Innovation KS
Brett Wolfe, Director, College & Career Readiness
Susan Green, Director, Assessment, Evaluation and Planning

APPROVED BY: Melissa Bassanelli, Deputy Superintendent, Schools and Student Support
Kent Kern, Superintendent of Schools KK

Amending Graduation Requirements for the Class of 2021

Rick Messer - Assistant Superintendent, Secondary Education
Susan Green – Director, Assessment, Evaluation and Planning

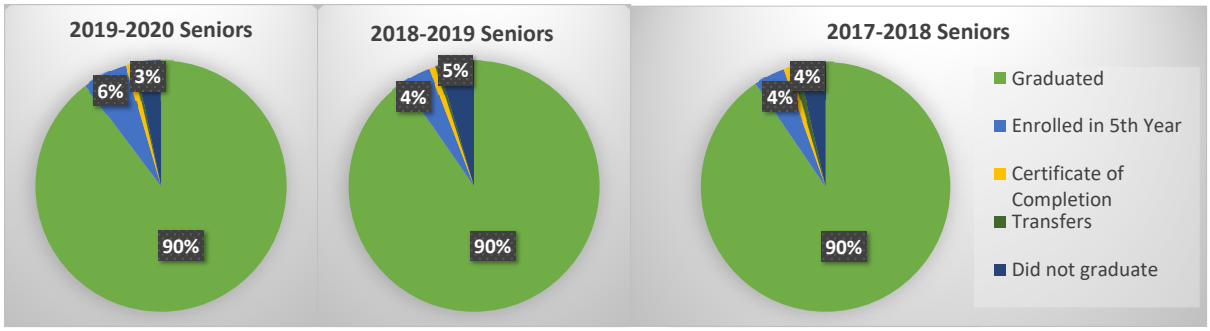
San Juan Unified School District
Board of Education
March 23, 2021

Background

- March 13, 2020 – Schools closed due to COVID-19 pandemic
- April 10, 2020 – Schools reopened in distance learning
- April 16, 2020 – State of California allowed for Credit/No Credit grades
- Spring 2020 – State of California mandates state minimum graduation requirements for Class of 2020
- December 2020 – 10% increase in number of seniors failing courses
- December 2020 - Credit recovery and extended learning opportunities implemented for seniors not on track for graduation
- March 2021 – Analysis of data and recommendation to reduce graduation requirements for Class of 2021

2

Historical: 1 Year Graduation Rates



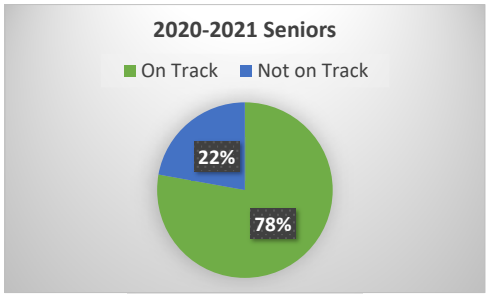
In the past,

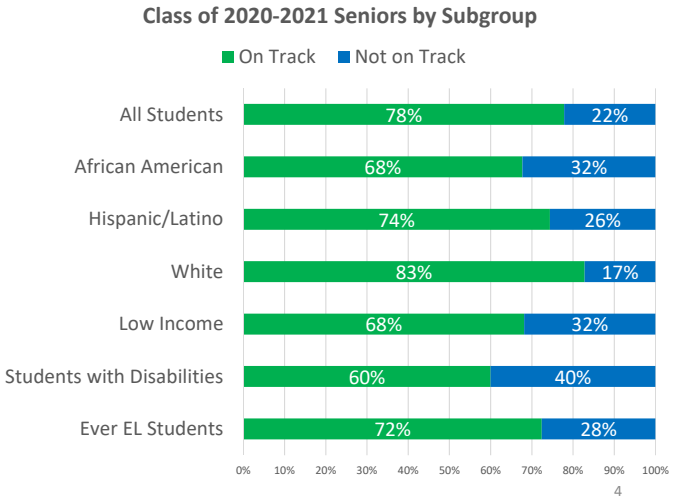
- 90% graduate
- 4-6% enrolled in a 5th year
- 1% Certificate of Completion
- 3-5% Do not graduate

San Juan Unified School District

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Class of 2021 Analysis –Current Graduation Requirements





4

Options for Credit Recovery

Spring 2021:

- In-school APEX credit recovery
- Zero period/after school APEX credit recovery
- El Sereno credit recovery courses
- Extended sessions to raise term/quarter grades

Summer 2021:

- Extended year option – 7 days to raise grades
- Seat-based or Independent Study Summer School

Fall 2021:

- El Sereno 5th year option
- High School 5th year option
- Adult Education diploma option

San Juan Unified School District

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SJUSD Graduation Requirements – Class of 2021

Subject	Years	Credits
English	4 years	40 credits
World History	1 year	10 credits
Mathematics	2 years	20 credits
Physical Education	2 years	20 credits
Health	1 semester	2.5 credits
U.S. History	1 year	10 credits
American Government	1 semester	5 credits
Senior Social Studies Elective	1 semester	5 credits
Economics	1 semester	5 credits
Life Sciences	1 year	10 credits
Physical Science	1 year	10 credits
VAPA/WL/CTE	1 year	10 credits
Total required credits		**147.5 Credits**

Total Credits to Graduate:

Traditional Schedule with electives

- 147.5 required credits
- 72.5 elective credits
  - **220 total credits**

Block Schedule with electives

- 147.5 required credits
- 132.5 elective credits
  - **280 total credits**

San Juan Unified School District

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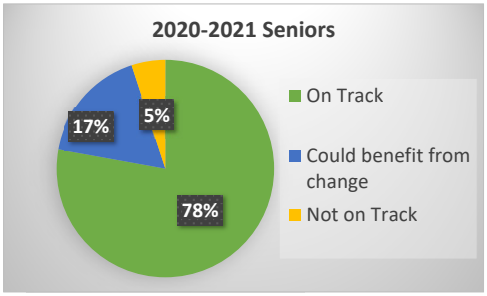
SJUSD vs California Minimum Graduation Requirements

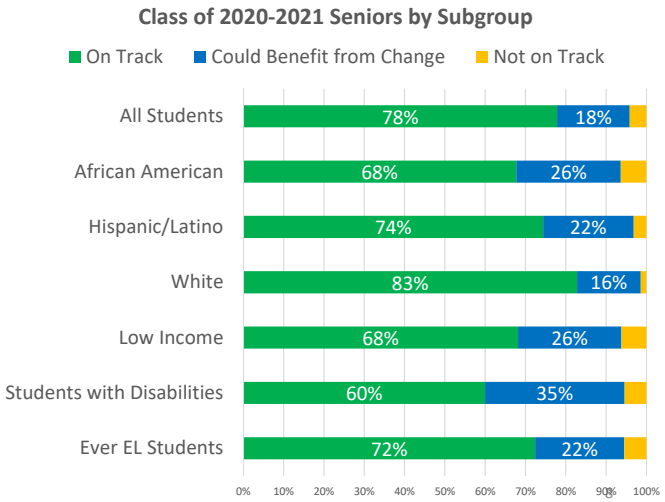
SJUSD Graduation Requirements		California Minimum Requirements	
Subject	**Credits**	**Subject**	**Credits**
English	40 credits	English	30 credits
World History	10 credits	World History	10 credits
Mathematics	20 credits	Mathematics	20 credits
Physical Education	20 credits	Physical Education	20 credits
Health	2.5 credits	Health	0 Credits
U.S. History	10 credits	U.S. History	10 credits
American Government	5 credits	American Government	5 credits
Senior Social Studies Elective	5 credits	Senior Social Studies Elective	0 Credits
Economics	5 credits	Economics	5 credits
Life Sciences	10 credits	Life Sciences	10 credits
Physical Science	10 credits	Physical Science	10 credits
Visual & Performing Arts	10 credits	Visual & Performing Arts	10 credits
Total required credits:	**147.5 Credits**	**Total required credits:**	**130 Credits**
With electives:	**220 (T)/280 (B)**		

(T) Traditional (B) Block

7

Class of 2021 – Potential Impact of Proposed Change





8

Recommendation for Consideration

- Reduce graduation requirements for the Class of 2021 to align with the State of California minimum course requirements for graduation.
  - Traditional Schools–Reduce to 13 courses–for a total of 130 credits (60% of SJUSD required credits)
  - Block Schools–Reduce to 13 courses–for a total of 160 credits (Equivalent of traditional schools' credits by percentage)

San Juan Unified School District

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Next Steps

- Following board discussion and feedback, bring back a resolution to amend district graduation requirements for the Class of 2021
- Continue to explore revising AR 5121 to expand window for teachers to change semester grades beyond 6 weeks after the end of course
- Continue to monitor transcripts of Class of 2022 and provide opportunities for credit recovery
- Monitor class of 2022-2023 related to on-track graduation based on new graduation requirements

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SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-2

MEETING DATE: 03/23/2021

SUBJECT: New Instructional Materials Adoptions

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

DEPARTMENT: Division of Teaching and Learning

ACTION REQUESTED:
The superintendent is recommending that the board discuss Report IIs related to new instructional materials adoptions.

Action Anticipated: April 13, 2021

RATIONALE/BACKGROUND:
As San Juan Unified School District continues to implement the state standards and new graduation requirements, it is essential that teachers and students have access to current and aligned instructional materials. To address this need, the Professional Learning & Curriculum Innovation department recruited teachers to review and recommend new standard-aligned textbooks and materials for adoption.

ATTACHMENT(S):
1: Presentation
2: Textbook Adoptions Report IIs

- History-Social Science: Advanced Placement European History, Advanced Placement Microeconomics, Geography, International Baccalaureate Economics
- Science: Advanced Placement Biology, Advanced Placement Chemistry, Advanced Placement Environmental Science, Advanced Placement Physics 1 and 2, International Baccalaureate Biology, International Baccalaureate Chemistry, International Baccalaureate Environmental Systems and Societies, International Baccalaureate Physics
    A. Adoption Committee Members
    B. Category Key Indicators

BOARD COMMITTEE ACTION/COMMENT:
Curriculum, Standards, Instructional & Student Services Committee: 03/17/2021

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ 470,645.12
Additional Budget: $ N/A
Funding Source: Prop 20 Lottery Funds & K-12 Instructional Materials Reserve (locally restricted)

LCAP/STRATEGIC PLAN
Goal: 1
Focus: 5 & 6
Action: All
Strategic Plan: 1

Current Year Only ☐ On-going ☒

PREPARED BY: Kristan Schnepp, Senior Director of Professional Learning and Curriculum Innovation KS

APPROVED BY: Melissa Bassanelli, Deputy Superintendent, Schools and Student Support MB
Kent Kern, Superintendent of Schools KK

Instructional Materials Adoption Recommendations - Report II

Board of Education
March 23, 2021

Kristan Schnepp, Senior Director, Professional Learning and Curriculum Innovation
Paula Baucom, Program Specialist, Science
Nicole Kukral, Program Specialist, History-Social Science

Small Adoptions

- Adoptions did not follow the traditional two-cycle pilot process
- The courses may be offered in a very limited scope across the district and sometimes with limited instructional materials options

Selection Criteria

- Content alignment with standards
- Program organization
- Assessment
- Universal access
- Instructional planning and teacher support
- Technology - digital tools
- Social content

Current Reports

Science

- Advanced Placement (AP) Biology
- Advanced Placement (AP) Chemistry
- Advanced Placement (AP) Environmental Science
- Advanced Placement (AP) Physics 1 and 2
- International Baccalaureate (IB) Biology
- International Baccalaureate (IB) Chemistry
- International Baccalaureate (IB) Environmental Systems and Societies
- International Baccalaureate (IB) Physics

Social Science

- Advanced Placement (AP) European History
- Advanced Placement (AP) Microeconomics
- Geography
- International Baccalaureate (IB) Economics

Stages of the Process (Social Sciences)

- Request samples from publishers (October 2019)
- Independent review by teachers (October 2019 - January 2020)
- Community feedback (December 2019 - February 2020)
- Publisher presentations (January 2020)
- Recommendation (February 2020)

Total Cost
(For 7 year adoption)

- AP European History (*A History of Western Society*): $5,078
- AP Microeconomics (*Krugman's Economics for the AP Course*): $9,920
- Geography (*National Geographic World Cultures and Geography*): $63,972
- IB Economics (*Oxford IB Diploma Programme: IB Economics Course Book*): $9,832

- **Total materials cost: $88,802**

Professional development is on an individual basis provided by the publisher

Stages of the Process (Sciences)

- Request samples from publishers (November 2020)
- Introduction and process overview meetings (January 2021)
- Independent review by teachers (January 2021 - March 2021)
- Community feedback (February 2021 - March 2021)
- Publisher presentations (February 2021)
- Recommendation (March 2021)

Making it Virtual (Sciences)

- Shared course hyperdocs
- Shared committee note taking space
- Publisher presentations
- Digital review for community input and feedback
- Coming to consensus

Total Cost

(For 7 year adoption)

- AP and IB Biology (AP Biology: Campbell in Focus): $122,089.60
- AP and IB Chemistry (Chemistry (AP Edition): $121,660.48
- AP Environmental Science and IB Environmental Systems and Societies (Exploring Environmental Science for AP): $85,097.93
- AP Physics 1 and 2 and IB Physics(College Physics: Explore and Apply): $36,537.20

- **Total materials cost: $365,385.21**

Professional learning sessions will be scheduled during the summer

Instructional Materials Adoption Recommendations

Questions

Attachment 2

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. Subject area or course:

Advanced Placement (AP) European History

2. Recommended text(s):

A History of Western Society, Bedford, 2020

3. Rationale:

a. Title, publisher, copyright and year of adoption of current textbook:

There is not currently a board-adopted text for this course.

b. Alignment with state or district textbook cycle:

This adoption is on-cycle with the current SJUSD adoption matrix, though board adoption was delayed one year due to the COVID-19 pandemic.

c. Special considerations, if any:

None

4. Adoption timeline:

Action	Date
Committee review of submitted materials	October 2019 - January 2020
Public viewing	December 9, 2019 - February 7, 2020
Community showcase	January 29, 2020
Adoption committee decision-making	February 2020
Recommendation to Curriculum and Standards	March 17, 2021
Board discussion	March 23, 2021
Board action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	July 2021

5. Actual total cost over the life of the adoption for materials:

The total cost of the adoption is $5,078

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted).

RECOMMENDATION PROCESS

7. List of adoption committee members:

See attachment A

8. How did piloting teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the materials using the Category Key Indicators document.

See Attachment B: Category Key Indicators

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials were made available through district and school newsletters, at various parent and community meetings, on the district website, and in Behind the Scenes and SJ Scene. Dates and events are as follows:

What	When	Where
Public review	December 9, 2019-February 7, 2020	Choices Charter School
Community showcase	January 29, 2020	Choices Charter School

Information regarding materials review was also shared with school and district leaders through Leadership Reflections. Adoption updates were shared with the Curriculum and Standards committee.

FEEDBACK RESULTS

10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

Strengths
• The materials are written to support student success on the exam • The digital materials provide various resources and opportunities for student practice • There are high-quality visuals and primary sources in the text that enhance the

reading experience • The materials are very accessible to a wide range of teachers, including those who are new to teaching the course
Limitations
• No limitations were shared

11. What were the results of the final voting and what is the recommended textbook?

The committee voted 4-0 to select *A History of Western Society*

12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	Teacher Components
• *A History of Western Society*, student edition • LaunchPad digital licenses, 7-year access	• *A History of Western Society,* teacher edition • ExamView Assessment Suite

13. What professional development will be provided for teachers? What costs will be associated with the training?

Teachers will have the opportunity to work individually with the publisher for support.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information:

Kristan Schnepp, Senior Director, Professional Learning and Curriculum Innovation
kschnepp@sanjuan.edu
(916) 971-7364

15. Date submitted Report II: Draft March 17, 2021

Attachment A: Names of adoption committee members

AP European History - Report 2

Name	School/Role
John Hasdovic	Casa Roble High School, teacher
Eric Kenyon	Rio Americano High School, teacher
Jon Perry	San Juan High School, teacher
Steve Stephen	Bella Vista High School, teacher

Category Key Indicators

Category	Key Indicators
Content/Alignment to Standards	• Reflects and incorporates the content of all relevant California state frameworks and all relevant standards (content, CCSS, NGSS, ELD) • Provides explicit, sequential, logical, systematic instruction and diagnostic support • Reflects accurate content information
Program Organization	• Includes enough material to support the entirety of the course • Presents information and instruction systematically and logically for standards, tasks, and assessments • Includes guidance for using all components of the program to support deep and meaningful student learning • Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	• Assesses understanding and application of skills and knowledge embedded in the program • Assesses standards in several formats for immediate follow-up instruction, practice, and review • Helps teachers plan and determine the effectiveness of classroom instruction • Offers a variety of assessments and types of administrations, as well as norm-referenced assessments
Universal Access	• Provides resources and strategies that engage every student in the classroom • Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners • Provides resources and strategies to support students who are above grade level • Includes user friendly style/format (visual stimuli, graphics) that enhances learning • Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	• Provides logical, explicit instructional guidelines for teachers to follow • Includes a teacher planning guide explaining how to components with alternative schedules • Identifies specific objectives, instructional examples and practice opportunities in every lesson • Provides a list of necessary instructional materials for each lesson • Provides support/suggestions for the appropriate use of the program's technology • Includes electronic resources that are integral to the program, not extraneous • Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	• Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. • Technology components are easy to access and user friendly for students and teachers • Technology is available across multiple platforms and devices (i.e. functionality for tablets, Macs, PCs, Chromebooks, smartphones, etc.) • Enhances student understanding in the appropriate grade level standards and supports the print resources • Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— • Portray accurately and equitably the cultural and racial diversity of American society • Demonstrate the contribution of minority groups and males and females to the development of California and the United States • Emphasize people in varied, positive, and contributing roles in order to influence students' school experiences constructively • Do not contain inappropriate references to commercial brand names, products and corporate or company logos

Attachment 2

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. Subject area or course:

Advanced Placement (AP) Microeconomics

2. Recommended text(s):

Krugman's Economics for the AP Course, Bedford, 2019

3. Rationale:

a. Title, publisher, copyright and year of adoption of current textbook:

Economics: Principles and Policy, Thomson, 2004, adopted in 2006

b. Alignment with state or district textbook cycle:

This adoption is on-cycle with the current SJUSD adoption matrix, though board adoption was delayed one year due to the COVID-19 pandemic.

c. Special considerations, if any:

None

4. Adoption timeline:

Action	Date
Committee review of submitted materials	October 2019 - January 2020
Public viewing	December 9, 2019 - February 7, 2020
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Adoption committee decision-making	February 2020
Recommendation to Curriculum and Standards	March 17, 2021
Board discussion	March 23, 2021
Board action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	July 2021

5. Actual total cost over the life of the adoption for materials:

The total cost of the adoption is $9,920

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted).

RECOMMENDATION PROCESS

7. List of adoption committee members:

See attachment A

8. How did piloting teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the materials using the Category Key Indicators document.

See attachment B: Category Key Indicators

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials were made available through district and school newsletters, at various parent and community meetings, on the district website, and in Behind the Scenes and SJ Scene. Dates and events are as follows:

What	When	Where
Public review	December 9, 2019-February 7, 2020	Choices Charter School
Community showcase	January 29, 2020	Choices Charter School

Information regarding materials review was also shared with school and district leaders through Leadership Reflections. Adoption updates were shared with the Curriculum and Standards committee.

FEEDBACK RESULTS

10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

Strengths
• The materials are aligned with the new course and exam description • The digital resources are accessible and helpful • There is a financial literacy handbook included in the text • The materials include many supports for student success on the exam

Limitations
• No limitations were shared

11. What were the results of the final voting and what is the recommended textbook?

The committee voted 2-0 to select *Krugman's Economics*

12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	**Teacher Components**
• Student edition with 7-year digital license	• Teacher edition • ExamView Assessment Suite • Teacher's Resource Flash Drive

13. What professional development will be provided for teachers? What costs will be associated with the training?

Teachers will have the opportunity to work individually with the publisher for support.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information:

Kristan Schnepp, Senior Director, Professional Learning and Curriculum Innovation
kschnepp@sanjuan.edu
(916) 971-7364

15. Date submitted Report II: Draft March 17, 2021

Attachment A: Names of adoption committee members

AP Microeconomics - Report 2

Name	School/Role
Brian Maiolini	Bella Vista High School, teacher
Richard Yoha	Rio Americano High School, teacher

Category Key Indicators

Category	Key Indicators
Content/Alignment to Standards	• Reflects and incorporates the content of all relevant California state frameworks and all relevant standards (content, CCSS, NGSS, ELD) • Provides explicit, sequential, logical, systematic instruction and diagnostic support • Reflects accurate content information
Program Organization	• Includes enough material to support the entirety of the course • Presents information and instruction systematically and logically for standards, tasks, and assessments • Includes guidance for using all components of the program to support deep and meaningful student learning • Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	• Assesses understanding and application of skills and knowledge embedded in the program • Assesses standards in several formats for immediate follow-up instruction, practice, and review • Helps teachers plan and determine the effectiveness of classroom instruction • Offers a variety of assessments and types of administrations, as well as norm-referenced assessments
Universal Access	• Provides resources and strategies that engage every student in the classroom • Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners • Provides resources and strategies to support students who are above grade level • Includes user friendly style/format (visual stimuli, graphics) that enhances learning • Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	• Provides logical, explicit instructional guidelines for teachers to follow • Includes a teacher planning guide explaining how to components with alternative schedules • Identifies specific objectives, instructional examples and practice opportunities in every lesson • Provides a list of necessary instructional materials for each lesson • Provides support/suggestions for the appropriate use of the program's technology • Includes electronic resources that are integral to the program, not extraneous • Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	• Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. • Technology components are easy to access and user friendly for students and teachers • Technology is available across multiple platforms and devices (i.e. functionality for tablets, Macs, PCs, Chromebooks, smartphones, etc.) • Enhances student understanding in the appropriate grade level standards and supports the print resources • Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— • Portray accurately and equitably the cultural and racial diversity of American society • Demonstrate the contribution of minority groups and males and females to the development of California and the United States • Emphasize people in varied, positive, and contributing roles in order to influence students' school experiences constructively • Do not contain inappropriate references to commercial brand names, products and corporate or company logos

Attachment 2

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. Subject area or course:

Geography

2. Recommended text(s):

National Geographic World Cultures and Geography, National Geographic, 2017

3. Rationale:

a. Title, publisher, copyright and year of adoption of current textbook:

Geography Alive! Regions and People, Teachers Curriculum Institute, 2006, adopted in 2007

b. Alignment with state or district textbook cycle:

This adoption is on-cycle with the current SJUSD adoption matrix, though board adoption was delayed one year due to the COVID-19 pandemic.

c. Special considerations, if any:

None

4. Adoption timeline:

Action	Date
Committee review of submitted materials	October 2019 - January 2020
Public viewing	December 9, 2019 - February 7, 2020
Community showcase	January 29, 2020
Adoption committee decision-making	February 2020
Recommendation to Curriculum and Standards	March 17, 2021
Board discussion	March 23, 2021
Board action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	July 2021

5. Actual total cost over the life of the adoption for materials:

The total cost of the adoption is $63,972

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted).

RECOMMENDATION PROCESS

7. List of adoption committee members:

See Attachment A

8. How did piloting teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the materials using the Category Key Indicators document.

See Attachment B: Category Key Indicators

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials were made available through district and school newsletters, at various parent and community meetings, on the district website, and in Behind the Scenes and SJ Scene. Dates and events are as follows:

What	When	Where
Public review	December 9, 2019-February 7, 2020	Choices Charter School
Community showcase	January 29, 2020	Choices Charter School

Information regarding materials review was also shared with school and district leaders through Leadership Reflections. Adoption updates were shared with the Curriculum and Standards committee.

FEEDBACK RESULTS

10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

Strengths
• The videos are well-crafted and engaging • The digital resources are accessible and helpful • There is a focus on cultural geography as well as physical geography • The materials seem to be appropriate for a one-semester course

Limitations
• Some topics seem to be discussed more superficially than others

11. What were the results of the final voting and what is the recommended textbook?

The committee voted 3-0 to select *National Geographic World Cultures and Geography*

12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	**Teacher Components**
• Student edition • 7-year digital access for the student platform	• Teacher's reference guide • Modular teacher's edition set

13. What professional development will be provided for teachers? What costs will be associated with the training?

Teachers will have the opportunity to work individually with the publisher for support.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information:

Kristan Schnepp, Senior Director, Professional Learning and Curriculum Innovation
kschnepp@sanjuan.edu
(916) 971-7364

15. Date submitted Report II: Draft March 17, 2021

Attachment A: Names of adoption committee members

Geography - Report 2

Name	School/Role
Natalie Hanson	Mira Loma High School, teacher
Eric Kenyon	Rio Americano High School, teacher
Stacey Major	El Camino High School, teacher

Category Key Indicators

Category	Key Indicators
Content/Alignment to Standards	• Reflects and incorporates the content of all relevant California state frameworks and all relevant standards (content, CCSS, NGSS, ELD) • Provides explicit, sequential, logical, systematic instruction and diagnostic support • Reflects accurate content information
Program Organization	• Includes enough material to support the entirety of the course • Presents information and instruction systematically and logically for standards, tasks, and assessments • Includes guidance for using all components of the program to support deep and meaningful student learning • Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	• Assesses understanding and application of skills and knowledge embedded in the program • Assesses standards in several formats for immediate follow-up instruction, practice, and review • Helps teachers plan and determine the effectiveness of classroom instruction • Offers a variety of assessments and types of administrations, as well as norm-referenced assessments
Universal Access	• Provides resources and strategies that engage every student in the classroom • Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners • Provides resources and strategies to support students who are above grade level • Includes user friendly style/format (visual stimuli, graphics) that enhances learning • Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	• Provides logical, explicit instructional guidelines for teachers to follow • Includes a teacher planning guide explaining how to components with alternative schedules • Identifies specific objectives, instructional examples and practice opportunities in every lesson • Provides a list of necessary instructional materials for each lesson • Provides support/suggestions for the appropriate use of the program's technology • Includes electronic resources that are integral to the program, not extraneous • Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	• Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. • Technology components are easy to access and user friendly for students and teachers • Technology is available across multiple platforms and devices (i.e. functionality for tablets, Macs, PCs, Chromebooks, smartphones, etc.) • Enhances student understanding in the appropriate grade level standards and supports the print resources • Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— • Portray accurately and equitably the cultural and racial diversity of American society • Demonstrate the contribution of minority groups and males and females to the development of California and the United States • Emphasize people in varied, positive, and contributing roles in order to influence students' school experiences constructively • Do not contain inappropriate references to commercial brand names, products and corporate or company logos

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. Subject area or course:

International Baccalaureate (IB) Economics

2. Recommended text:

Oxford IB Diploma Programme: IB Economics Course Book, Oxford University Press, 2020

3. Rationale:

The IB program at Mira Loma requires a specific text in order to fully prepare students for the internationally normed assessments administered for this course.

4. Adoption timeline

	Date
Committee decision-making	March 2020
Recommendation to Curriculum and Standards Committee	March 17, 2021
Board discussion	March 23, 2021
Board action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	July 2021

5. Actual total cost over the life of the adoption, consumables, and professional development:

The total cost of the adoption is $9,832

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted).

7. List of adoption committee members:

See Attachment A

8. Why was the text chosen?

This text is recommended by the International Baccalaureate organization to prepare students for the end-of-course exam. The third edition is aligned to the new course expectations and examination.

9. List all the student and teacher components of the program, both purchased and gratis.

Student text only: *Oxford IB Diploma Programme: IB Economics Course Book*, Oxford University Press, 2020

10. What professional development will be provided for teachers? What costs will be associated with the training?

Teachers are familiar with these texts. No professional development is required beyond IB training itself.

11. Curriculum Department contact for additional information:

Kristan Schnepp, Senior Director, Professional Learning and Curriculum Innovation
kschnepp@sanjuan.edu
(916) 971-7364

12. Date submitted Report II: March 17, 2021

Attachment A: Names of adoption committee members

IB Economics - Report 2

Name	School/Role
David Correia	Mira Loma, teacher
Chad Posner	Mira Loma, teacher
David Mathews	Mira Loma, teacher

Category Key Indicators

Category	Key Indicators
Content/Alignment to Standards	• Reflects and incorporates the content of all relevant California state frameworks and all relevant standards (content, CCSS, NGSS, ELD) • Provides explicit, sequential, logical, systematic instruction and diagnostic support • Reflects accurate content information
Program Organization	• Includes enough material to support the entirety of the course • Presents information and instruction systematically and logically for standards, tasks, and assessments • Includes guidance for using all components of the program to support deep and meaningful student learning • Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	• Assesses understanding and application of skills and knowledge embedded in the program • Assesses standards in several formats for immediate follow-up instruction, practice, and review • Helps teachers plan and determine the effectiveness of classroom instruction • Offers a variety of assessments and types of administrations, as well as norm-referenced assessments
Universal Access	• Provides resources and strategies that engage every student in the classroom • Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners • Provides resources and strategies to support students who are above grade level • Includes user friendly style/format (visual stimuli, graphics) that enhances learning • Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	• Provides logical, explicit instructional guidelines for teachers to follow • Includes a teacher planning guide explaining how to components with alternative schedules • Identifies specific objectives, instructional examples and practice opportunities in every lesson • Provides a list of necessary instructional materials for each lesson • Provides support/suggestions for the appropriate use of the program's technology • Includes electronic resources that are integral to the program, not extraneous • Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	• Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. • Technology components are easy to access and user friendly for students and teachers • Technology is available across multiple platforms and devices (i.e. functionality for tablets, Macs, PCs, Chromebooks, smartphones, etc.) • Enhances student understanding in the appropriate grade level standards and supports the print resources • Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— • Portray accurately and equitably the cultural and racial diversity of American society • Demonstrate the contribution of minority groups and males and females to the development of California and the United States • Emphasize people in varied, positive, and contributing roles in order to influence students' school experiences constructively • Do not contain inappropriate references to commercial brand names, products and corporate or company logos

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. **Subject area or course:**

   Advanced Placement (AP) Biology

2. **Recommended Text:**

AP Biology: Campbell in Focus (2019). 3rd edition. Urry, Cain, Wasserman, and Minorsky.

3. **Rationale:**

   a. **Title, publisher, copyright and year of adoption of current textbook:**

   AP Biology
   Biology AP Edition
   Pearson, 2008
   Adopted in 2009

   b. **Alignment with state or district textbook cycle:**

   The adoption of the AP Biology materials is on cycle with the current SJUSD adoption matrix

   c. **Special considerations, if any:**

   None

3. **Adoption timeline:**

	Date
Formation of adoption committee and notification of publishers	April 10, 2020 (extended through December 2020)
Public Preview Open House (not held due to COVID-19 restrictions, opportunity provided to review digitally or by appointment)	February – March 2021
Introduction Meeting	January 14, 2021

	Date
Adoption Committee Reviews Materials (5 possible options)	January 14 – February 26, 2021
Publisher Presentations / Q and A	February 22, 2021
Public viewing (opportunity to review provided digitally or by appointment)	February – March 2021
Committee Decision making and Recommendation	March 1, 2021
Adoption Report II	March 17, 2021
Recommendation to Curriculum and Standards Committee	March 17, 2021
Board Discussion	March 23, 2021
Board Action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	August 2021

5. Actual total cost over the life of the adoption, consumables, and professional development:

The total cost of the adoption is $85,092.75

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted) is the source of funding.

RECOMMENDATION PROCESS

7. List of adoption committee members:

See Attachment A

8. How did reviewing teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the textbooks using the criteria that California uses in its adoption process: (1) content/alignment with standards, (2) program organization, (3) assessment, (4) universal access, (5) instructional planning, (6) teacher support and (7) technology. Consideration was given to strengths and limitations of the current programs, continuity of programs between course levels, online resources, and accessibility and supports for English learners and special education. Additionally, there was an added social content component, also included in California's materials review, to ensure that materials represented the diversity of the students in our classrooms.

Within the alignment to standards section, emphasis was placed on alignment with the College Board framework for each science course which provides the foundations for the advanced placement science courses.

See attachment B for the key criteria document used for evaluation

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials was made available through district newsletters, on the district website, and in Behind the Scenes and SJ Scene. Due to COVID-19 restrictions, formal review events for the community were not scheduled for this adoption.

FEEDBACK RESULTS

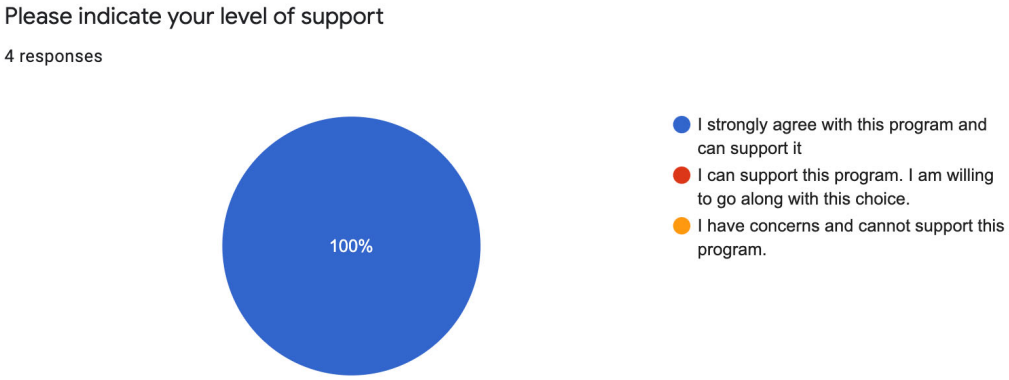
10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

Strengths
Accessible to all students Organized and aligned to the AP course and exam description, easy to use The digital platform is also full of great supports for students and teachers, including tools for on the spot formative assessments and differentiation for students on varying levels The book is easy to read and includes accurate detail The diagrams include the bigger picture and the details Each chapter includes activities that address scientific practices aligned to the AP curriculum. End of chapter questions cover a variety of levels (Bloom's). Includes some social context
Limitations
Doesn’t link / integrate with Google Classroom Files are in Zip format instead of ability to more easily download by individual files as needed Doesn’t include explicit objectives at the start of every chapter (could refer to students to the chapter summary of key concepts before they begin reading)

Assessment is more limited in scope for the print copy of the text, but is enhanced by the robust digital tools

11. What were the results of the final voting and what is the recommended textbook?

The committee used a consensus process to recommend AP Biology: Campbell in Focus (2019) 3rd edition. Urry, Cain, Wasserman, and Minorsky. (Pearson). The results of the final vote are below. All meetings were held via virtual videoconference in the Zoom platform.



12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	Teacher Components
Campbell Biology in Focus 3rd Edition, AP® Edition ©2020 (print) with Mastering® Biology with Pearson eText, Urry et al	*Teacher Resources with TestGen / Test Bank (online with Mastering)*

13. What professional development will be provided for teachers? What costs will be associated with the training?

A 3-hour professional learning will be offered to teachers during the summer. Depending on the current environment with COVID-19 restrictions, training may be offered virtually or face to face.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information: Kristan Schnepp, Senior Director of Professional Learning and Curriculum Innovation, kschnepp@sanjuan.edu) çïêó971-7364

15. Date submitted Report II: March 17, 2021

Attachment A: Adoption Committee Members

Committee Member	School/Role
Julie Bess	Bella Vista / Teacher
Jessica Harrison	San Juan / Teacher
Kelly Kissling	El Camino / Teacher
Anne Tweedy	Rio Americano / Teacher

Category Key Indicators for AP Science Course Review
San Juan Unified School District
Winter/Spring 2021

Category	Key Indicators
Content/Alignment to Standards	● Reflects and incorporates the content, big ideas, and science practices from the College Board framework ● Provides explicit, sequential, logical, systematic instruction and diagnostic support ● Reflects accurate, current, and relevant content information
Program Organization	● Includes enough material to support the entirety of the course ● Presents information and instruction systematically and logically for standards, tasks, and assessments ● Includes guidance for using all components of the program to support deep and meaningful student learning (including lab activities) ● Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	● Assesses understanding and application of skills and knowledge embedded in the program ● Provides opportunity for students to have experience and practice in the AP style assessment format ● Assesses students in several formats for immediate follow-up instruction, practice, and review ● Helps teachers plan and determine the effectiveness of classroom instruction
Universal Access	● Provides resources and strategies that engage every student in the classroom ● Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners ● Includes user friendly style/format (visual stimuli, graphics) that enhances learning ● Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	● Identifies specific objectives, instructional examples and practice opportunities in every lesson ● Provides a list of necessary instructional materials for each lesson ● Provides support/suggestions for the appropriate use of the program's technology ● Includes electronic resources that are integral to the program, not extraneous ● Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	● Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. ● Technology components are easy to access and user friendly for students and teachers ● Technology is available across multiple platforms and devices (i.e. functionality for tablets, macs, PCs, Chromebooks, smartphones, etc.) ● Enhances student understanding in the appropriate standards and supports the print resources ● Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— ● Do the materials accurately and equitably portray diverse religions, diverse cultures and races, various ages, people with varying abilities, as well as diverse sexual orientations and diverse gender identities? ● Do the materials emphasize diverse groups of people in varied, positive, and contributing roles? ● Do the print and/or online materials meet the diverse needs of all learners (English learners, students with special needs, advanced learners, learning styles, diverse cultures, etc.)

Attachment 2

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. **Subject area or course:**

   Advanced Placement (AP) Chemistry

2. **Recommended Text:**

   Chemistry (AP Edition) 10th edition (2018). Zumdahl, Zumdahl, and DeCoste.

3. **Rationale:**

   a. **Title, publisher, copyright and year of adoption of current textbook:**

   AP Chemistry
   Chemistry and Chemical Reactivity
   Cengage, 2006
   Adopted in 2007

   b. **Alignment with state or district textbook cycle:**

   The adoption of the AP Chemistry materials is on cycle with the current SJUSD adoption matrix

   c. **Special considerations, if any:**

   None

4. **Adoption timeline:**

	Date
Formation of adoption committee and notification of publishers	April 10, 2020 (extended through December 2020)
Public Preview Open House (not held due to COVID-19 restrictions, opportunity provided to review digitally or by appointment)	February – March 2021
Introduction Meeting	January 14, 2021
Adoption Committee Reviews Materials (5 possible options)	January 14 – February 26, 2021

	Date
Publisher Presentations / Q and A	February 24, 2021
Public viewing (opportunity to review provided digitally or by appointment)	February – March 2021
Committee Decision making and Recommendation	March 11, 2021
Adoption Report II	March 17, 2021
Recommendation to Curriculum and Standards Committee	March 17, 2021
Board Discussion	March 23, 2021
Board Action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	August 2021

5. Actual total cost over the life of the adoption, consumables, and professional development:

The total cost of the adoption is $105,849.01

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted) is the source of funding.

RECOMMENDATION PROCESS

7. List of adoption committee members:

See Attachment A

8. How did reviewing teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the textbooks using the criteria that California uses in their adoption process: (1) content/alignment with standards, (2) program organization, (3) assessment, (4) universal access, (5) instructional planning, (6) teacher support and (7) technology. Consideration was given to strengths and limitations of the current programs, continuity of programs between course levels, online resources, and accessibility and supports for English learners and special education. Additionally, there was an added social content component, also included in California's materials review, to ensure that materials represented the diversity of the students in our classrooms.

Within the alignment to standards section, emphasis was placed on alignment with the College Board framework for each science course which provides the foundations for the advanced placement science courses.

See *attachment B* for the key criteria document used for evaluation

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials was made available through district newsletters, on the district website, and in Behind the Scenes and SJ Scene. Due to COVID-19 restrictions, formal review events for the community were not scheduled for this adoption.

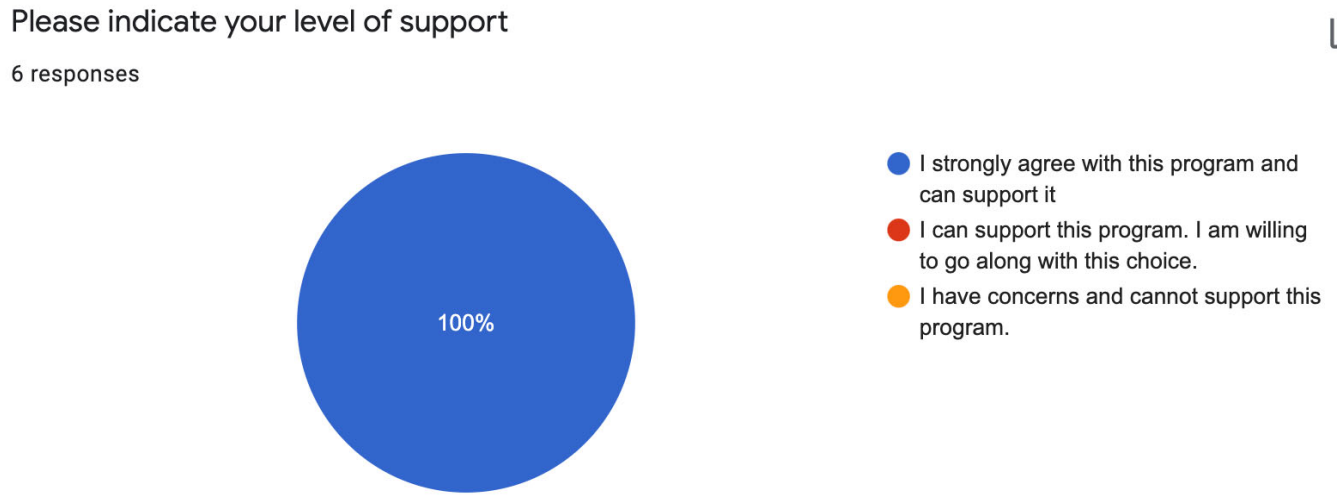
FEEDBACK RESULTS

10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

Strengths
Strong questions/problem sets and problem solving approach Uses a modeling approach Text has good readability Robust online resources for teachers and students Real world chemistry connections in each chapter Clear learning objectives in each chapter
Limitations
No integration with Google Classroom Although all the material is included, the chapter organization isn't organized in the same sequence as the course College Board Framework

11. What were the results of the final voting and what is the recommended textbook?

The committee used a consensus process to recommend Chemistry (AP Edition) 10th edition (2018). Zumdahl, Zumdahl, and DeCoste. The results of the final vote are below. All meetings were held via virtual videoconference in the Zoom platform.



12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	Teacher Components
Bundle: Chemistry, AP® Edition, 10th Student Edition + OWL™ (7-year access) *Chemistry (AP Edition), AP Lab Manual (consumable book replaced for 7 years)* *Fast Track to a 5: Preparing for the AP® Chemistry Examination (consumable book replaced for 7 years)*	*Chemistry (AP Edition), Annotated Teacher's Edition (print and digital platform)* *Chemistry (AP Edition), AP® Teacher's Resource Guide* *Chemistry (AP Edition), Teacher's Resource Manual to AP® Lab Manual*

13. What professional development will be provided for teachers? What costs will be associated with the training?

A 3-hour professional learning session will be offered to teachers in late spring or summer. Depending on the current environment with COVID-19 restrictions, training may be offered virtually or face to face.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information: Kristan Schnepp, Senior Director of Professional Learning and Curriculum Innovation, kschnepp@sanjuan.edu) 916-971-7364

15. Date submitted Report II: March 17, 2021

Attachment A: Adoption Committee Members

Committee Member	School/Role
Tyler Gerould	Bella Vista / Teacher
James Hill	Mira Loma / Teacher
DeAnna Krenecki	Del Campo / Teacher
Phil Montbriand	Rio Americano / Teacher
Jane Nosal	Casa Roble / Teacher
Minh Vu	El Camino / Teacher

Category Key Indicators for AP Science Course Review
San Juan Unified School District
Winter/Spring 2021

Category	Key Indicators
Content/Alignment to Standards	● Reflects and incorporates the content, big ideas, and science practices from the College Board framework ● Provides explicit, sequential, logical, systematic instruction and diagnostic support ● Reflects accurate, current, and relevant content information
Program Organization	● Includes enough material to support the entirety of the course ● Presents information and instruction systematically and logically for standards, tasks, and assessments ● Includes guidance for using all components of the program to support deep and meaningful student learning (including lab activities) ● Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	● Assesses understanding and application of skills and knowledge embedded in the program ● Provides opportunity for students to have experience and practice in the AP style assessment format ● Assesses students in several formats for immediate follow-up instruction, practice, and review ● Helps teachers plan and determine the effectiveness of classroom instruction
Universal Access	● Provides resources and strategies that engage every student in the classroom ● Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners ● Includes user friendly style/format (visual stimuli, graphics) that enhances learning ● Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	● Identifies specific objectives, instructional examples and practice opportunities in every lesson ● Provides a list of necessary instructional materials for each lesson ● Provides support/suggestions for the appropriate use of the program's technology ● Includes electronic resources that are integral to the program, not extraneous ● Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	● Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. ● Technology components are easy to access and user friendly for students and teachers ● Technology is available across multiple platforms and devices (i.e. functionality for tablets, macs, PCs, Chromebooks, smartphones, etc.) ● Enhances student understanding in the appropriate standards and supports the print resources ● Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— ● Do the materials accurately and equitably portray diverse religions, diverse cultures and races, various ages, people with varying abilities, as well as diverse sexual orientations and diverse gender identities? ● Do the materials emphasize diverse groups of people in varied, positive, and contributing roles? ● Do the print and/or online materials meet the diverse needs of all learners (English learners, students with special needs, advanced learners, learning styles, diverse cultures, etc.)

Attachment 2

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. **Subject area or course:**

   Advanced Placement (AP) Environmental Science

2. **Recommended Text:**

Exploring Environmental Science for AP Updated (2021) 1st edition. Miller and Spoolman. Cengage/National Geographic Learning

3. **Rationale:**

   a. **Title, publisher, copyright and year of adoption of current textbook:**

   AP Environmental Science
   Environmental Science: Earth as a Living Planet
   Wiley, 2010
   Adopted in 2012

   b. **Alignment with state or district textbook cycle:**

   The adoption of the AP Environmental Science materials is on cycle with the current SJUSD adoption matrix

   c. **Special considerations, if any:**

   None

3. **Adoption timeline:**

	Date
Formation of adoption committee and notification of publishers	April 10, 2020 (extended through December 2020)
Public Preview Open House (not held due to COVID-19 restrictions, opportunity provided to review digitally or by appointment)	February – March 2021
Introduction Meeting	January 14, 2021
Adoption Committee Reviews Materials	January 14 – February 26, 2021

	Date
(5 possible options)	
Publisher Presentations / Q and A	February 23, 2021
Public viewing (opportunity to review provided digitally or by appointment)	February – March 2021
Committee Decision making and Recommendation	March 4, 2021
Adoption Report II	March 17, 2021
Recommendation to Curriculum and Standards Committee	March 17, 2021
Board Discussion	March 23, 2021
Board Action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	August 2021

5. Actual total cost over the life of the adoption, consumables, and professional development:

The total cost of the adoption is $77,361.76

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted) is the source of funding.

RECOMMENDATION PROCESS

7. List of adoption committee members:

See Attachment A

8. How did reviewing teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the textbooks using the criteria that California uses in its adoption process: (1) content/alignment with standards, (2) program organization, (3) assessment, (4) universal access, (5) instructional planning, (6) teacher support and (7) technology. Consideration was given to strengths and limitations of the current programs, continuity of programs between course levels, online resources, and accessibility and supports for English learners and special education. Additionally, there was an added social content component, also included in California's materials review, to ensure that materials represented the diversity of the students in our classrooms.

Within the alignment to standards section, emphasis was placed on alignment with the College Board framework for each science course which provides the foundations for the advanced placement science courses.

See *attachment B* for the key criteria document used for evaluation

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials was made available through district newsletters, on the district website, and in Behind the Scenes and SJ Scene. Due to COVID-19 restrictions, formal review events for the community were not scheduled for this adoption.

FEEDBACK RESULTS

10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

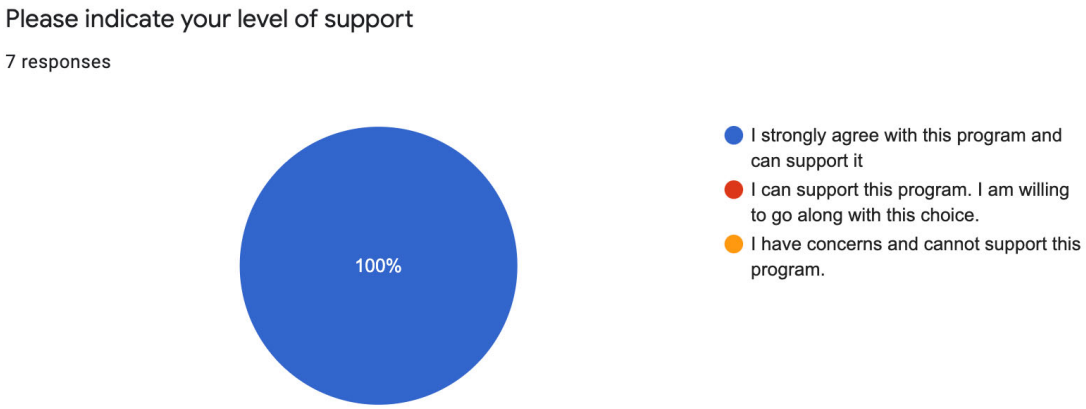
Strengths
Includes robust supports for all learners (foundational and enrichment components)
Aligned well with the AP course exam and description
Engaging visuals and informative diagrams
AP Teacher resource guide - great support for teachers
Integrated math support within the text
AP style practice tests in print and online
Encourages critical thinking and analysis
Includes a variety of perspectives
Includes data analysis within the chapters
Includes local context and examples
Social context - “Individuals Matter” - highlights environmental scientists
Online website supports use of Google translate
Program is packaged with the Fast Track to a 5 supplemental consumable student resources book

Limitations
Case studies are somewhat brief Online platform isn't as intuitive as it could be Has some older information - data and case studies from 2015-2018 Book is heavy - concerns about students bringing them back and forth to school and home

11. What were the results of the final voting and what is the recommended textbook?

The committee used a consensus process to recommend Exploring Environmental Science for AP Updated (2021) 1st edition. Miller and Spoolman. Cengage/National Geographic Learning

The results of the final vote are below. All meetings were held via virtual videoconference in the Zoom platform.



12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	**Teacher Components**
Bundle: Exploring Environmental Science for AP Updated, 1st Student Edition + MindTap (student print book + etext and digital platform) *Fast Track to a 5 Test Prep for Exploring Environmental Science for AP Updated (student consumable book, replaced for life of the adoption)*	*Exploring Environmental Science for AP Updated, Teacher's Edition (print and digital platform)* *Exploring Environmental Science AP, Teacher's Resource Guide*

13. What professional development will be provided for teachers? What costs will be associated with the training?

A 3-hour professional learning will be offered to teachers in summer. Depending on the current environment with COVID-19 restrictions, training may be offered virtually or face to face.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information: Kristan Schnepp, Senior Director of Professional Learning and Curriculum Innovation, (kschnepp@sanjuan.edu)
916-971-7364

15. Date submitted Report II: March 17, 2021

Attachment A: Adoption Committee Members

Committee Member	School/Role
Darriann Baeder	Del Campo / Teacher
Christopher Cimino	Mesa Verde / Teacher
Jessica Harrison	San Juan / Teacher
Victoria Hilton	Casa Roble / Teacher
Rebecca Mackin	Encina / Teacher
Alexus Paulus	Rio Americano / Teacher
Sara Turner	El Camino / Teacher

Category Key Indicators for AP Science Course Review
San Juan Unified School District
Winter/Spring 2021

Category	Key Indicators
Content/Alignment to Standards	● Reflects and incorporates the content, big ideas, and science practices from the College Board framework ● Provides explicit, sequential, logical, systematic instruction and diagnostic support ● Reflects accurate, current, and relevant content information
Program Organization	● Includes enough material to support the entirety of the course ● Presents information and instruction systematically and logically for standards, tasks, and assessments ● Includes guidance for using all components of the program to support deep and meaningful student learning (including lab activities) ● Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	● Assesses understanding and application of skills and knowledge embedded in the program ● Provides opportunity for students to have experience and practice in the AP style assessment format ● Assesses students in several formats for immediate follow-up instruction, practice, and review ● Helps teachers plan and determine the effectiveness of classroom instruction
Universal Access	● Provides resources and strategies that engage every student in the classroom ● Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners ● Includes user friendly style/format (visual stimuli, graphics) that enhances learning ● Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	● Identifies specific objectives, instructional examples and practice opportunities in every lesson ● Provides a list of necessary instructional materials for each lesson ● Provides support/suggestions for the appropriate use of the program's technology ● Includes electronic resources that are integral to the program, not extraneous ● Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	● Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. ● Technology components are easy to access and user friendly for students and teachers ● Technology is available across multiple platforms and devices (i.e. functionality for tablets, macs, PCs, Chromebooks, smartphones, etc.) ● Enhances student understanding in the appropriate standards and supports the print resources ● Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— ● Do the materials accurately and equitably portray diverse religions, diverse cultures and races, various ages, people with varying abilities, as well as diverse sexual orientations and diverse gender identities? ● Do the materials emphasize diverse groups of people in varied, positive, and contributing roles? ● Do the print and/or online materials meet the diverse needs of all learners (English learners, students with special needs, advanced learners, learning styles, diverse cultures, etc.)

Attachment 2

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. **Subject area or course:**

   Advanced Placement (AP) Physics 1 and 2

2. **Recommended Text:**

   College Physics: Explore and Apply (2019). 2nd edition. Etkina, Planinsic, and Van Heuvelen. Savvas

3. **Rationale:**

   a. **Title, publisher, copyright and year of adoption of current textbook:**

   AP Physics 1 and 2
   Essentials of College Physics
   Cengage, 2006
   Adopted in 2007

   b. **Alignment with state or district textbook cycle:**

   The adoption of the AP Physics 1 and 2 materials are on cycle with the current SJUSD adoption matrix

   c. **Special considerations, if any:**

   None

4. **Adoption timeline**

	Date
Formation of adoption committee and notification of publishers	April 10, 2020 (extended through December 2020)
Public Preview Open House (not held due to COVID-19 restrictions, opportunity provided to review digitally or by appointment)	February – March 2021
Introduction Meeting	January 14, 2021
Adoption Committee Reviews Materials (5 possible options)	January 14 – February 26, 2021

	Date
Publisher Presentations / Q and A	February 25, 2021
Public viewing (opportunity to review provided digitally or by appointment)	February – March 2021
Committee Decision making and Recommendation	March 9, 2021
Adoption Report II	March 17, 2021
Recommendation to Curriculum and Standards Committee	March 17, 2021
Board Discussion	March 23, 2021
Board Action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	August 2021

5. Actual total cost over the life of the adoption, consumables, and professional development:

The total cost of the adoption is $28,264.67

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted) is the source of funding.

RECOMMENDATION PROCESS

7. List of adoption committee members:

See Attachment A

8. How did reviewing teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the textbooks using the criteria that California uses in their adoption process: (1) content/alignment with standards, (2) program organization, (3) assessment, (4) universal access, (5) instructional planning, (6) teacher support and (7) technology. Consideration was given to strengths and limitations of the current programs, continuity of programs between course levels, online resources, and accessibility and supports for English learners and special education. Additionally, there was an added social content component, also included in California's materials review, to ensure that materials represented the diversity of the students in our classrooms.

Within the alignment to standards section, emphasis was placed on alignment with the College Board framework for each science course which provides the foundations for the advanced placement science courses.

See Attachment B for the key criteria document used for evaluation

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials was made available through district newsletters, on the district website, and in Behind the Scenes and SJ Scene. Due to COVID-19 restrictions, formal review events for the community were not scheduled for this adoption.

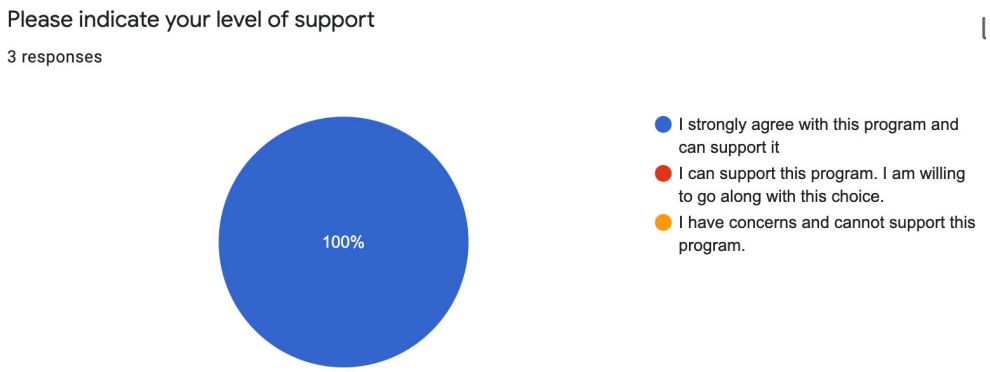
FEEDBACK RESULTS

10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

Strengths
• Strong alignment with the advanced placement scope and sequence • Features an exploration and modeling approach to physics, with topics introduced via experimentation • Interesting and creative questions and problems • Solid organization and assessment components • Content is accessible to students in both a conceptual and mathematical context • Text style is conversational and concepts clearly explained • Robust digital support for both teachers and students
Limitations
• Doesn't come with printed supplemental student materials beyond the textbook (offered in digital form) • Digital materials are very strong, but not all students have access to devices • Not enough challenge problems/questions in the print text (included with online platform)

11. What were the results of the final voting and what is the recommended textbook?

The committee used a consensus process to recommend College Physics: Explore and Apply (2019). 2nd edition. Etkina, Planinsic, and Van Heuvelen. Savvas. The results of the final vote are below. All meetings were held via virtual videoconference in the Zoom platform.



12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	Teacher Components
• AP Student Edition (print) w/ Mastering Physics (digital license) and Pearson eText • Student Active Learning Guide (Online with Mastering)	• Instructor's Guide (Online with Mastering) • Test Gen / Test Bank (Online with Mastering)

13. What professional development will be provided for teachers? What costs will be associated with the training?

A 3-hour professional learning session will be offered to teachers in summer. Depending on the current environment with COVID restrictions, training may be offered virtually or face to face.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information: Kristan Schnepp, Senior Director of Professional Learning and Curriculum Innovation, kschnepp@sanjuan.edu) 916-971-7364

15. Date submitted Report II: March 17, 2021

Attachment A: Adoption Committee Members

Committee Member	**School/Role**
Neils Castillo	Casa Roble / Teacher
Scott Martinez	Mira Loma / Teacher
Charles Saylor	Bella Vista / Teacher

Category Key Indicators for AP Science Course Review
San Juan Unified School District
Winter/Spring 2021

Category	Key Indicators
Content/Alignment to Standards	● Reflects and incorporates the content, big ideas, and science practices from the College Board framework ● Provides explicit, sequential, logical, systematic instruction and diagnostic support ● Reflects accurate, current, and relevant content information
Program Organization	● Includes enough material to support the entirety of the course ● Presents information and instruction systematically and logically for standards, tasks, and assessments ● Includes guidance for using all components of the program to support deep and meaningful student learning (including lab activities) ● Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	● Assesses understanding and application of skills and knowledge embedded in the program ● Provides opportunity for students to have experience and practice in the AP style assessment format ● Assesses students in several formats for immediate follow-up instruction, practice, and review ● Helps teachers plan and determine the effectiveness of classroom instruction
Universal Access	● Provides resources and strategies that engage every student in the classroom ● Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners ● Includes user friendly style/format (visual stimuli, graphics) that enhances learning ● Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	● Identifies specific objectives, instructional examples and practice opportunities in every lesson ● Provides a list of necessary instructional materials for each lesson ● Provides support/suggestions for the appropriate use of the program's technology ● Includes electronic resources that are integral to the program, not extraneous ● Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	● Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. ● Technology components are easy to access and user friendly for students and teachers ● Technology is available across multiple platforms and devices (i.e. functionality for tablets, macs, PCs, Chromebooks, smartphones, etc.) ● Enhances student understanding in the appropriate standards and supports the print resources ● Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— ● Do the materials accurately and equitably portray diverse religions, diverse cultures and races, various ages, people with varying abilities, as well as diverse sexual orientations and diverse gender identities? ● Do the materials emphasize diverse groups of people in varied, positive, and contributing roles? ● Do the print and/or online materials meet the diverse needs of all learners (English learners, students with special needs, advanced learners, learning styles, diverse cultures, etc.)

Attachment 2

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. **Subject area or course:**

   International Baccalaureate (IB) Biology

2. **Recommended Text:**

AP Biology: Campbell in Focus (2019). 3rd edition. Urry, Cain, Wasserman, and Minorsky.

3. **Rationale:**

   a. **Title, publisher, copyright and year of adoption of current textbook:**

   AP Biology
   Biology AP Edition
   Pearson, 2008
   Adopted in 2009

   b. **Alignment with state or district textbook cycle:**

   The adoption of the IB Biology materials is on cycle with the current SJUSD adoption matrix

   c. **Special considerations, if any:**

   None

4. **Adoption timeline:**

	Date
Formation of adoption committee and notification of publishers	April 10, 2020 (extended through December 2020)
Public Preview Open House (not held due to COVID-19 restrictions, opportunity provided to review digitally or by appointment)	February – March 2021
Introduction Meeting	January 14, 2021
Adoption Committee Reviews Materials (5 possible options)	January 14 – February 26, 2021

	Date
Publisher Presentations / Q and A	February 22, 2021
Public viewing (opportunity to review provided digitally or by appointment)	February – March 2021
Committee Decision making and Recommendation	March 1, 2021
Adoption Report II	March 17, 2021
Recommendation to Curriculum and Standards Committee	March 17, 2021
Board Discussion	March 23, 2021
Board Action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	August 2021

5. Actual total cost over the life of the adoption, consumables, and professional development:

The total cost of the adoption is $36,996.85

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted) is the source of funding.

RECOMMENDATION PROCESS

7. List of adoption committee members:

See Attachment A

8. How did reviewing teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the textbooks using the criteria that California uses in their adoption process: (1) content/alignment with standards, (2) program organization, (3) assessment, (4) universal access, (5) instructional planning, (6) teacher support and (7) technology. Consideration was given to strengths and limitations of the current programs, continuity of programs between course levels, online resources, and accessibility and supports for English learners and special education. Additionally, there was an added social content component, also included in California's materials review, to ensure that materials represented the diversity of the students in our classrooms.

Within the alignment to standards section, emphasis was placed on alignment with the College Board framework for each science course which provides the foundations for the advanced placement science courses.

See Attachment B for the key criteria document used for evaluation

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials was made available through district newsletters, on the district website, and in Behind the Scenes and SJ Scene. Due to COVID-19 restrictions, formal review events for the community were not scheduled for this adoption.

FEEDBACK RESULTS

10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

Strengths
Accessible to all students Materials and resources encourage students to engage in activities and investigations that appreciate the environmental, social and ethical implications of science. The content allows students to be collaborative and interdisciplinary and provides an opportunity for students to explore scientific solutions to global questions. Provides pertinent topics with real-life connections applicable to our modern world. The digital platform is also full of great supports for students and teachers, including tools for on the spot formative assessments and differentiation for students on varying levels The book is easy to read and includes accurate detail The diagrams include the bigger picture and the details End of chapter questions cover a variety of levels (Bloom's).
Limitations
Does not exactly follow the IB syllabus; however, none of the textbooks are 100% aligned to the IB content. The selected text aligns better than most. Doesn’t link / integrate with Google Classroom Files are in Zip format instead of ability to more easily download by individual files as needed

Doesn't include explicit objectives at the start of every chapter (could refer to students to the chapter summary of key concepts before they begin reading) Assessment is more limited in scope for the print copy of the text, but is enhanced by the robust digital tools

11. What were the results of the final voting and what is the recommended textbook?

The committee used a consensus process to recommend AP Biology: Campbell in Focus (2019) 3rd edition. Urry, Cain, Wasserman, and Minorsky. (Pearson). All meetings were held via virtual videoconference in the Zoom platform.

12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	Teacher Components
Campbell Biology in Focus 3rd Edition, AP® Edition ©2020 (print) with Mastering® Biology with Pearson eText, Urry et al	*Teacher Resources with TestGen / Test Bank (online with Mastering)*

13. What professional development will be provided for teachers? What costs will be associated with the training?

A 3-hour professional learning will be offered to teachers during the summer. Depending on the current environment with COVID-19 restrictions, training may be offered virtually or face to face.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information: Kristan Schnepp, Senior Director of Professional Learning and Curriculum Innovation, kschnepp@sanjuan.edu) 916-971-7364

15. Date submitted Report II: March 17, 2021

Attachment A: Adoption Committee Members

Committee Member	School/Role
Rochelle Jacks	Teacher / Mira Loma
Mark Porter	Teacher / Mira Loma

Category Key Indicators for International Baccalaureate Science Courses

Category	Key Indicators
Content/Alignment to Standards	● Reflects and incorporates the content, big ideas, and science practices from the International Baccalaureate framework ● Provides explicit, sequential, logical, systematic instruction and diagnostic support ● Reflects accurate, current, and relevant content information
Program Organization	● Includes enough material to support the entirety of the course ● Presents information and instruction systematically and logically for standards, tasks, and assessments ● Includes guidance for using all components of the program to support deep and meaningful student learning (including lab activities) ● Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	● Assesses understanding and application of skills and knowledge embedded in the program ● Provides opportunity for students to have experience and practice in the IB style assessment format ● Assesses students in several formats for immediate follow-up instruction, practice, and review ● Helps teachers plan and determine the effectiveness of classroom instruction
Universal Access	● Provides resources and strategies that engage every student in the classroom ● Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners ● Includes user friendly style/format (visual stimuli, graphics) that enhances learning ● Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	● Identifies specific objectives, instructional examples and practice opportunities in every lesson ● Provides a list of necessary instructional materials for each lesson ● Provides support/suggestions for the appropriate use of the program's technology ● Includes electronic resources that are integral to the program, not extraneous ● Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	● Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. ● Technology components are easy to access and user friendly for students and teachers ● Technology is available across multiple platforms and devices (i.e. functionality for tablets, macs, PCs, Chromebooks, smartphones, etc.) ● Enhances student understanding in the appropriate standards and supports the print resources ● Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— ● Do the materials accurately and equitably portray diverse religions, diverse cultures and races, various ages, people with varying abilities, as well as diverse sexual orientations and diverse gender identities? ● Do the materials emphasize diverse groups of people in varied, positive, and contributing roles? ● Do the print and/or online materials meet the diverse needs of all learners (English learners, students with special needs, advanced learners, learning styles, diverse cultures, etc.)

Attachment 2

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. **Subject area or course:**

   International Baccalaureate (IB) Chemistry

2. **Recommended Text:**

   Chemistry (AP Edition) 10th edition (2018). Zumdahl, Zumdahl, and DeCoste.

3. **Rationale:**

   a. **Title, publisher, copyright and year of adoption of current textbook:**

   IB Chemistry
   Chemistry, 9th edition
   Cengage, 2013
   Adopted in 2013

   b. **Alignment with state or district textbook cycle:**

   The adoption of the IB Chemistry materials is on cycle with the current SJUSD adoption matrix

   c. **Special considerations, if any:**

   None

4. **Adoption timeline:**

	Date
Formation of adoption committee and notification of publishers	April 10, 2020 (extended through December 2020)
Public Preview Open House (not held due to COVID-19 restrictions, opportunity provided to review digitally or by appointment)	February – March 2021
Introduction Meeting	January 14, 2021
Adoption Committee Reviews Materials (5 possible options)	January 14 – February 26, 2021
Publisher Presentations / Q and A	February 24, 2021

	Date
Public viewing (opportunity to review provided digitally or by appointment)	February – March 2021
Committee Decision making and Recommendation	March 11, 2021
Adoption Report II	March 17, 2021
Recommendation to Curriculum and Standards Committee	March 17, 2021
Board Discussion	March 23, 2021
Board Action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	August 2021

5. Actual total cost over the life of the adoption, consumables, and professional development:

The total cost of the adoption is $15,811.47

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted) is the source of funding.

RECOMMENDATION PROCESS

7. List of adoption committee members:

See Attachment A

8. How did reviewing teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the textbooks using the criteria that California uses in their adoption process: (1) content/alignment with standards, (2) program organization, (3) assessment, (4) universal access, (5) instructional planning, (6) teacher support and (7) technology. Consideration was given to strengths and limitations of the current programs, continuity of programs between course levels, online resources, and accessibility and supports for English learners and special education. Additionally, there was an added social content component, also included in California's materials review, to ensure that materials represented the diversity of the students in our classrooms.

Within the alignment to standards section, emphasis was placed on alignment with the College Board framework for each science course which provides the foundations for the advanced placement science courses.

See Attachment B for the key criteria document used for evaluation

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials was made available through district newsletters, on the district website, and in Behind the Scenes and SJ Scene. Due to COVID-19 restrictions, formal review events for the community were not scheduled for this adoption.

FEEDBACK RESULTS

10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

Strengths
Strong questions/problem sets and problem solving approach
Materials and resources encourage students to engage in activities and investigations that appreciate the environmental, social and ethical implications of science.
The content allows students to be collaborative and interdisciplinary and provides an opportunity for students to explore scientific solutions to global questions.
Provides pertinent topics with real-life connections applicable to our modern world
Uses a modeling approach
Text has good readability
Robust online resources for teachers and students
Real world chemistry connections in each chapter
Clear learning objectives in each chapter
Limitations
No integration with Google Classroom
Although all the material is included, the chapter organization isn't organized in the same sequence as the course scope and sequence
Does not exactly follow the IB syllabus; however, none of the textbooks are 100% aligned to the IB content. The selected text aligns better than most.

11. What were the results of the final voting and what is the recommended textbook?

The committee used a consensus process to recommend Chemistry (AP Edition) 10th edition (2018). Zumdahl, Zumdahl, and DeCoste. All meetings were held via virtual videoconference in the Zoom platform.

12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	Teacher Components
Bundle: Chemistry, AP® Edition, 10th Student Edition + OWL™ (7-year access) *Chemistry (AP Edition), AP Lab Manual (consumable book replaced for 7 years)* *Fast Track to a 5: Preparing for the AP® Chemistry Examination (consumable book replaced for 7 years)*	*Chemistry (AP Edition), Annotated Teacher's Edition (print and digital platform)* *Chemistry (AP Edition), AP® Teacher's Resource Guide* *Chemistry (AP Edition), Teacher's Resource Manual to AP® Lab Manual*

13. What professional development will be provided for teachers? What costs will be associated with the training?

A 3-hour professional learning session will be offered to teachers in late spring or summer. Depending on the current environment with COVID-19 restrictions, training may be offered virtually or face to face.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information: Kristan Schnepp, Senior Director of Professional Learning and Curriculum Innovation, kschnepp@sanjuan.edu) 916-971-7364

15. Date submitted Report II: March 17, 2021

Attachment A: Adoption Committee Members

Committee Member	School/Role
James Hill	Mira Loma / Teacher

Category Key Indicators for International Baccalaureate Science Courses

Category	Key Indicators
Content/Alignment to Standards	● Reflects and incorporates the content, big ideas, and science practices from the International Baccalaureate framework ● Provides explicit, sequential, logical, systematic instruction and diagnostic support ● Reflects accurate, current, and relevant content information
Program Organization	● Includes enough material to support the entirety of the course ● Presents information and instruction systematically and logically for standards, tasks, and assessments ● Includes guidance for using all components of the program to support deep and meaningful student learning (including lab activities) ● Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	● Assesses understanding and application of skills and knowledge embedded in the program ● Provides opportunity for students to have experience and practice in the IB style assessment format ● Assesses students in several formats for immediate follow-up instruction, practice, and review ● Helps teachers plan and determine the effectiveness of classroom instruction
Universal Access	● Provides resources and strategies that engage every student in the classroom ● Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners ● Includes user friendly style/format (visual stimuli, graphics) that enhances learning ● Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	● Identifies specific objectives, instructional examples and practice opportunities in every lesson ● Provides a list of necessary instructional materials for each lesson ● Provides support/suggestions for the appropriate use of the program's technology ● Includes electronic resources that are integral to the program, not extraneous ● Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	● Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. ● Technology components are easy to access and user friendly for students and teachers ● Technology is available across multiple platforms and devices (i.e. functionality for tablets, macs, PCs, Chromebooks, smartphones, etc.) ● Enhances student understanding in the appropriate standards and supports the print resources ● Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— ● Do the materials accurately and equitably portray diverse religions, diverse cultures and races, various ages, people with varying abilities, as well as diverse sexual orientations and diverse gender identities? ● Do the materials emphasize diverse groups of people in varied, positive, and contributing roles? ● Do the print and/or online materials meet the diverse needs of all learners (English learners, students with special needs, advanced learners, learning styles, diverse cultures, etc.)

Attachment 2

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. **Subject area or course:**

   International Baccalaureate (IB) Environmental Systems and Societies

2. **Recommended Text:**

Exploring Environmental Science for AP Updated (2021) 1st edition. Miller and Spoolman. Cengage/National Geographic Learning

3. **Rationale:**

   a. **Title, publisher, copyright and year of adoption of current textbook:**

   IB Environmental System and Societies
   Living in the Environment: Concepts, Connections, and Solutions, 16th edition
   Cengage, 2009
   Adopted in 2012

   b. **Alignment with state or district textbook cycle:**

   The adoption of the IB Environmental Systems and Societies materials is on cycle with the current SJUSD adoption matrix

   c. **Special considerations, if any:**

   None

4. **Adoption timeline**

	Date
Formation of adoption committee and notification of publishers	April 10, 2020 (extended through December 2020)
Public Preview Open House (not held due to COVID-19 restrictions, opportunity provided to review digitally or by appointment)	February – March 2021
Introduction Meeting	January 14, 2021
Adoption Committee Reviews Materials (5 possible options)	January 14 – February 26, 2021

	Date
Publisher Presentations / Q and A	February 23, 2021
Public viewing (opportunity to review provided digitally or by appointment)	February – March 2021
Committee Decision making and Recommendation	March 4, 2021
Adoption Report II	March 17, 2021
Recommendation to Curriculum and Standards Committee	March 17, 2021
Board Discussion	March 23, 2021
Board Action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	August 2021

5. Actual total cost over the life of the adoption, consumables, and professional development:

The total cost of the adoption is $7,736.18

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted) is the source of funding.

RECOMMENDATION PROCESS

7. List of adoption committee members:

See Attachment A

8. How did reviewing teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the textbooks using the criteria that California uses in their adoption process: (1) content/alignment with standards, (2) program organization, (3) assessment, (4) universal access, (5) instructional planning, (6) teacher support and (7) technology. Consideration was given to strengths and limitations of the current programs, continuity of programs between course levels, online resources, and accessibility and supports for English learners and special education. Additionally, there was an added social content component, also included in California's materials review, to ensure that materials represented the diversity of the students in our classrooms.

Within the alignment to standards section, emphasis was placed on alignment with the College Board framework for each science course which provides the foundations for the advanced placement science courses.

See Attachment A for the key criteria document used for evaluation

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials was made available through district newsletters, on the district website, and in Behind the Scenes and SJ Scene. Due to COVID-19 restrictions, formal review events for the community were not scheduled for this adoption.

FEEDBACK RESULTS

10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

Strengths
Includes robust supports for all learners (foundational and enrichment components)
Materials and resources encourage students to engage in activities and investigations that appreciate the environmental, social and ethical implications of science.
The content allows students to be collaborative and interdisciplinary and provides an opportunity for students to explore scientific solutions to global questions.
Provides pertinent topics with real-life connections applicable to our modern world.
Engaging visuals and informative diagrams
Integrated math support within the text
Encourages critical thinking and analysis
Includes a variety of perspectives
Includes data analysis within the chapters
Includes local context and examples
Social context - “Individuals Matter” - highlights environmental scientists
Online website supports use of Google translate
Program is packaged with the Fast Track to a 5 supplemental consumable student resource book

Limitations
Case studies are somewhat brief Online platform isn't as intuitive as it could be Has some older information - data and case studies from 2015-2018 Book is heavy - concerns about students bringing them back and forth to school and home Does not exactly follow the IB syllabus; however, none of the textbooks are 100% aligned to the IB content. The selected text aligns better than most.

11. What were the results of the final voting and what is the recommended textbook?

The committee used a consensus process to recommend Exploring Environmental Science for AP Updated (2021) 1st edition. Miller and Spoolman. Cengage/National Geographic Learning. All meetings were held via virtual videoconference in the Zoom platform.

12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	**Teacher Components**
Bundle: Exploring Environmental Science for AP Updated, 1st Student Edition + MindTap (student print book + etext and digital platform) *Fast Track to a 5 Test Prep for Exploring Environmental Science for AP Updated (student consumable book, replaced for life of the adoption)*	*Exploring Environmental Science for AP Updated, Teacher's Edition (print and digital platform)* *Exploring Environmental Science AP, Teacher's Resource Guide*

13. What professional development will be provided for teachers? What costs will be associated with the training?

A 3-hour professional learning will be offered to teachers in summer. Depending on the current environment with COVID-19 restrictions, training may be offered virtually or face to face.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information: Kristan Schnepp, Senior Director of Professional Learning and Curriculum Innovation, kschnepp@sanjuan.edu) 916-971-7364

15. Date submitted Report II: March 17, 2021

Attachment A: Adoption Committee Members

Committee Member	School/Role
Colleen Kelly	Mira Loma / Teacher

Category Key Indicators for International Baccalaureate Science Courses

Category	Key Indicators
Content/Alignment to Standards	● Reflects and incorporates the content, big ideas, and science practices from the International Baccalaureate framework ● Provides explicit, sequential, logical, systematic instruction and diagnostic support ● Reflects accurate, current, and relevant content information
Program Organization	● Includes enough material to support the entirety of the course ● Presents information and instruction systematically and logically for standards, tasks, and assessments ● Includes guidance for using all components of the program to support deep and meaningful student learning (including lab activities) ● Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	● Assesses understanding and application of skills and knowledge embedded in the program ● Provides opportunity for students to have experience and practice in the IB style assessment format ● Assesses students in several formats for immediate follow-up instruction, practice, and review ● Helps teachers plan and determine the effectiveness of classroom instruction
Universal Access	● Provides resources and strategies that engage every student in the classroom ● Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners ● Includes user friendly style/format (visual stimuli, graphics) that enhances learning ● Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	● Identifies specific objectives, instructional examples and practice opportunities in every lesson ● Provides a list of necessary instructional materials for each lesson ● Provides support/suggestions for the appropriate use of the program's technology ● Includes electronic resources that are integral to the program, not extraneous ● Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	● Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. ● Technology components are easy to access and user friendly for students and teachers ● Technology is available across multiple platforms and devices (i.e. functionality for tablets, macs, PCs, Chromebooks, smartphones, etc.) ● Enhances student understanding in the appropriate standards and supports the print resources ● Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— ● Do the materials accurately and equitably portray diverse religions, diverse cultures and races, various ages, people with varying abilities, as well as diverse sexual orientations and diverse gender identities? ● Do the materials emphasize diverse groups of people in varied, positive, and contributing roles? ● Do the print and/or online materials meet the diverse needs of all learners (English learners, students with special needs, advanced learners, learning styles, diverse cultures, etc.)

Attachment 2

San Juan Unified School District
Curriculum and Professional Development Department

Textbook Adoption

Report II

SUMMARY INFORMATION FROM REPORT I

1. **Subject area or course:**

   International Baccalaureate (IB) Physics

2. **Recommended Text:**

   College Physics: Explore and Apply (2019). 2nd edition. Etkina, Planinsic, and Van Heuvelen. Savvas

3. **Rationale:**

   a. **Title, publisher, copyright and year of adoption of current textbook:**

      IB Physics
      Physics for the IB Diploma, 5th edition
      Cambridge University Press, 2009
      Adopted in 2009

   b. **Alignment with state or district textbook cycle:**

      The adoption of the IB Physics materials are on cycle with the current SJUSD adoption matrix

   c. **Special considerations, if any:**

      None

4. **Adoption timeline:**

	Date
Formation of adoption committee and notification of publishers	April 10, 2020 (extended through December 2020)
Public Preview Open House (not held due to COVID-19 restrictions, opportunity provided to review digitally or by appointment)	February – March 2021
Introduction Meeting	January 14, 2021
Adoption Committee Reviews Materials (5 possible options)	January 14 – February 26, 2021

	Date
Publisher Presentations / Q and A	February 25, 2021
Public viewing (opportunity to review provided digitally or by appointment)	February – March 2021
Committee Decision making and Recommendation	March 9, 2021
Adoption Report II	March 17, 2021
Recommendation to Curriculum and Standards Committee	March 17, 2021
Board Discussion	March 23, 2021
Board Action	April 13, 2021
Purchase orders submitted	April 14, 2021
New materials in the classroom	August 2021

5. Actual total cost over the life of the adoption, consumables, and professional development:

The total cost of the adoption is $8,272.53

6. Source of funding:

The K-12 Instructional Materials Reserve (locally restricted) is the source of funding.

RECOMMENDATION PROCESS

7. List of adoption committee members:

See Attachment A

8. How did reviewing teachers evaluate the programs, particularly the alignment to standards?

The adoption committee evaluated the textbooks using the criteria that California uses in their adoption process: (1) content/alignment with standards, (2) program organization, (3) assessment, (4) universal access, (5) instructional planning, (6) teacher support and (7) technology. Consideration was given to strengths and limitations of the current programs, continuity of programs between course levels, online resources, and accessibility and supports for English learners and special education. Additionally, there was an added social content component, also included in California's materials review, to ensure that materials represented the diversity of the students in our classrooms.

Within the alignment to standards section, emphasis was placed on alignment with the College Board framework for each science course which provides the foundations for the advanced placement science courses.

See *Attachment B* for the key criteria document used for evaluation

9. What opportunities were provided for community input?

Information for community members to provide feedback on the materials was made available through district newsletters, on the district website, and in Behind the Scenes and SJ Scene. Due to COVID-19 restrictions, formal review events for the community were not scheduled for this adoption.

FEEDBACK RESULTS

10. Considering the needs of district students, what are the strengths and limitations of the recommended materials?

Strengths
• Materials and resources encourage students to engage in activities and investigations that appreciate the environmental, social and ethical implications of science. • The content allows students to be collaborative and interdisciplinary and provides an opportunity for students to explore scientific solutions to global questions. • Provides pertinent topics with real-life connections applicable to our modern world. • Features an exploration and modeling approach to physics, with topics introduced via experimentation • Interesting and creative questions and problems • Solid organization and assessment components • Content is accessible to students in both a conceptual and mathematical context • Text style is conversational and concepts clearly explained • Robust digital support for both teachers and students
Limitations
• Does not exactly follow the IB syllabus; however, none of the textbooks are 100% aligned to the IB content. The selected text aligns better than most. • Doesn't come with printed supplemental student materials beyond the textbook (offered in digital form) • Digital materials are very strong, but not all students have access to devices • Not enough challenge problems/questions in the print text (included with online platform)

11. What were the results of the final voting and what is the recommended textbook?

The committee used a consensus process to recommend College Physics: Explore and Apply (2019). 2nd edition. Etkina, Planinsic, and Van Heuvelen. Savvas. All meetings were held via virtual videoconference in the Zoom platform.

12. List all the student and teacher components of the program, both purchased and gratis.

Student Components	Teacher Components
• AP Student Edition (print) w/ Mastering Physics (digital license) and Pearson eText • Student Active Learning Guide (Online with Mastering)	• Instructor's Guide (Online with Mastering) • Test Gen / Test Bank (Online with Mastering)

13. What professional development will be provided for teachers? What costs will be associated with the training?

A 3-hour professional learning session will be offered to teachers in summer. Depending on the current environment with COVID-19 restrictions, training may be offered virtually or face to face.

The cost for the professional development as described above is included in the adoption.

14. Curriculum Department contact for additional information: Kristan Schnepp, Senior Director of Professional Learning and Curriculum Innovation, kschnepp@sanjuan.edu) 916-971-7364

15. Date submitted Report II: March 17, 2021

Attachment A: Adoption Committee Members

Committee Member	School/Role
Scott Martinez	Mira Loma / Teacher

Category Key Indicators for International Baccalaureate Science Courses

Category	Key Indicators
Content/Alignment to Standards	● Reflects and incorporates the content, big ideas, and science practices from the International Baccalaureate framework ● Provides explicit, sequential, logical, systematic instruction and diagnostic support ● Reflects accurate, current, and relevant content information
Program Organization	● Includes enough material to support the entirety of the course ● Presents information and instruction systematically and logically for standards, tasks, and assessments ● Includes guidance for using all components of the program to support deep and meaningful student learning (including lab activities) ● Includes helpful reference materials for teachers to use the program (clear table of contents, glossaries, unit/lesson overviews, etc.)
Assessment	● Assesses understanding and application of skills and knowledge embedded in the program ● Provides opportunity for students to have experience and practice in the IB style assessment format ● Assesses students in several formats for immediate follow-up instruction, practice, and review ● Helps teachers plan and determine the effectiveness of classroom instruction
Universal Access	● Provides resources and strategies that engage every student in the classroom ● Provides comprehensive support (scaffolding, modification) for teachers to provide effective instruction for special needs students and English learners ● Includes user friendly style/format (visual stimuli, graphics) that enhances learning ● Provides a variety of activities to facilitate retention and promote incorporation of objectives
Instructional Planning and Teacher Support	● Identifies specific objectives, instructional examples and practice opportunities in every lesson ● Provides a list of necessary instructional materials for each lesson ● Provides support/suggestions for the appropriate use of the program's technology ● Includes electronic resources that are integral to the program, not extraneous ● Provides homework suggestions that reinforce or extend classroom instruction
Digital Tools/Online Resources	● Includes clear and sufficient guidance to support teaching and learning of the targeted standards, including, when appropriate, the use of technology and media. ● Technology components are easy to access and user friendly for students and teachers ● Technology is available across multiple platforms and devices (i.e. functionality for tablets, macs, PCs, Chromebooks, smartphones, etc.) ● Enhances student understanding in the appropriate standards and supports the print resources ● Technology is interactive and adaptive when possible
Social Content	Where applicable, the materials under review— ● Do the materials accurately and equitably portray diverse religions, diverse cultures and races, various ages, people with varying abilities, as well as diverse sexual orientations and diverse gender identities? ● Do the materials emphasize diverse groups of people in varied, positive, and contributing roles? ● Do the print and/or online materials meet the diverse needs of all learners (English learners, students with special needs, advanced learners, learning styles, diverse cultures, etc.)

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-3

MEETING DATE: 03/23/2021

SUBJECT: New High School Courses for 2021-2022

DEPARTMENT: Division of Teaching and Learning

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

ACTION REQUESTED:
The superintendent is recommending that the board discuss new proposed high school courses.

Action Anticipated: April 13, 2021

RATIONALE/BACKGROUND:
The proposed high school courses of study listed below are designed to ensure student choice and instructional alignment with the Strategic Plan, Local Control and Accountability Plan (LCAP), and California's State Standards. The proposed courses of study provide a high level of rigor, deeper opportunities for study, and promote college and career readiness.

Courses

Middle Years Programme (MYP) Honors Physics
Middle Years Programme (MYP) Honors Chemistry
Middle Years Programme (MYP) Honors Biology

ATTACHMENT(S):
A: Rationale/Background Information

BOARD COMMITTEE ACTION/COMMENT:
Curriculum, Standards, Instructional & Student Services Committee: 03/17/2021

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $ N/A
Additional Budget: $ N/A
Funding Source: N/A

Current Year Only: ☐ On-going: ☐

LCAP/STRATEGIC PLAN:
Goal: 1
Focus: N/A
Action: All
Strategic Plan: 1

PREPARED BY: Kristan Schnepp, Senior Director, Professional Learning and Innovation KS

APPROVED BY: Rick Messer, Assistant Superintendent, Secondary Education
Melissa Bassanelli, Deputy Superintendent, Schools and Student Support MB
Kent Kern, Superintendent of Schools KK

San Juan Unified School District
New High School Courses for 2021-2022
Rationale/Background

Middle Years Programme (MYP) Honors Biology (A-G):

With inquiry at the core, the MYP science framework guides students to independently and collaboratively investigate issues through research, observation, and experimentation. The MYP Honors Biology curriculum explores the connections between science and everyday life. As they investigate real examples of science applications, students discover the tensions and dependencies between science and morality, ethics, culture, economics, politics, and the environment. Scientific inquiry fosters critical and creative thinking about research and design, as well as the identification of assumptions and alternative explanations. Students learn to appreciate and respect the ideas of others, gain good ethical-reasoning skills and further develop their sense of responsibility as members of local and global communities. Topics include ecology, evolution, cell biochemistry, genetics, biotechnology, and human body systems.(“d”) (Mira Loma)

Middle Years Programme Honors Chemistry (A-G):

MYP Honors Chemistry is an International Baccalaureate (IB) Middle Years course that studies the transformation of matter in our world. The course addresses students’ intellectual, social, emotional and physical, and physical well-being provides students opportunities to develop the knowledge, attitudes, and skills they need in order to manage complexity and take responsible action for the future. This course will serve the IB MYP student population and will satisfy the science requirement for the MYP pathway and the MYP certificate. The primary focus of the course will be to promote critical thinking and problem-solving skills in students consistent with the vision of the International Baccalaureate Program in order to develop the overall scientific thinking of students relevant to their future needs and to lay the foundation for the IB Chemistry Diploma Programme class. Students will spend more than 20 percent of their time with hands-on laboratory experiences, some of which will be inquiry-based, and some will be designed to increase the student's laboratory chemistry skills. Guided practice, class demonstrations, computer simulations, and collaborative classroom discussions will be used in this course. Students will be evaluated on classroom performance, laboratory reports, MYP short-term/long-term projects, and formative/summative assessments. The comprehensive final will serve a dual purpose by helping to prepare students for the College Board’s SAT subject test in chemistry as well as the IB Chemistry exam if students elect that route of study. In addition, their “Elemental Adventure” will be a culminating end-of-the-year project. At the conclusion of this course, students will have a greater appreciation of how scientists think and how chemistry influences their daily lives. MYP Honor Chemistry is a pre-requisite for IB Chemistry and IB Biology I. (“d”) (Mira Loma)

Middle Years Programme Honors Physics (A-G):

MYP Honors Physics is a one-year college preparatory course which is, an activity-oriented class taught as part of the International Baccalaureate (IB) Middle Years Program. In this course, students will explore topics including motion and its causes, conservation laws, periodic motion, thermodynamics and heat theory, electricity, magnetism, and electromagnetic radiation, light, and optics, modern physics including fundamental particles, energy, and waves, with the use of advanced algebra skills. This MYP course will encourage students to appreciate and respect the ideas of others, gain strong ethical reasoning skills and further develop their sense of responsibility as members of local and global communities. (“d”) (Mira Loma)

SAN JUAN UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION

AGENDA ITEM: I-4

MEETING DATE: 03/23/2021

SUBJECT: Intent to Convey Easement at Woodside K-8 School

DEPARTMENT: Facilities

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

ACTION REQUESTED:
The superintendent is recommending that the board adopt Resolution No. 3038 declaring the intent to convey a permanent easement at Woodside K-8 School to the City of Citrus Heights and to call a public hearing to be held on April 13, 2021.

RATIONALE/BACKGROUND:
The City of Citrus Heights is requesting the granting of a permanent easement at the Woodside K-8 School site. This easement is necessary for the purpose of expanding the Arcade-Cripple Creek Trail Project.

ATTACHMENT(S):
A: Resolution No. 3038
B: City of Citrus Heights Proposed Easement Agreement

BOARD COMMITTEE ACTION/COMMENT:
N/A

PREVIOUS STAFF/BOARD ACTION:
Superintendent's Cabinet: 03/15/2021

FISCAL IMPACT:
Current Budget: $N/A
Additional Budget: $N/A
Funding Source: N/A
(Unrestricted Base, Supplemental, other restricted, etc.)
Current Year Only ☐ On-going ☐

LCAP/STRATEGIC PLAN:
Goal: N/A Focus: N/A
Action: N/A

Strategic Plan: N/A

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

APPROVED BY: Frank Camarda, Assistant Superintendent, Operations, Facilities and Transportation
Kent Kern, Superintendent of Schools

RESOLUTION NO. 3038

RESOLUTION BY THE SAN JUAN UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

RESOLUTION OF INTENT TO CONVEY EASEMENT TO THE CITY OF CITRUS HEIGHTS

WHEREAS, San Juan Unified School District ("District") owns real property located at 8248 Villa Oak Drive, Citrus Heights, California, in the County of Sacramento, State of California, bearing Assessor's Parcel Number (APN 224-0162-024-0000);

WHEREAS, City of Citrus Heights ("City") has requested that the District convey to the City, Multi-Use Trail Easement ("Easement") for easement purposes, over an area real property on APN (224-0162-024-0000) of approximately 22,763 square feet +/-, as generally described and depicted in Attachment A ("Easement Area");

WHEREAS, the purpose of the Easement is for the City to construct, reconstruct, repair and forever maintain an easement for a public multi-use trail;

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

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

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

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

Section 3 Public Hearing. On the 13th of April, 2021, at the hour of 6:30 p.m., or as soon thereafter as the matter can be heard, the District's Governing Board shall hold a public hearing upon the question of making the conveyance of the Easement to City pursuant to Education Code sections 17558 and 17559, at which time any interested person may appear and be heard thereon.

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

The foregoing Resolution was adopted by the San Juan Unified School District Board of Education at a meeting of the Board on March 23, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Paula Villescaz, President
San Juan Unified School District
Board of Education

Attest:

_____
Zima Creason, Clerk
San Juan Unified School District
Board of Education

NO FEE DOCUMENT – For the benefit of the City of Citrus Heights per Government Code 6103

Attachment B

R&T Code 11922

WHEN RECORDED RETURN TO:

CITY CLERK'S OFFICE
CITY OF CITRUS HEIGHTS
6360 FOUNTAIN SQUARE DRIVE
CITRUS HEIGHTS, CA 95621

APN: 224-0162-024-0000
Location: 8248 Villa Oak Drive, Citrus Heights

THIS SPACE FOR RECORDER'S USE ONLY

CITY OF CITRUS HEIGHTS
GENERAL SERVICES DEPARTMENT

EASEMENT FOR MULTI-USE TRAIL

SAN JUAN UNIFIED SCHOOL DISTRICT, Owner(s), do(es) hereby GRANT to the CITY OF CITRUS HEIGHTS, A MUNICIPAL CORPORATION in the State of California, for the purpose of constructing, reconstructing, repairing, digging, and forever maintaining thereon, a MULTI-USE TRAIL EASEMENT over that certain real property in the City of Citrus Heights, County of Sacramento, State of California, bounded and described as follows, to-wit:

SEE EXHIBIT A (LEGAL DESCRIPTION) AND EXHIBIT B (PLAT) ATTACHED HERETO AND MADE A PART HEREOF;
PARCEL NUMBER: 224-0162-024-0000 (PORTION)

Dated this _____ day of _____, 2021.

OWNER(S):
SAN JUAN UNIFIED SCHOOL DISTRICT

_____
Print Name:
Print Title:

NOTARY PUBLIC WILL USE CURRENT ACKNOWLEDGEMENT FORM HERE TO NOTARIZE SIGNATURES ON FRONT PAGE

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the **Grant of Easement** dated _____, 2021, from SAN JUAN UNIFIED SCHOOL DISTRICT to the CITY OF CITRUS HEIGHTS, a Municipal Corporation of the State of California, is hereby accepted on behalf of the City by its City Engineer pursuant to authority conferred by **Resolution No. 2001-35**, adopted by the City on May 9, 2001, and that the City consents to recordation of the Grant of Easement by its duly authorized officer.

_____ _____

Leslie Blomquist, City Engineer Date

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

COUNTY OF SACRAMENTO

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

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

WITNESS my hand and official seal.

_____

Signature of Notary Public (Notary Seal)

Description of Attached Document
EASEMENT FOR MULTI-USE TRAIL

EXHIBIT "A"
EASEMENT ACQUISITION

All that certain real property situate in the City of Citrus Heights, County of Sacramento, State of California, located in the North one half of the Southwest one quarter of Section 19, Township 10 North, Range 7 East, M.D.M., and being a portion of Parcel 1 as described in the Grant Deed to San Juan Unified School District recorded June 9, 1976 in Book 7606, at Page 84, Sacramento County Official Records, described as follows:

BEGINNING at the Southeast corner of said Parcel 1, being a point on the East line of said North one half of the Southwest one quarter of Section 19;

thence from said **POINT OF BEGINNING** along the South line of said Parcel 1 North 88°52'15" West, 36.79 feet;

thence leaving said South line North 0°06'33" East, 439.45 feet;

thence North 19°02'21" East, 32.25 feet;

thence North 0°52'38" East, 123.93 feet to the southerly right of way of Villa Oak Drive;

thence along said southerly right of way South 88°52'15" East, 32.98 feet to the East line of said Parcel 1 and said East line of the North one half of the Southwest one quarter of Section 19;

thence along said East line of Parcel 1 and said East line of the North one half of the Southwest one quarter of Section 19 South 0°54'40" West, 594 feet to the **POINT OF BEGINNING**.

Containing an area of 22,763 square feet more or less.

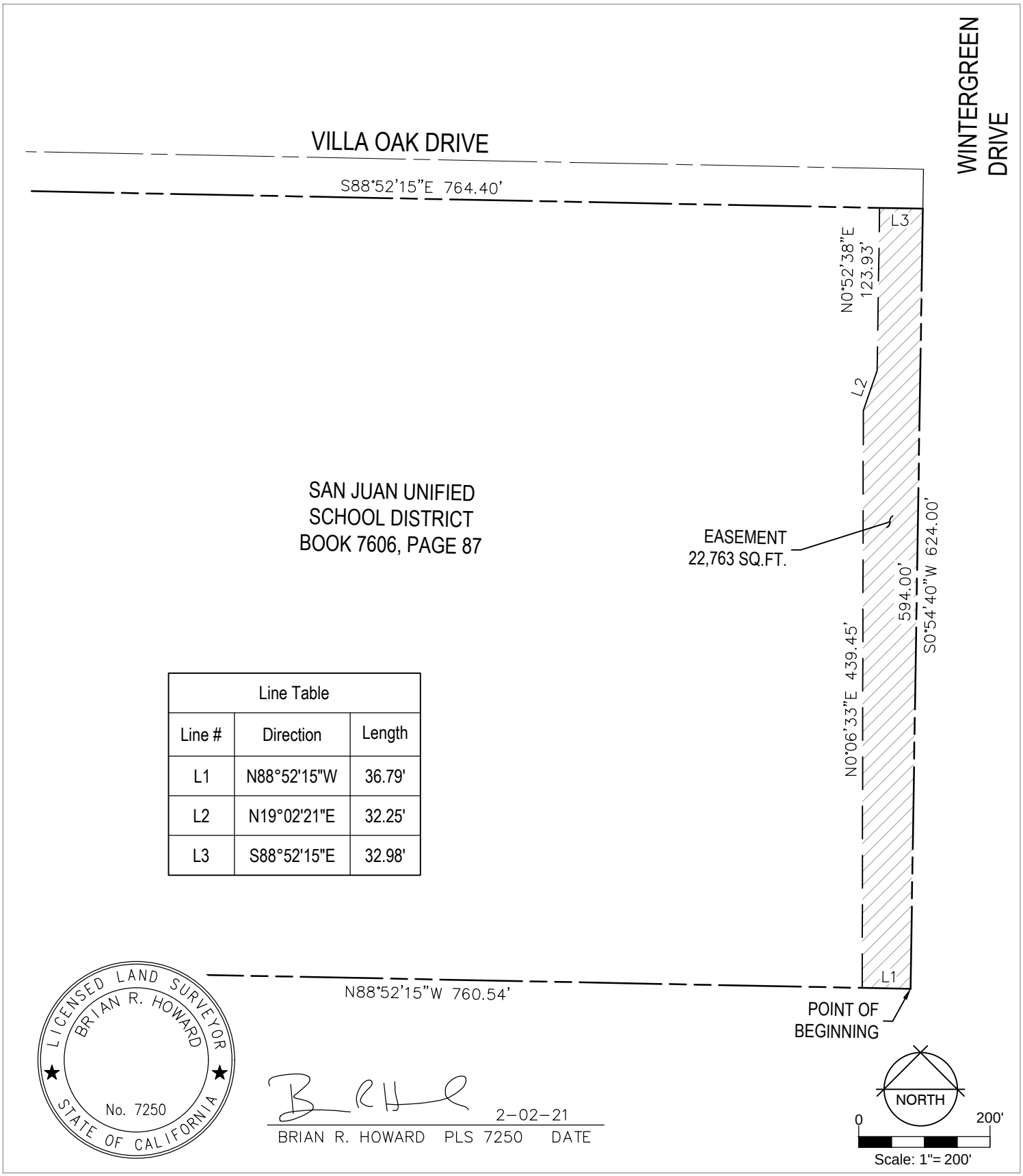
Basis of Bearings is identical to Parcel 1 as described in the Grant Deed to San Juan Unified School District recorded June 9, 1976 in Book 7606, Page 84, Sacramento County Official Records.



2-02-21

Brian R. Howard PLS 7250 Date

EXHIBIT 'B'



Line Table		
Line #	Direction	Length
L1	N88°52'15"W	36.79'
L2	N19°02'21"E	32.25'
L3	S88°52'15"E	32.98'

LICENSED LAND SURVEYOR
BRIAN R. HOWARD
No. 7250
STATE OF CALIFORNIA

2-02-21
BRIAN R. HOWARD PLS 7250 DATE

EASEMENT ACQUISITION

CITRUS HEIGHTS, SACRAMENTO COUNTY, CA

GHD Inc.
330 Hartnell Avenue, Suite B
Redding, California 96002 USA
T 1 530 242 1700 W www.ghd.com

FEB. 2, 2021
2523LG004.dwg

SAN JUAN UNIFIED SCHOOL DISTRICT
TENTATIVE BOARD AGENDA ITEMS
2020-2021

APRIL 13

Recognition: School Bus Driver's Appreciation Day (Apr. 27) – A	Oropallo
CCEIS Update – R	Calvin
Assessments – R	Schnepp
Amending District Graduation Requirements for Class of 2021 – A [Discussed 03/23/21]	Schnepp
Public Hearing: California Montessori Project Charter School Renewal Petition – A [Discussed 02/23/21]	Flagler
Public Hearing: Conveyance of Easement at Del Campo High School to Sac County – A [Discussed 03/09/21]	Camarda
Public Hearing: Conveyance of Easement at Woodside K-8 to City of Citrus Heights – A [Discussed 03/23/21]	Camarda
Williams Complaint Report – R	Simlick
SJPEC Initial Proposal for Contract Reopeners 2021-2022 – D	Shoemake
Proposed Board Meeting Dates for 2021-2022 – A	Board
*Instructional Materials Adoptions – A [Discussed 03/23/21]	Schnepp
*New High School Courses – A [Discussed 03/23/21]	Schnepp

APRIL 27

Recognition: California Day of the Teacher (May 13) – A	Oropallo
Recognition: National Nurses Week and National School Nurse Day (May 6-12 & May 13) – A	Calvin
Two Additional Paid Days 2020-2021 (SJTA, CSEA, SJPEC, Supervisors, Teamsters) – D	Shoemake
Two Additional Paid Days 2020-2021 (SJAA, Cabinet, Confidential, Unrepresented) – D	Shoemake
SJPEC Initial Proposal for Contract Reopeners 2021-2022 – PC [Discussed 04/13/21]	Shoemake

MAY 11

Recognition: Classified School Employee Week (May 16-22) – A	Oropallo
Two Additional Paid Days 2020-2021 (SJTA,CSEA,SJPEC,Supervisors,Teamsters) – A [Discussed 04/27/21]	Shoemake
Two Additional Paid Days 2020-2021 (SJAA, Cabinet, Confidential, Unrepresented) – A [Discussed 04/27/21]	Shoemake
District's Initial Bargaining Proposal with SJPEC for Successor Contract 2021-2022 – D	Shoemake
Hearing Officer's Recommendation-2021 RIF (if applicable) – A	Simlick
*Approval of CTE 2021 Advisory Committee Roster – A	Schnepp

MAY 25

Recognition: National Science Bowl (if applicable) – A	Schnepp/Shoemake
Recognition: Science Olympiad (if applicable) – A	Schnepp/Shoemake
Recognition: Academic Decathlon (if applicable) – A	Schnepp
School Climate: Parent-Staff-Student Voice – R	Schnepp
District's Initial Bargaining Proposal with SJPEC for Successor Contract 2021-2022 – A [Discussed 05/11/21]	Shoemake
*Head Start/Early Head Start Contract Resolution FY 2021-2022 – A	Townsend-Snider

JUNE 8

Public Hearing: LCAP – D	Schnepp
Public Hearing: LCAP/Choices Charter School – D	Flagler
Public Hearing: Adoption of the 2021-2022 Budget – D	Stephens
Temporary Interfund Borrowing of Cash – A	Stephens
*CIF Superintendent Designation of Representatives 2021-2022 – A	Schnepp

JUNE 22

LCAP – A [Public Hearing 06/08/21]	Schnepp
LCAP Choices Charter School – A [Public Hearing 06/08/21]	Flagler
Adoption of the 2021-2022 Budget – A [Public Hearing 06/08/21]	Stephens
*Consolidated Application, Spring Report 2020-2021 – A	Calvin
*2020-2021 Actuarial Report (OPEB) – A	Oropallo
*Charter School 2019-2020 Audit Reports (Aspire, Atkinson, CMP, GIS, GV, OFY) – A	Stephens

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