

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

The mission of Albany Unified School District is to provide excellent public education that empowers all to achieve their fullest potential as productive citizens. AUSD is committed to creating comprehensive learning opportunities in a safe, supportive, and collaborative environment, addressing the individual needs of each student.

REGULAR MEETING

ALBANY CITY HALL

1000 San Pablo Ave., Albany, CA 94706

Tuesday, October 9, 2018

Closed Session: 6:00 p.m. - 6:30 p.m.

***Open Session: 6:30 p.m. - 9:00 p.m.**

The public is encouraged to address the Board on any topic on the agenda. The President will also invite the public to speak during the section titled "Persons to Address the Board on Matters Not on the Agenda". To ensure accurate information is captured in the Board meeting minutes, please complete the "Speaker Slip" provided on the table and hand it to the clerk when speaking.

AGENDA

| | |
|---|---|
| <p style="text-align:center">Meeting Norms</p> <ol style="list-style-type: none"> 1. Maintain a focus on what is best for our students. 2. Show respect (never dismiss/devalue others). 3. Be willing to compromise. 4. Disagree (when necessary) agreeably. 5. Make a commitment to effective deliberation, each one listening with an open mind while others are allowed to express their points of view. 6. Participate by building on the thoughts of a fellow Board member. 7. Make a commitment to open communication and honesty; no surprises. 8. Commit the time necessary to govern effectively. 9. Be collaborative. 10. Maintain confidentiality (which leads to the building of trust). 11. Look upon history as lessons learned; focus on the present and the future. <p style="text-align:center">All meetings are videotaped. (To view the videos, visit www.ausdk12.org)</p> | <p>I. OPENING BUSINESS 6:00 p.m.</p> <p style="padding-left: 20px;">A) CALL TO ORDER</p> <p style="padding-left: 20px;">B) ROLL CALL</p> <p style="padding-left: 20px;">C) IDENTIFY CLOSED SESSION PURSUANT TO AGENDA SECTION III BELOW</p> <p>II. PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS</p> <p><i>General public comment on any Closed Session item will be heard. The Board may limit comments to no more than three (3) minutes.</i></p> <p>III. CLOSED SESSION 6:05 p.m.</p> <p>With Respect to Every Item of Business To Be Discussed In Closed Session:</p> <p style="padding-left: 20px;">A) PURSUANT TO GOV. CODE SECTION 54957.6: CONFERENCE WITH LABOR NEGOTIATOR (Superintendent Valerie Williams, District Representative), REGARDING NEGOTIATIONS AS IT PERTAINS TO:</p> <ul style="list-style-type: none"> • Albany Teachers Association (ATA) • California School Employees Association (CSEA) • Service Employees International Union (SEIU) |
|---|---|

IV. OPEN SESSION

6:30 p.m.

(15 mins.)

Depending upon completion of Closed Session items, the Board of Education intends to convene to Open Session at 6:30 p.m. to conduct the remainder of its meeting, reserving the right to return to Closed Session at any time.

A) CALL TO ORDER (Reconvene to Open Session)

B) ROLL CALL

C) PLEDGE OF ALLEGIANCE

D) READING OF AUSD MISSION & VISION STATEMENT

The mission of Albany Unified School District is to provide excellent public education that empowers all to achieve their fullest potential as productive citizens. AUSD is committed to creating comprehensive learning opportunities in a safe, supportive, and collaborative environment, addressing the individual needs of each student.

E) REPORT OF ACTION TAKEN IN CLOSED SESSION

F) APPROVAL OF AGENDA

G) RECOGNITION: Resolution No. 2018-19-05: Week of the School Administrator Oct. 8, 2018-----(pg.5)
(5 mins.)

H) APPROVAL OF CONSENT CALENDAR

The Consent Calendar includes routine items that may be handled with one action. Board Members may request any item be removed from the Consent Calendar without formal action.

- 1) Superintendent
 - a) Minutes of the August 28, 2018 Regular Board Meeting------(pg.7)
- 2) Human Resources
 - a) Certificated Personnel Assignment Order & Classified Personnel Assignment Order------(pg.21)
- 3) Business Services
 - a) August 2018 Warrant Report------(pg.22)
 - b) August 2018 Donation Report------(pg.32)
- 4) Curriculum, Instruction, and Assessment
 - a) Independent Contractor Agreement with LEAP, Arts in Education, for Elementary
Enrichment Classes: Hip Hop Dance at Cornell------(pg.34)
- 5) Student Services
 - a) Albany Middle School Behavior Matrix------(pg.43)

I) BOARD AND SUPERINTENDENT REPORTS **6:45 p.m.**
(5 mins.)

J) STUDENT BOARD MEMBERS' REPORT **6:50 p.m.**
(5 mins.)

K) PERSONS TO ADDRESS THE BOARD ON MATTERS NOT ON THE AGENDA **6:55 p.m.**
(5 mins.)

Board practice limits each speaker to no more than three (3) minutes. The Brown Act limits Board ability to discuss or act on items which are not on the agenda; therefore, such items may be referred to staff for comment or for consideration on a future agenda.

L) STAFF REPORTS **7:00 p.m**

- 1) Promoting Safe, Supportive, and Collaborative Environments For All Students and Staff-----(pg.50)
(10 mins.)
- 2) Special Education Update----- (pg.52)
(10 mins.)

M) REVIEW AND DISCUSSION **7:20 p.m.**

- 1) Superintendent
 - a) AUSD District Goals----- (pg.59)
(60 mins.)
 - b) Board Bylaw 9322 - Agenda/Meeting Materials----- (pg.62)
(15 mins.)

N) REVIEW AND ACTION **8:35 p.m.**

- 1) Curriculum, Instruction, and Assessment
 - a) Public Hearing Regarding Resolution No. 2018-19-06:Sufficiency of Instructional Materials---(pg.68)
(5 mins.)
 - b) Approval of Resolution No. 2018-19-06: Sufficiency of Instructional Materials----- (pg.69)
(5 mins.)
 - c) Approval of Interim English Learner Reclassification Criteria----- (pg.73)
(10 mins.)

AGENDA ITEMS/MATTERS INTRODUCED BY THE BOARD **8:55 p.m.**
(5 mins.)

V. ADJOURNMENT**9:00 p.m.**

The Board believes that late night meetings deter public participation, can affect the Boards decision-making ability, and can be a burden to staff. Regular Board Meetings shall be adjourned by 9:30 p.m. unless extended to a specific time determined by a majority of the Board.

FUTURE BOARD MEETINGS

| Date | Time | Location |
|--------------------------|-------------------------|---|
| October 23, 2018 | 7:00 - 9:30 p.m. | Albany City Hall |
| November 13, 2018 | 7:00 - 9:30 p.m. | Cornell Elementary MultiPurpose Room |

The Board of Education meeting packet is available for public inspection at: Albany Unified School District, 1200 Solano Avenue, and is available on the Albany Unified School District web site: www.ausdk12.org. If you provide your name and/or address when speaking before the Board of Education, it may become a part of the official public record and the official minutes will be published on the Internet. In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the Superintendent's Office at 510-558-3766. Notification must be given forty-eight (48) hours prior to the meeting to make reasonable arrangements for accessibility (28 CFR 35.102.104 ADA Title II).

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of October 9, 2018

ITEM: RESOLUTION 2018-19-05 WEEK OF THE SCHOOL ADMINISTRATOR

PREPARED BY: CHERYL COTTON

TYPE OF ITEM: RECOGNITION

PURPOSE: Board recognition of 2018-19-05 to recognize the ongoing efforts of school administrators in the district.

BACKGROUND INFORMATION: This year, October 8-12, 2018 has been designated by the State of California as Week of the School Administrator. Albany administrators provide outstanding leadership at the sites and district wide. The efforts of our leadership team are appreciated by students, staff, parents, and the Board of Trustees. Albany leaders are dedicated professionals who commit long hours beyond the normal work day in the interest of Albany students, staff, and the community.

DETAILS: This week provides for special recognition and appreciation of their dedication to the Albany Unified School District.

KEY QUESTIONS/ANSWERS:

Q. How many administrators does the district have?

A: The district has 20 certificated and classified administrators serving about 500 employees and about 3,800 students.

FINANCIAL INFORMATION: N/A

STRATEGIC GOALS ADDRESSED: Objective #3: Communicate and Lead Together
Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.

**RECOMMENDATION: RECOGNITION OF RESOLUTION 2018-19-05
WEEK OF THE SCHOOL ADMINISTRATOR**

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION RESOLUTION
NO. 2018-19-05**

WEEK OF THE SCHOOL ADMINISTRATOR

WHEREAS, the title “school administrator” is a broad term used to define many education leadership posts. Superintendents, principals, assistant principals, school business officials, classified leaders, and all school district directors are considered administrators; and

WHEREAS, providing quality leadership and service for student success is paramount for the profession; and

WHEREAS, public schools operate with lean management systems. Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries; and

WHEREAS, the future of California’s public education system depends upon the quality of its leadership.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of Trustees of the Albany Unified School District proclaims October 8-12, 2018 to be Week of the School Administrator.

BE IT FURTHER RESOLVED that the Governing Board of Trustees of the Albany Unified School District encourages all members of our community to join with it in personally expressing appreciation to our administrators for their leadership, dedication, and devotion to their work.

PASSED AND ADOPTED by the Governing Board of Trustees of the Albany Unified School District on this 9th day of October, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Clerk of the Board of Trustees
Albany Unified School District
Alameda County, California

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

**MINUTES FOR REGULAR MEETING - DRAFT
August 28, 2018**

**Albany City Hall
1000 San Pablo Ave., Albany, CA 94706**

I. OPENING BUSINESS

A) CALL TO ORDER

President Black called the meeting to order at 6:00 p.m.

B) ROLL CALL

1. **Board Members Present:** President Black, Vice President Stapleton-Gray, Board Member Blanchard, Board Member Clark, Board Member Trutane
2. **Staff Members Present:** Superintendent Valerie Williams

C) IDENTIFY CLOSED SESSION PURSUANT TO SECTION III BELOW

II. PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS

Having no one present to address the Board, the Board adjourned to Closed Session.

III. CLOSED SESSION: With Respect to every item of business to be discussed in Closed Session:

A) PUBLIC EMPLOYEE PERFORMANCE EVALUATION - (Gov. Code Section 54957):

- Superintendent

IV. OPEN SESSION

A) CALL TO ORDER (Reconvene to Open Session)

President Black called the meeting to order at 7:06 p.m.

B) ROLL CALL

1. **Board Members Present:** President Black, Vice President Stapleton-Gray, Board Member Blanchard, Board Member Clark, Board Member Trutane, Student Board Member Weinstein, and Student Board Member Mallah
2. **Staff Present:** Superintendent Valerie Williams; Jackie Kim, Chief Business Official; Marie Williams, Director III, Curriculum, Instruction, and Assessment; Carrie Nerheim, Director I, Student Services; Cheryl Cotton, Director of Human Resources; and Diane Marie, Director III, Special Education
3. **Staff Excused:** Dax Kajiwara, Director of Technology

C) PLEDGE OF ALLEGIANCE

D) READING OF THE AUSD MISSION & VISION STATEMENT

The mission of Albany Unified School District is to provide excellent public education that empowers all to achieve their fullest potential as productive citizens. AUSD is committed to creating comprehensive learning opportunities in a safe, supportive, and collaborative environment, addressing the individual needs of each student.

E) REPORT OF ACTION TAKEN IN CLOSED SESSION

President Black reported that the Board took no action in Closed Session.

F) APPROVAL OF AGENDA

Having no discussion or comment on the Agenda, President Black requested a motion.

Motion: Board Member Trutane moved to Approve: *Albany Unified School District Board of Education Agenda for the August 28, 2018 Regular Meeting*. Seconded by Board Member Blanchard. The motion passed unanimously.

G) APPROVAL OF CONSENT CALENDAR

1. Board of Education

- a) Minutes of the June 26, 2018 Board of Education Meeting

2. Human Resources

- a) Certificated Personnel Assignment Order & Classified Personnel Assignment Order

3. Business Services

- a) June 2018 Warrant Report
- b) June 2018 Donation Report
- c) July 2018 Warrant Report
- d) July 2018 Donation Report

4. Curriculum, Instruction, and Assessment

- a) Independent Contractor Agreement with Sasha Kirkman, ASK Education Consulting

Having no discussion or comments on the Consent Calendar, President Black requested a motion.

Motion: Vice President Stapleton-Gray moved to Approve: *Consent Calendar*. Seconded by Board Member Trutane. The motion passed unanimously, with Board President, Paul Black, abstaining from check number 51083058 on the June 2018 Warrant Report, and check number 51092872 on the July 2018 Warrant Report.

H) BOARD AND SUPERINTENDENT REPORT

Superintendent Williams welcomed everyone to the first day of school. She reported that she was happy to see all schools ready for learning today. She was at the Albany High School and by 8:15 all students were in class and ready to learn.

She thanked Golden Gate Fields for their donation of \$5,000 to Albany Unified School District. On Thursday-Friday of last week, AUSD staff from preschool through high school attended *Tools for Tolerance* training provided by Sara Wicht. She thanked Marie Williams, Director of Curriculum, Instruction, and Assessment, for organizing this.

She also reminded the public that the [Maddy Act Notice for the Budget Advisory Committee](#) closes on Wednesday, August 29th. It is posted on the AUSD website at: (https://www.ausdk12.org/apps/pages/index.jsp?uREC_ID=92423&type=d&pREC_ID=1509944)

Board Member Blanchard reported that he walked around 3 sites: Albany High, Cornell, and then Albany Middle School for the opening of school today. He stated that everything was well organized and gave a shout out to everyone for being ready for the 1st day of school. He stated the impact of construction zone at Albany High School did not seem to interfere with the flow of traffic.

Board Member Trutane reported that she volunteered at an Albany High School classroom where she could see the construction zone and noted that there was nothing left inside the fence; it's ready for building. The demolition was completed over the summer so that there are no disturbances in the classes. She also reported that the Ocean View design team held meetings over the summer and have arrived at a new design for OV that involves saving some existing buildings and building some new classrooms; 34 classrooms total. Things are moving along smoothly.

Board Member Clark thanked the entire AUSD staff for a successful first day of school, and wished students and staff a successful, productive, and fun school year.

D) STUDENT BOARD MEMBERS' REPORT

Student Board Members Weinstein and Mallah provided the Board with the Student Board Member Report, which highlighted some of the recent and upcoming events in the Albany schools.

Albany High School:

- After a long summer, students received and compared schedules at Orientation on Thursday, August 23rd.
- Students navigated new pathways through their school as they await the new building at AHS.
- This fall, Albany High School introduced a women's water polo team. They have started practicing and are looking forward to showing their Cougar spirit in the water.

Albany Middle School:

- Students returned to school at Orientations on August 23rd and 27th.
- In the start of this new year, Albany Middle School is making efforts to improve communication with families. A survey is posted on their website to receive feedback about the Cobra Connection and the Cobra Monthly Newsletter.

Marin Elementary:

- Parents can go to *Back-to-School Night* to talk to teachers, see classrooms, and learn about the curriculum; September 6th for parents of kindergarteners, and September 13th for parents of 1st-5th graders.

Cornell Elementary:

- Come to *Cornell Community Time* from 8:30 - 9:30 a.m. on Wednesday, September 5th on the playground.
- *Back to School Night* will be hosted on Thursday, September 13th at 7:00 p.m.

Ocean View Elementary:

- *Back to School Night* will be hosted on Thursday, September 13th.

J) PERSONS TO ADDRESS THE BOARD ON MATTERS NOT ON THE AGENDA

No one addressed the Board.

K) STAFF REPORT**1) Education Update: English Learner Program Update**

Marie Williams, Director III, Curriculum, Instruction, and Assessment, shared her staff report as presented in the Board packet. She stated that this report was prepared for the end of last school year, and updates will be provided throughout this school year. AUSD has a Board Policy that requires report on English Learners as they are one student group measured on their own. Board members and staff discussed briefly the outstanding percentage of redesignated English Language Learners, as well as the statewide percentage not meeting standards. To view the presentation in its entirety, please view the [BOE video](#).

L) REVIEW AND ACTION**1) Special Education****a) *Appoint North Region SELPA Community Advisory Committee Member Representing the Albany Unified School District***

Diane Marie, Director III of Special Education, introduced Kathleen Marte as the candidate for this position. SELPA is the Special Education Local Plan Area, and our SELPA is the the North Region, which is comprised of Albany, Alameda, Berkeley, Emeryville, and Piedmont. CAC is the Community Advisory Community, and each district has 1 parent approved to represent at the meetings. Board Member Blanchard requested that the SELPA CAC, or Kathleen, to report back to the Board at some point. Diane Marie stated that this could be arranged between herself, SELPA Director, Katy Babcock, and Kathleen. Ms. Marte introduced herself to the Board. As a parent of a student with a disability, she has been attending North Region SELPA Community Advisory Committee meetings for several years, has found them valuable and educational, and would like to help them grow.

Motion: President Black requested a motion to Appoint Kathleen Marte as the *North Region SELPA Community Advisory Committee Member Representing the Albany Unified School District*. Motion by Board Member Clark; seconded by Board Member Blanchard. The motion passed unanimously.

b) *Independent Contractor Agreement Between Albany Unified School District and Sonja Biggs Educational Services, Inc.*

Diane Marie, Director III of Special Education, clarified that this is a standard contract for services for visually impaired students. AUSD currently has 4 students who receive the services. In addition to providing direct service to students such as teaching them how to use a scanner and scan while reading, the teacher from the agency will also provide consultation to staff, and conduct assessments as needed; provide consultation to the sites on how to set up rooms, seat students with visual impairments, and other services.

Motion: President Black requested a motion to Approve: *Independent Contractor Agreement Between Albany Unified School District and Sonja Biggs Educational Services, Inc.*

Motion by Board Member Blanchard; seconded by Vice President Stapleton-Gray. The motion passed unanimously.

2) Student Services

a) *Albany High School Behavior Matrix*

Alexia Ritchie, Albany High School Principal, and Larry Pratt, Assistant Principal at Albany High School, discussed and answered questions about the Revised Albany High School Behavior Matrix that was presented. Last year was the pilot year of the Behavior Matrix at Albany High. Principal Ritchie stated that this is a viable matrix that students are reacting positively to. The purpose of the matrix is to address student behaviors at a level that prevents those behaviors from recurring. They hope this matrix will provide more equitable outcomes for all students. Board members and staff discussed some of the restorative practices, sections on harassment and bullying, electronics, and sexual harassment. A member of the community expressed concern about how the matrix addresses students who are receiving Special Education services. To hear the discussion in its entirety, please view the [August 28, 2018 BOE Video](#) (at 36:21).

The Behavior Matrix that was reviewed and approved is attached to the end of these Minutes as: *AHS Behavior Matrix DRAFT-Revised 8-28-18.*

Motion: Board Member Trutane moved to Approve: *Albany High School Matrix*. Seconded by Vice President Stapleton-Gray. The motion passed unanimously.

3) Business Department

a) *Independent Contractor Agreement with Millennium Consulting Associates for Hazardous Materials Consulting Services for the Ocean View Construction Project*

Having no discussion or questions by the Board or members of the audience, President Black requested a motion on this item.

Motion: Board Member Clark moved to Approve: *Independent Contractor Agreement with Millennium Consulting Associates for Hazardous Materials Consulting Services for the Ocean View Construction Project*. Seconded by Board Member Trutane. The motion passed unanimously.

b) *Independent Contractor Agreement with Rincon Consultants, Inc., for Environmental Review Services for the Ocean View School Construction Project*

Jackie Kim, Chief Business Official, reported that this contract is from August 2018 to August 2019.

President Black stated that there is federal law that requires an environmental review of new construction projects. It was confirmed that Staff is going to ask for a categorical exemption from having to do a full review on the basis that we are rebuilding the school with approximately the same capacity on the same site as the school already existed.

Board Member Blanchard requested that Staff forward the report on Air Quality/Greenhouse Gas Emissions/Energy (as noted on page 113 of Board Packet) to the City of Albany Sustainability Committee. Superintendent Williams agreed to do so.

Board members and staff discussed the Scope of Work section of the contract regarding Cultural Resources and concerns about any sacred lands in or adjacent to the study area. Superintendent Williams will contact Rincon to discuss this.

Board Member Trutane pointed out that there were comments from a community member when this contract was initially brought to the Board, and when it reappears to the Board it is for \$4,000 less than it was previously.

Motion: Board Member Trutane moved to Approve: *Independent Contractor Agreement with Rincon Consultants, Inc., for Environmental Review Services for the Ocean View School Construction Project, with the understanding that District Staff is going to contact Rincon about the issues raised.* Seconded by Board Member Blanchard. The motion passed unanimously.

4) Superintendent

a) *Board of Education Members' Annual School Assignments for 2018-2019*

The Board decided on the following School Assignments for the 2018-2019 school year:

| <u>School</u> | <u>Board Member 2018-19</u> |
|-------------------------------|-----------------------------|
| Albany Children's Center: | Jacob Clark |
| Albany High School: | Kim Trutane |
| Albany Middle School: | Ross Stapleton-Gray |
| Cornell Elementary School: | Paul Black |
| MacGregor High School: | Kim Trutane |
| Marin Elementary School: | Jacob Clark |
| Ocean View Elementary School: | Charlie Blanchard |

With the Board reorganization in January after the Board of Education elections, one or more of the new members will take the place of person(s) leaving.

Motion: President Black requested a motion to Approve: *Board of Education Members' Annual School Assignments for 2018-2019*. Motion by Vice President Stapleton-Gray; seconded by Board Member Blanchard. The motion passed unanimously.

b) Board of Education Members' Annual Committee Assignments for 2018-2019

The Board decided on the following Committee Assignments for the 2018-2019 school year:

| Committee Name | Board Members 2018-19 |
|---|---|
| 2X2X2 Meeting | President* and Vice President* (Paul Black and Ross Stapleton-Gray) |
| Board Policy Committee | Paul Black* and Ross Stapleton-Gray* |
| Career/Technical Education Committee | Jacob Clark and Kim Trutane |
| Fundraising Advisory Committee (FAC/PTA Roundtable) | Charlie Blanchard and Ross Stapleton-Gray* |
| Local Control Accountability Plan Committee | Charlie Blanchard and Paul Black* |
| Ocean View Elementary School Design Team | Charlie Blanchard and Kim Trutane |
| Sustainability/Integrated Design Committee | Charlie Blanchard and Kim Trutane |
| Technology Advisory Committee | Hiatus/suspend |
| Wellness Advisory Committee | Jacob Clark and Kim Trutane |

* new members will assume these positions

With the Board reorganization in January after the Board of Education elections, one or more of the new members will take the place of person(s) leaving.

Discussion about Student Board Members attending committee meetings. Student board members should be added to mailing list for each of the committees, and they can talk to District Staff to learn more about each committee if they would like to attend. Student Board Members do not have voting rights on committees.

Motion: Board Member Clark moved to Approve: *Board of Education Members' Annual Committee Assignments for 2018-2019*. Seconded by Board Member Trutane. The motion passed unanimously.

AGENDA ITEMS/MATTERS INTRODUCED BY THE BOARD

- Report on SELPA CAC - Katy Babcock and Kathleen Marte
- Measures that the City of Albany is putting on November Ballot - Val can talk to City Manager
- Transfer of Credits from Tilden (or Berkeley Community College) to Albany High School:
 - Number of AHS student who receive credits from these schools over last five (5) years by subject area. Talk to Tilden about classes taking there and not at AHS.
 - How 1:1 Teaching method works
 - Student Board Members will talk to students who attend (or have attended).

VII. ADJOURNMENT

The Board adjourned the meeting at 8:57 p.m.

FUTURE BOARD MEETINGS

| Date | Time | Location |
|--|--|--|
| September 11, 2018 | *7:30 – 9:30 p.m. *in observance of Rosh Hashanah, Open Session begins at sunset | Albany City Hall |
| September 15, 2018 Special Meeting: BOE RETREAT | *1:00 – 4:30 p.m. | Albany Middle School 1259 Brighton Ave. |

***SEE Attachment A: ALBANY HIGH SCHOOL BEHAVIOR MATRIX DRAFT-Revised 8-28-18**

Albany High School Behavior Matrix-DRAFT

The following guidelines are provided to be used as options and at the staff's discretion depending on the infraction.

| Level 1 | Level 2 | Level 3 |
|--|--|---|
| - Minor behavioral OR first reported incident. | - Moderate behavioral OR second reported incident. | - Severe behavioral OR continued incidents. |

All actions within a box may be used for each student action. **Restorative practices are voluntary for all parties. If a student chooses not to engage in the restorative actions, other consequences may be issued.**

When specified, teachers will be notified first via e-mail and then in person to provide further details.

For each 2 days of suspension, a student can replace 1 day with 5 hours of community service. The community service hours must be approved by administration and be completed within 3 weeks of the incident.

If a student is suspended, there will be a pre-suspension conference and a reintegration conference that will include guardian, student, an administrator and where appropriate, any additional staff members. When a student is suspended, teachers are automatically notified of the incident and suspension.

Conflict resolution – A meeting between all parties that is mediated by an administrator, counselor or teacher using restorative questions and “I messages.” Resolutions will only be conducted when both parties agree.

Counseling referral – A referral to one of the school counselors will be made and counselor will determine length/duration of follow-up visits or interventions. Referrals to the mental health program may be made through the counselors.

Defiance – Minor occurrences of defiance should be handled in the classroom using the existing classroom management system. Requests for restorative conferences can be made without completing a behavior referral.

Restorative circle – A practice of restorative justice in which those impacted by an action come together using a formal circle process to address the harm done and explore ways to move forward. Circles will only be conducted when both parties agree.

Restorative conference -- A practice of restorative justice in which those impacted by an action come together in a conference setting to address the harm done and explore ways to move forward.

| Behavior | 1st Incident/Level | 2nd Incident/Level | 3rd Incident/Level |
|-----------------|--|--|--|
| Absences | <ul style="list-style-type: none"> 1st truancy letter at 3 unexcused absences | <ul style="list-style-type: none"> 2nd truancy letter at 5 unexcused absences SART meeting (Truancy Mediation) with family, teacher and counselor if necessary Teacher notification of process | <ul style="list-style-type: none"> 3rd truancy letter at 7 unexcused absences SARB (Truancy Mediation) meeting at 9 unexcused absences Teacher notification of results |
| Arson | <ul style="list-style-type: none"> 5 day suspension Guardian + student conference Restorative circles Counselor referral 5 hrs. community service Police report Possibility of expulsion recom. | <ul style="list-style-type: none"> Suspension pending expulsion process (Ed. Code required) Expulsion recommended Guardian + student conference Restorative circles 10 hrs. community service Police report | |

| Assault/Battery/Fighting | | | |
|---|---|---|---|
| - Self-defense | <ul style="list-style-type: none"> Guardian contact Conflict resolution or circle Counselor referral | <ul style="list-style-type: none"> Guardian + student conference Conflict resolution or circle Counselor referral | <ul style="list-style-type: none"> Guardian + student conference Conflict resolution or circle Counselor follow-up |
| - Caused minor injury | <ul style="list-style-type: none"> After-school detention Guardian + student conference Conflict resolution or circle* Research/reflection | <ul style="list-style-type: none"> 1-2 day in-school suspension Guardian + student conference Conflict resolution or circle Counselor referral | <ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Conflict resolution or circle Counselor follow-up |
| - Caused serious injury (not mutual combat) | <ul style="list-style-type: none"> 1-2 days in-school suspension Guardian + student conference Conflict resolution or circle Counselor referral Research/reflection | <ul style="list-style-type: none"> 1-2 day suspension Guardian + student conference Conflict resolution or circle Counselor follow-up | <ul style="list-style-type: none"> 1-5 day suspension Possibility of expulsion recommendation Guardian + student conference Conflict resolution or circle Counselor follow-up |
| - Mutual combat/fighting | <ul style="list-style-type: none"> 1-3 day suspension Guardian + student conference Conflict resolution or circle Research/reflection | <ul style="list-style-type: none"> 2-4 day suspension Guardian + student conference Conflict resolution or circle Counselor referral | <ul style="list-style-type: none"> 3-5 day suspension Guardian + student conference Conflict resolution or circle Counselor follow-up |
| - Willfully caused serious injury, except in self-defense - Physical assault/battery - Sexual assault – aggressive and unwanted sexual/intimate contact (Ed. Code required) | <ul style="list-style-type: none"> Suspension pending expulsion process Expulsion recommended Police report Guardian, student, counselor and admin conference Research/reflection | | |
| Cutting Class (15 min + of class) | | | |
| - On Campus without permission | <ul style="list-style-type: none"> Guardian + teacher notified | <ul style="list-style-type: none"> After-school detention of double the time cut with a cap of 2 detentions Guardian + student conference Counselor referral Teacher notified | <ul style="list-style-type: none"> 1 day in-school suspension Guardian, student, teacher and counselor conference Counselor follow-up Possible referral to SART/SARB Teacher notified |
| - Off campus/leaving without permission | <ul style="list-style-type: none"> Student's safety is ensured by calling parent, contacts, and if that fails, the police After-school detention of double the time cut with a cap of 2 Guardian + student conference Guardian + teacher notified | <ul style="list-style-type: none"> Student's safety is ensured by calling parent, contacts, and if that fails, the police 1 day in-school suspension Guardian + student conference Counselor referral Teacher notified | <ul style="list-style-type: none"> Student's safety is ensured by calling parent, contacts, and if that fails, the police 2 day in-school suspension Guardian, student, teacher, and counselor conference Counselor follow-up Possible referral to SART/SARB Teacher notified |
| Defiance or Disruption of the Educational Process | | | |
| - Minor: Student does not follow repeated directions or requests from staff; action momentarily interrupts instruction, event or program | <ul style="list-style-type: none"> Restorative action Guardian contact | <ul style="list-style-type: none"> Restorative action 1 day class suspension possible Restorative conference with student, teacher, and admin Guardian contact | <ul style="list-style-type: none"> 1-2 day In-school suspension Restorative action Restorative conference with student, guardian, teacher, and admin Counselor referral |

| | | | |
|---|---|--|---|
| - Major or repetitive: Student does not follow repeated directions or requests from staff; action interrupts or stops instruction, event or program; administrator or supervisor support required | <ul style="list-style-type: none"> • After-school detention • 1 day class suspension • Restorative circle • Guardian + student conference | <ul style="list-style-type: none"> • 1 day in-school suspension • Restorative circle • Guardian + student reintegration conference • Counselor referral | <ul style="list-style-type: none"> • Possible 1-3 day suspension • Guardian + student conference • Conflict circle • Counselor follow-up |
| Drugs, and Controlled Substances | | | |
| - Selling, buying, distributing | <ul style="list-style-type: none"> • Suspension pending expulsion process (Ed. Code required) • Expulsion recommended • Police report • Guardian, student, counselor and admin conference • Restorative research/reflection | | |
| - Possession | <ul style="list-style-type: none"> • 1 day suspension • Guardian + student conference • Item turned over to police • Restorative circle • Counselor referral | <ul style="list-style-type: none"> • 2-3 day suspension • Guardian + student conference • Item turned over to police • Restorative circle • Counselor follow-up | <ul style="list-style-type: none"> • 3-5 day suspension • Possible expulsion recommendation • Guardian + student conference • Item turned over to police • Restorative circle • Counselor follow-up |
| - Under the influence | <ul style="list-style-type: none"> • 1-3 day in-school suspension • Guardian + student conference • Restorative circle • Counselor referral | <ul style="list-style-type: none"> • 3-5 day in or out of school suspension • Guardian + student conference • Restorative circle • Counselor follow-up • Random bag checks possible | <ul style="list-style-type: none"> • 5 day suspension • Possible expulsion recommended • Counselor follow-up • Random bag checks possible |
| Drug Paraphernalia | | | |
| - Possession | <ul style="list-style-type: none"> • 1 day in-school suspension • Guardian + student conference • Item turned over to police • Restorative circle • Counselor referral | <ul style="list-style-type: none"> • 2-3 day suspension • Guardian + student conference • Item turned over to police • Restorative circle • Counselor follow-up • Random bag checks possible | <ul style="list-style-type: none"> • 3-5 day suspension • Guardian + student conference • Item turned over to police • Random bag checks possible |
| - Sale | <ul style="list-style-type: none"> • 2-3 day suspension • Guardian + student conference • Item turned over to police • Restorative circle • Counselor referral | <ul style="list-style-type: none"> • 3-5 day suspension • Guardian + student conference • Item turned over to police • Restorative circle* • Counselor follow-up | <ul style="list-style-type: none"> • Suspension pending expulsion process (Ed. Code required) • Expulsion recommended • Guardian, student + counselor conference • Item turned over to police |
| Electronics | | | |
| - Use without permission and teacher deems the device to be a distraction: Phones, Bluetooth speakers, etc. | <ul style="list-style-type: none"> • Device taken and logged in the office. Returned to student at the end of the day. | <ul style="list-style-type: none"> • Device taken and logged in the office. Guardian phone call or conference required to return device to student at the end of the day. | <ul style="list-style-type: none"> • Device taken and logged in the office. Guardian phone call or conference required to return device to student after five days. |
| -Recording a fight to post on social media. | <ul style="list-style-type: none"> • 3 hours of community service • Reflection assignment • Guardian contact | <ul style="list-style-type: none"> • 6 hours of community service • Reflection assignment • Guardian contact | <ul style="list-style-type: none"> • 9 hours of community service • Reflection assignment • Guardian contact |
| Falsifying Records Plagiarism/Cheating | <ul style="list-style-type: none"> • Guardian + student conference • Reflective assignment • Warning of or loss of privilege related to falsification/plagiarism including grades. | <ul style="list-style-type: none"> • Guardian + student conference • Reflective assignment • Loss of privilege related to falsification/plagiarism including grades. | <ul style="list-style-type: none"> • 1 day in-school suspension • Guardian + student conference • Reflective assignment • Loss of privilege related to falsification/plagiarism including grades. |
| - Falsely representing yourself, other people or facts on school documents. | | | |

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| -Plagiarism/cheating on all academic assignments and exams. | | | |
| Fire Alarms | <ul style="list-style-type: none"> 1-2 day in-school suspension Community service Reflective assignment Restorative circle | <ul style="list-style-type: none"> 2 day suspension Community service Reflective assignment Restorative circle | <ul style="list-style-type: none"> 3-5 day suspension Community service Reflective assignment Restorative circle |
| - Pulling | | | |
| Gambling | <ul style="list-style-type: none"> 3 days community service Confiscation of equipment for guardian pick-up Restorative circle | <ul style="list-style-type: none"> After-school detention Confiscation of equipment Guardian + student conference Restorative circle Counselor referral Community service | <ul style="list-style-type: none"> 1+ day in-school suspension Confiscation of equipment Guardian + student conference Restorative circle Counselor referral Community service |
| Harassment & Bullying | <ul style="list-style-type: none"> After-school detention Guardian + student conference Conflict resolution or restorative circle Educational/reflective assignment | <ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Conflict resolution or restorative circle Educational/reflective assignment Harassment contract Counselor referral | <ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Conflict resolution or restorative circle Educational/reflective assignment Counselor follow-up Possible schedule change |
| - Unwelcome comments [spoken, written, electronic] or acts, which are ongoing, one-sided and make the recipient feel powerless and/or creates a hostile environment | | | |
| Hate Acts | <ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech | <ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech | <ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech |
| - Harmful action against someone for their real or perceived identity. | | | |
| Hate Speech/Messaging | <ul style="list-style-type: none"> Guardian contact Research and written reflection about the specific area of hate Restorative circle Make amends with group impacted Counselor referral | <ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Research and written reflection Restorative circle Make amends with group impacted Counselor referral | <ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Research and written reflection Restorative circle Make amends with group impacted Counselor follow-up |
| - Slur or derogatory comment/message about one's real or perceived identity. This includes body size, disability, gender, nationality, race, religion, or sexual orientation. | | | |
| Incendiary Devices (matches, lighters, etc.) | | | |
| -Possession | <ul style="list-style-type: none"> Community service Guardian contact Confiscation of Item Restorative circle | <ul style="list-style-type: none"> Community service Guardian contact Confiscation of Item Restorative circle | <ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Confiscation of Item Restorative circle Random bag checks in morning |
| -Use (lighting something on fire) | <ul style="list-style-type: none"> 1 day suspension Guardian contact Confiscation of Item Restorative circle | <ul style="list-style-type: none"> 2 day suspension Guardian contact Confiscation of Item Restorative circle | <ul style="list-style-type: none"> 3 day suspension Guardian + student conference Confiscation of Item Restorative circle Random bag checks in morning |
| Offensive Comment | <ul style="list-style-type: none"> Behavior reflection form Conflict resolution Guardian contact | <ul style="list-style-type: none"> Community service Behavior reflection form Conflict resolution Guardian contact | <ul style="list-style-type: none"> Community service Behavior reflection form Conflict resolution Guardian contact Counselor referral |
| - Harmful or offensive comment that is not about a person's identity. | | | |
| Retaliation | <ul style="list-style-type: none"> See the consequence for each act plus any or all of the following: Guardian contact Restorative circle Counselor referral | <ul style="list-style-type: none"> See the consequence for each act plus any or all of the following: 1 day in-school suspension Guardian + student conference Restorative circle Counselor referral Retaliation contract | <ul style="list-style-type: none"> See the consequence for each act plus any or all of the following: 1-5 day suspension Guardian + student conference Restorative circle Counselor follow-up Retaliation contract |
| - Harming someone because they have caused or reported harm | | | |

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| Roughhousing (not fighting) | <ul style="list-style-type: none"> • Verbal warning • Teacher notifies asst. principal | <ul style="list-style-type: none"> • After-school detention • Guardian contact • Conflict resolution • Counselor referral | <ul style="list-style-type: none"> • 1 + day in or out-of-school suspension • Guardian + student conference • Conflict resolution • Counselor follow-up |
| Selling, Buying, or Trading Items with the intent of intimidation or bullying. | <ul style="list-style-type: none"> • 2 days community service • Items, or \$ earned, are returned to original owner • Guardian contact | <ul style="list-style-type: none"> • After-school detention • Items, or \$ earned, are returned to original owner • Guardian contact | <ul style="list-style-type: none"> • 1 day in-school suspension • Items, or \$ earned, are returned to original owner and guardian to pick up • Guardian + student conference |
| Sexual Harassment - Verbal/visual (creating or displaying pictures, signs, gestures, inappropriate material or verbal statement) - Physical contact (of another in the act of harassment), includes pantsing - Continual verbal, visual, or physical sexual harassment | <ul style="list-style-type: none"> • 1 day in-school suspension • Guardian + student conference • Restorative circle • Counselor referral | <ul style="list-style-type: none"> • 1-3 day suspension • Conference with student, guardian, and counselor • Restorative circle • Restorative project or training • Counselor referral • Harassment contract | <ul style="list-style-type: none"> • 3-5 day suspension • Conference with student, guardian, and counselor • Restorative circle • Restorative project or training • Possible schedule change • Counselor follow-up |
| Tardy | <ul style="list-style-type: none"> • 1st - 3rd warning via auto-dialer | <ul style="list-style-type: none"> • 6th after-school detention • 7th warning via auto-dialer | <ul style="list-style-type: none"> • 10+ after-school detention |
| Theft/Possession of Stolen Property | <ul style="list-style-type: none"> • After school detention • Restitution to individual(s) and community • Guardian + student conference • Restorative circle • Counselor referral | <ul style="list-style-type: none"> • 1-2 day in-school suspension • Restitution to individual(s) and community • Guardian + student conference • Police contacted if necessary • Restorative circle • Counselor follow-up | <ul style="list-style-type: none"> • 3+ day in-school suspension • Restitution to individual(s) and community • Guardian + student conference • Police contacted if necessary • Restorative circle • Counselor follow-up |
| Threats (student) - Witness intimidation using harassment and/or threat - Threat of death or grave bodily injury | <ul style="list-style-type: none"> • 1-2 day suspension in or out-of-school • Guardian + student conference • Conflict resolution or restorative circle • Counselor referral • Police report possible | <ul style="list-style-type: none"> • 2-3 day suspension • Guardian + student conference • Conflict resolution or restorative circle • Counselor follow-up • Police report possible • Consider class change | <ul style="list-style-type: none"> • 3-5 day suspension • Expulsion recommendation possible • Guardian + student conference • Conflict resolution or restorative circle • Counselor follow-up • Police report • Consider class change |
| Threats (staff) - Threat of death or grave bodily injury against school official, or against school property | <ul style="list-style-type: none"> • 1-2 day suspension in or out of school • Guardian + student conference • Police report possible • Restorative conference • Counselor referral | <ul style="list-style-type: none"> • 2-3 day suspension • Guardian + student conference • Police report possible • Restorative conference • Counselor follow-up • Consider class change | <ul style="list-style-type: none"> • 3-5 day suspension • Expulsion recommendation possible • Guardian + student conference • Police report • Restorative conference • Counselor follow-up • Consider class change |
| Vandalism, Graffiti, Destruction of Property - Destruction or harm to school or personal property requiring clean up or resulting in financial loss | <ul style="list-style-type: none"> • 1-2 day in-school suspension • Restitution, clean up • Guardian + student conference • Research/reflection • Police report possible | <ul style="list-style-type: none"> • 2 day in-school suspension • Restitution, clean up • Guardian + student conference • Police report | <ul style="list-style-type: none"> • 3 day in-school suspension • Restitution, clean up • Guardian + student conference • Police report |

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|--|--|---|--|
| Verbal Abuse of a Staff Member | <ul style="list-style-type: none"> Possible 1 day class suspension Restorative conference including guardian | <ul style="list-style-type: none"> Possible 2-3 day class or in-school suspension Restorative conference including guardian Counselor referral | <ul style="list-style-type: none"> Possible 3-5 day class or out of school suspension Restorative conference including guardian Counselor follow-up |
| Weapons, Explosives, Dangerous Objects, Imitation Firearms | | | |
| - Possession of a knife or blade, real or imitation | <ul style="list-style-type: none"> 1-2 day suspension Guardian + student conference Counseling referral | <ul style="list-style-type: none"> 3-5 day suspension Guardian + student conference Counseling follow-up Possibility of expulsion recommended | <ul style="list-style-type: none"> Suspension pending expulsion Expulsion recommended Guardian + student conference Counseling follow-up |
| - Possession or use of weapons, explosives, dangerous objects or imitation firearms - Brandishing a knife | | | <ul style="list-style-type: none"> Suspension pending expulsion (Ed. Code required) Expulsion recommended Police called Guardian and student conference |

Note that school staff reserve the right to shift the nature of suspensions from in-school to out of school and vice versa when appropriate or necessary.

Resources:

[Fix School Discipline Tool Kit](#)

[Mindfulness for Students](#)

[Psychology Today- Understanding Myths about Mistakes](#)

[Mind Tools- How Good is Your Decision Making?](#)

[Ted Talk- Why I keep speaking when people mock my accent.](#)

[You Tube: Alcohol's Effect on the Teenage Brain](#)

Possible headers “Ourselves, others, environment”

Use “I and we” language”

Personnel Assignment Order: Pending Approval

BOE Meeting: 10/9/2018

Class: Certificated**Category: New Hire**

| <i>Position</i> | <i>Name</i> | <i>Site</i> | <i>FTE/Amt</i> | <i>Effec Date</i> | <i>End Date</i> | <i>Action</i> | <i>Funding</i> |
|--------------------------|----------------|-------------|----------------|-------------------|-----------------|---------------|----------------|
| Teacher | Ward, Sarah | AHS | 1.00 | 9/26/18 | 6/14/18 | Approve | GF |
| Mental Health Specialist | Faerstein, Ian | AHS | 0.25 | 9/26/18 | 6/14/18 | Approve | GF |

Class: Classified**Category: New Hire**

| <i>Position</i> | <i>Name</i> | <i>Site</i> | <i>FTE/Amt</i> | <i>Effec Date</i> | <i>End Date</i> | <i>Action</i> | <i>Funding</i> |
|--------------------------------|--------------------|-------------|----------------|-------------------|-----------------|---------------|----------------|
| Student Worker | Aguilera, Elisio | CK | \$9.00/hour | 8/28/18 | | Approve | CK |
| Yard Aide | Liu, Wenyan | OV | 0.25 | 8/27/18 | 6/14/18 | Approve | GF |
| Custodian, Night | McElroy, Consuella | Pool | 0.625 | 8/24/18 | | Approve | Pool |
| Para-educator: World Languages | Xu, Zhiling | ACC | 0.6 | 8/28/18 | | Approve | ACC |

Category: Separation of Service

| <i>Position</i> | <i>Name</i> | <i>Site</i> | <i>FTE/Amt</i> | <i>Effec Date</i> | <i>End Date</i> | <i>Action</i> | <i>Funding</i> |
|----------------------------------|-----------------|-------------|----------------|-------------------|-----------------|---------------|----------------|
| Lead Custodian | Brown, Keith | CO | 1.00 | 10/31/18 | | Approve | |
| Para-educator: Special Education | Castro, Claudia | SPED | 0.8 | 8/24/18 | | Approve | |

Class: Uncompensated Service**Category: Volunteer**

| <i>Position</i> | <i>Name</i> | <i>Site</i> | <i>FTE/Amt</i> | <i>Effec Date</i> | <i>End Date</i> | <i>Action</i> | <i>Funding</i> |
|-----------------|---------------------|-------------|----------------|-------------------|-----------------|---------------|----------------|
| | Jung, Seung-Yong | | | 10/10/18 | | Approve | |
| | Liong, Erinn Maegan | | | 10/10/18 | | Approve | |
| | Liong, Shira Mor | | | 10/10/18 | | Approve | |

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Board Report

August 2018 Warrant Listing

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|---|-------------|--|-----------------|--------------|
| 10875951 | 08/31/2018 | Shijie Chen | Cancelled | | | 802.45 * |
| | | Cancelled on 09/05/2018, Cancel Register # PM180906 | | | | |
| 51095742 | 08/01/2018 | ACSIG - VISION INSURANCE | 010-9534 | 07/18 VISION | | 11,446.40 |
| 51095743 | 08/01/2018 | ALBANY HILL MINI MART | 010-4300 | FUEL FOR DISTRICT VEHICLES | | 3,497.41 |
| 51095744 | 08/01/2018 | ALBANY ROTARY CLUB | 010-5300 | 18/19 MEMBERSHIP DUES FOR V. WILLIAMS | | 200.00 |
| 51095745 | 08/01/2018 | ALHAMBRA | 010-4300 | AAC WATER DELIVERY | | 66.08 |
| 51095746 | 08/01/2018 | WELLS FARGO VENDOR FIN SERV | 010-5600 | AMS STAFF COMPUTER REFRESH - 4YR LEASE | | 14,720.18 |
| 51095747 | 08/01/2018 | ARCO AM/PM | 010-4300 | FUEL FOR TRANSPORTATION VEHICLES | | 507.03 |
| 51095748 | 08/01/2018 | AT&T | 010-5930 | 06/07-07/06 SERVICE | 90.19 | |
| | | | | 06/19-07/18 SERVICE | 730.10 | 820.29 |
| 51095749 | 08/01/2018 | AUSD REVOLVING FUND | 010-5838 | LIVE SCAN FEES | | 460.00 |
| 51095750 | 08/01/2018 | ALBANY USD | 010-3751 | 08/18 CALPERS | 14,939.38 | |
| | | | 010-3752 | 08/18 BOE CALPERS | 133.00 | |
| | | | | 08/18 CALPERS | 6,118.00 | |
| | | | 010-5800 | 08/18 BOE CALPERS | 26.20 | |
| | | | | 08/18 CALPERS | 1,457.91 | |
| | | | 010-9534 | 08/18 BOE CALPERS | 11,255.21 | |
| | | | | 08/18 CALPERS | 532,653.34 | 566,583.04 |
| 51095751 | 08/01/2018 | BERKELEY CHESS SCHOOL | 010-5825 | 17/18 OCEAN VIEW CHESS INSTRUCTION | | 3,600.00 |
| 51095752 | 08/01/2018 | BONAMI BAKING | 130-4700 | BREAD | | 148.00 |
| 51095753 | 08/01/2018 | CAROLINA BIOLOGICAL SUPPLY CO | 010-4300 | AMS SCIENCE SUPPLIES | 49.39 | |
| | | | 010-9508 | AMS SCIENCE SUPPLIES | 610.39 | 659.78 |
| 51095754 | 08/01/2018 | CHILDREN'S HOSPITAL & RESEARCH CENTER OAKLAND | 010-5825 | AHS ATHLETIC PROGRAM | | 9,000.00 |
| 51095755 | 08/01/2018 | BANKCARD CENTER | 010-4300 | 2018 2nd QTR SALE USE TAX | .51 | |
| | | | 010-9560 | 2018 2nd QTR SALE USE TAX | 837.94 | |
| | | | 130-9560 | 2018 2nd QTR SALE USE TAX | 354.55 | 1,193.00 |
| 51095756 | 08/01/2018 | REBECCA EROS C/O OCEAN VIEW | 010-4305 | REIMB FOR MEETING SUPPLIES | | 88.71 |
| 51095757 | 08/01/2018 | WELLS FARGO EQUIPMENT FINANCE | 010-6400 | EQUIPMENT RENTAL | | 968.94 |
| 51095758 | 08/01/2018 | HOME DEPOT INC. | 010-4300 | DISTRICT MAINTENANCE SUPPLIES | | 193.63 |
| 51095759 | 08/01/2018 | EMS LINQ INC | 130-5800 | 18/19 iSITE RENEWAL - FOOD SERVICE | | 2,050.00 |
| 51095760 | 08/01/2018 | J.W. PEPPER & SON INC | 010-4300 | AMS LEATHER BATON CASE | | 98.88 |
| 51095761 | 08/01/2018 | WELLS FARGO VENDOR FIN SERV | 010-5611 | DISTRICT WIDE COPIER LEASE | | 3,273.42 |
| 51095762 | 08/01/2018 | KONICA MINOLTA BUSINESS SOLUTIONS INC. | 010-5610 | CORNELL COPIER USAGE | | 305.41 |
| 51095763 | 08/01/2018 | SARAH MonPERE | 120-8673 | REFUND ACC FEE | | 100.00 |
| 51095764 | 08/01/2018 | NEWSELA | 010-4300 | AMS NEWSELA PRO TEACHER LICENSES | | 1,400.00 |

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Board Report

August 2018 Warrant Listing

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|---|-------------|--|-----------------|--------------|
| 51095765 | 08/01/2018 | O'CONNOR PEST CONTROL | 010-5610 | AHS & AMS PEST CONTROL | | 150.00 |
| 51095766 | 08/01/2018 | OFFICE DEPOT | 010-4300 | D.O. SUPPLIES | 604.14 | |
| | | | | SELPA SUPPLIES | 171.56 | |
| | | | | SUMMER SCHOOL SUPPLIES | 172.84 | 948.54 |
| 51095767 | 08/01/2018 | PG&E | 010-5520 | 06/06-07/05 SERVICE | | 267.57 |
| 51095768 | 08/01/2018 | PITNEY BOWES | 010-5610 | 01/01/18-06/30/18 SERVICE AGREEMENT FOR AHS POSTAGE MACHINE | 206.58 | |
| | | | 010-5611 | AHS POSTAGE MACHINE LEASE | 197.55 | 404.13 |
| 51095769 | 08/01/2018 | PURCHASE POWER | 010-5910 | AHS POSTAGE | | 974.73 |
| 51095770 | 08/01/2018 | PATRICIA POPE C/O CORNELL SCHOOL | 010-4300 | REIMB FOR SUMMER SCHOOL SUPPLIES | | 154.28 |
| 51095771 | 08/01/2018 | PRUDENTIAL OVERALL SUPPLY | 010-5800 | DISTRICT UNIFORM SERVICE | | 759.26 |
| 51095772 | 08/01/2018 | AVNER SHLAIN | 120-8673 | REFUND ACC FEE | | 100.00 |
| 51095773 | 08/01/2018 | UNITED PARCEL SERVICE | 010-5800 | SHIPPING CHARGES | | 5.28 |
| 51095774 | 08/01/2018 | YUXUAN WANG | 130-8634 | REFUND LUNCH MONEY | | 72.00 |
| 51102000 | 08/03/2018 | ALLIED CONSTRUCTION | 010-5670 | DISTRICT ROOFING WORK | | 1,938.00 |
| 51102001 | 08/03/2018 | ALPHA VISTA SERVICES, INC. | 010-5825 | PSYCHOLOGICAL SERVICES | | 14,012.50 |
| 51102002 | 08/03/2018 | ALTEN CONSTRUCTION INC | 211-6201 | AHS DESIGN, PRECONSTRUCTION, CONSTRUCTION | 8,658.87 | |
| | | | 211-6251 | AHS DESIGN, PRECONSTRUCTION, CONSTRUCTION | 216,629.83 | 225,288.70 |
| 51102003 | 08/03/2018 | AMERICAN LOGISTICS COMPANY | 010-5825 | TRANSPORTATION SERVICES | | 749.32 |
| 51102004 | 08/03/2018 | BART GROUP SALES | 010-5810 | AHS BART TICKETS | | 3,960.00 |
| 51102005 | 08/03/2018 | BERKELEY CHESS SCHOOL | 010-5825 | 17/18 CORNELL CHESS INSTRUCTION | | 2,160.00 |
| 51102006 | 08/03/2018 | SALLY COHEN C/O AHS | Cancelled | REIMB FOR TRAUMA GRANT SUPPLIES | | 20.13 * |
| | | Cancelled on 08/23/2018, Cancel Register # AP08232018 | | | | |
| 51102007 | 08/03/2018 | MERI CORPUZ | 010-4300 | REIMB FOR SUMMER SCHOOL SUPPLIES | | 18.67 |
| 51102008 | 08/03/2018 | CHERYL COTTON C/O DISTRICT OFFICE | 010-4315 | 05/10-06/05 MILEAGE REIMB | 181.05 | |
| | | | | 07/18 MILEAGE REIMB | 24.20 | 205.25 |
| 51102009 | 08/03/2018 | DATA SAFE | 010-5800 | DOCUMENT STORAGE | | 50.28 |
| 51102010 | 08/03/2018 | EBMUD | 010-5555 | 05/22-07/20 SERVICE | 472.56 | |
| | | | | 06/20-07/20 SERVICE | 1,925.69 | 2,398.25 |
| 51102011 | 08/03/2018 | PARENT | 010-5827 | * SPECIALIZED ACADEMIC SERVICES | | 12,400.00 |
| 51102012 | 08/03/2018 | LINCOLN AQUATICS | 010-4300 | AAC SUPPLIES | | 1,252.55 |
| 51102013 | 08/03/2018 | PARENT | 010-5827 | * BASIC EDUCATION | | 1,720.00 |
| 51102014 | 08/03/2018 | MICHELE MOORE | 010-5825 | SERVICES & ASSESSMENTS FOR VISUALLY IMPAIRED | | 250.00 |
| 51102015 | 08/03/2018 | PBS DISTRIBUTION, LLC | 010-4300 | AHS HSS SUPPLIES | | 76.79 |
| 51102016 | 08/03/2018 | PG&E | 010-5520 | 06/04-07/06 SERVICE | | 6,486.11 |

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Board Report

August 2018 Warrant Listing

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|---|-------------|--|-----------------|--------------|
| 51102017 | 08/03/2018 | JULIE SEN C/O DISTRICT OFFICE | 010-4305 | REIMB FOR MEETING SUPPLIES | | 90.14 |
| 51102270 | 08/06/2018 | CAS Inspections, Inc. Neil Brodhead | Cancelled | INSPECTOR OF RECORD SERVICES - AMS ANNEX PROJ | | 14,400.00 * |
| 51102271 | 08/06/2018 | Cancelled on 08/10/2018, Cancel Register # AP08102018B CONSOLIDATED ENGINEERING LABS | Cancelled | SPECIAL TESTING FOR AMS ANNEX | | 3,604.00 * |
| 51102272 | 08/06/2018 | Cancelled on 08/10/2018, Cancel Register # AP08102018B HIBSER YAMAUCHI ARCHITECTS | Cancelled | AMS ANNEX BRIDGING ARCHITECTURAL SERVICES | | 863.64 * |
| 51102273 | 08/06/2018 | Cancelled on 08/10/2018, Cancel Register # AP08102018B School Facility Consultants | Cancelled | 06/18 CONSULTING - NEW CONSTRUCTION ELIGIBILITY | | 1,746.25 * |
| 51102409 | 08/08/2018 | Cancelled on 08/10/2018, Cancel Register # AP08102018B ACSIG - DELTA DENTAL | 010-9534 | 08/18 DENTAL | 40,577.30 | |
| | | | | 08/18 COBRA DENTAL | 1,195.20 | 41,772.50 |
| 51102410 | 08/08/2018 | ARROW GLASS COMPANY | 010-9508 | AHS WINDOW REPLACEMENT | | 2,854.49 |
| 51102411 | 08/08/2018 | AUSD REVOLVING FUND | 010-4300 | GATE OPENERS - BANCROFT | | 225.00 |
| 51102412 | 08/08/2018 | AUTOMATIC RESPONSE SYSTEMS | 010-5800 | DISTRICT OFFICE SHREDDING SERVICE | | 150.00 |
| 51102413 | 08/08/2018 | CALIFORNIA CLEAN-AIR SERVICES | 211-6203 | PRE-DEM ASBESTOS & LEAD TESTING - LITTLE THEATRE | | 1,500.00 |
| 51102414 | 08/08/2018 | CAS Inspections, Inc. Neil Brodhead | 211-6261 | INSPECTOR OF RECORD SERVICES - AMS ANNEX PROJ | | 14,400.00 |
| 51102415 | 08/08/2018 | CUTTING EDGE DRAPERY | 010-9508 | AHS BLINDS | | 2,252.13 |
| 51102416 | 08/08/2018 | EUNICE GOURMET | 010-4305 | BOE SUPPLIES | | 64.00 |
| 51102417 | 08/08/2018 | GRANICUS, INC. | 010-5825 | MINUTES MAKER | | 140.00 |
| 51102418 | 08/08/2018 | HILLYARD/SAN FRANCISCO | 010-4300 | DISTRICT CUSTODIAL SUPPLIES | | 2,307.31 |
| 51102419 | 08/08/2018 | HOME DEPOT INC. | 010-4300 | DISTRICT MAINTENANCE SUPPLIES | | 533.34 |
| 51102420 | 08/08/2018 | KONICA MINOLTA BUSINESS SOLUTIONS INC. | 010-5610 | AHS COPIER USAGE | 704.20 | |
| | | | | MAC COPIER USAGE | 5.02 | 709.22 |
| 51102421 | 08/08/2018 | LANER ELECTRIC SUPPLY CO INC | 010-4300 | ELECTRICAL SUPPLIES | | 110.18 |
| 51102422 | 08/08/2018 | RETIREE | 010-3752 | RETIREE REIMBURSEMENT | | 2,853.44 |
| 51102423 | 08/08/2018 | MARFIELD COMPANY INC | 211-6203 | CORNELL HAZMAT/DEMO | | 8,495.00 |
| 51102424 | 08/08/2018 | Maxim Healthcare Services | 010-9508 | PHYSICAL THERAPY SERVICES | | 750.00 |
| 51102425 | 08/08/2018 | PARENT | 010-5827 | * BASIC EDUCATION | | 800.00 |
| 51102426 | 08/08/2018 | MOBILE MODULAR MGMT. CORP. | 140-5621 | AHS CONTAINER RENTALS | | 87.80 |
| 51102427 | 08/08/2018 | OTIS ELEVATOR COMPANY | 010-5610 | AMS ELEVATOR SERVICE | | 156.28 |
| 51102428 | 08/08/2018 | PARAMOUNT ELEVATOR CORPORATION | 010-5610 | CORNELL ELEVATOR SERVICE | | 345.00 |
| 51102429 | 08/08/2018 | PG&E | 010-5520 | 06/20-07/19 SERVICE | 200.95 | |
| | | | | 06/21-07/22 SERVICE | 388.94 | |

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| 51102429 | 08/08/2018 | PG&E | 120-5520 | 06/21-07/22 SERVICE | 40.56 | 630.45 |
| 51102430 | 08/08/2018 | PITNEY BOWES INC | 010-5910 | AHS POSTAGE | | 4,000.00 |
| 51102431 | 08/08/2018 | PATRICIA POPE C/O CORNELL SCHOOL | 010-4300 | REIMB FOR SUMMER SCHOOL SUPPLIES | | 94.49 |
| 51102432 | 08/08/2018 | PRUDENTIAL OVERALL SUPPLY | 010-5800 | DISTRICT UNIFORM SERVICE | | 771.64 |
| 51102433 | 08/08/2018 | RIDDELL ALL AMERICAN SPORTS CORP. | 010-5800 | RECONDITION AHS FOOTBALL GEAR | | 2,288.26 |
| 51102434 | 08/08/2018 | WEST COAST LITERACY WORKSHOP | 010-5825 | 01/30 WCL WORKSHOP | | 1,200.00 |
| 51102435 | 08/08/2018 | WILLIAMS SCOTSMAN, INC. | 250-5621 | DISTRICT WIDE PORTABLE RENT | | 3,102.32 |
| 51103183 | 08/10/2018 | ACSIG - VISION INSURANCE | 010-9534 | 06/18 VISION | | 11,497.50 |
| 51103184 | 08/10/2018 | ALBANY TIRE SERVICE | 010-5670 | DISTRICT VEHICLE MAINT/SERVICE | | 587.64 |
| 51103185 | 08/10/2018 | ALHAMBRA | 130-4300 | FOOD SERVICE WATER DELIVERY | | 16.62 |
| 51103186 | 08/10/2018 | AMERICAN LOGISTICS COMPANY | 010-5825 | TRANSPORTATION SERVICES | | 408.72 |
| 51103187 | 08/10/2018 | AMP Printing, Inc. | 010-4300 | BUSINESS CARDS - AMANDA MENDIETA | | 57.29 |
| 51103188 | 08/10/2018 | APPLE COMPUTER INC. | 010-4300 | IPADS & KEYBOARDS - STUDENT BOARD MEMBERS | 885.70 | |
| | | | 010-4400 | SPED MACBOOKS | 1,865.07 | 2,750.77 |
| 51103189 | 08/10/2018 | AT&T | 010-5930 | 06/19-07/18 SERVICE | 109.52 | |
| | | | | 06/19-07/18 SERVICE | 1,605.21 | |
| | | | 120-5930 | 06/19-07/18 SERVICE | 18.69 | 1,733.42 |
| 51103190 | 08/10/2018 | AUSD REVOLVING FUND | 010-5800 | 06/18 FEES | 254.38 | |
| | | | | 07/18 FEES | 301.94 | |
| | | | 010-8699 | RETURNED CK# 1241 | 20.00 | 576.32 |
| 51103191 | 08/10/2018 | ALBANY USD | 010-5800 | CAL BANK - FEES | | 4,000.00 |
| 51103192 | 08/10/2018 | KATY BABCOCK C/O NR SELPA | 010-4315 | 06/20-07/18 MILEAGE REIMB | | 347.27 |
| 51103193 | 08/10/2018 | BEST EQUIPMENT CO., LLC | 010-5800 | SERVICE DISTRICT FIRE EXTINGUISHERS | | 1,178.04 |
| 51103194 | 08/10/2018 | PARENT | 010-5827 | * ACADEMIC SERVICES | | 12,400.00 |
| 51103195 | 08/10/2018 | CLARK PEST CONTROL | 010-5800 | AQUATIC CENTER PEST CONTROL | 225.00 | |
| | | | | DISTRICT PEST CONTROL | 1,233.00 | |
| | | | 120-5800 | ACC PEST CONTROL | 225.00 | 1,683.00 |
| 51103196 | 08/10/2018 | KONICA MINOLTA BUSINESS SOLUTIONS INC. | 010-5610 | AHS COPIER USAGE | 20.70 | |
| | | | | MAC COPIER USAGE | 6.65 | 27.35 |
| 51103197 | 08/10/2018 | NAVIANCE, INC. | 010-5825 | 2018/19 AHS eDOCS, ACHIEVEWORKS, ALUMNI TRACKER | | 5,065.65 |
| 51103198 | 08/10/2018 | OFFICE DEPOT | 010-4300 | CORNELL SUPPLIES | 482.41 | |
| | | | | D.O. SUPPLIES | 303.65 | 786.06 |
| 51103199 | 08/10/2018 | PITNEY BOWES | 010-4300 | AHS POSTAGE MACHINE SUPPLIES | | 699.56 |
| 51103200 | 08/10/2018 | PRUDENTIAL OVERALL SUPPLY | 010-5800 | DISTRICT UNIFORM SERVICE | | 771.64 |
| 51103201 | 08/10/2018 | PARENT | 010-5827 | * ACADEMIC SERVICES | | 5,835.00 |

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| 51103321 | 08/10/2018 | CAS Inspections, Inc. Neil Brodhead | 211-6261 | INSPECTOR OF RECORD SERVICES - AMS ANNEX PROJ | | 14,400.00 |
| 51103322 | 08/10/2018 | CONSOLIDATED ENGINEERING LABS | 211-6262 | SPECIAL TESTING FOR AMS ANNEX | | 3,604.00 |
| 51103323 | 08/10/2018 | HIBSER YAMAUCHI ARCHITECTS | 212-6201 | AMS ANNEX BRIDGING ARCHITECTURAL SERVICES | | 863.40 |
| 51103324 | 08/10/2018 | School Facility Consultants | 010-5800 | 06/18 NEW CONSTRUCTION ELIGIBILITY | | 1,746.25 |
| 51103623 | 08/15/2018 | ACCREDITING COMMISSION FOR SCHOOLS | 010-5800 | 18/19 AHS ANNUAL ACCREDITATION MEMBERSHIP FEE | 1,020.00 | |
| | | | | 18/19 MAC HIGH ANNUAL ACCREDITATION MEMBERSHIP FEE | 1,020.00 | |
| | | | | 18/19 MID-CYCLE 1-DAY VISIT - MAC HIGH | 900.00 | 2,940.00 |
| 51103624 | 08/15/2018 | ADAPTIVE NETWORKS | 010-5670 | REPAIR & REPLACE MARIN & ACC CAMERAS | | 1,850.00 |
| 51103625 | 08/15/2018 | ALBANY AQUATIC CENTER | 010-5810 | 06/15 MARIN POOL PARTY | | 225.00 |
| 51103626 | 08/15/2018 | ALPHA ENTERPRISE | 010-5622 | SERVICE/REPAIR DISTRICT CUSTODIAL EQUIPMENT | | 1,039.35 |
| 51103627 | 08/15/2018 | AQUA SOURCE | 010-5670 | AAC MONTHLY MAINT | | 1,163.00 |
| 51103628 | 08/15/2018 | AUTOMATIC RESPONSE SYSTEMS | 010-4300 | AMS SHREDDING SERVICE | 225.00 | |
| | | | 010-5800 | DISTRICT OFFICE SHREDDING SERVICE | 75.00 | 300.00 |
| 51103629 | 08/15/2018 | EAGLE GRAPHICS | 010-4300 | D.O. ENVELOPES | 327.31 | |
| | | | 130-4300 | ELEM LUNCH ENVELOPES | 208.32 | 535.63 |
| 51103630 | 08/15/2018 | EAST BAY PAINT & DECORATOR CTR | 010-4300 | DISTRICT PAINT SUPPLIES | | 370.43 |
| 51103631 | 08/15/2018 | EAST BAY RESTAURANT SUPPLY | 130-4300 | FOOD SERVICE EQUIPMENT | | 131.75 |
| 51103632 | 08/15/2018 | EBMUD | 010-5555 | 05/22-07/20 SERVICE | | 1,129.67 |
| 51103633 | 08/15/2018 | EDULINK SYSTEMS | 010-5610 | INTOUCH PARENT NOTIFICATION SERVICE 08/01/18-01/31/19 | | 2,775.00 |
| 51103634 | 08/15/2018 | KONICA MINOLTA BUSINESS SOLUTIONS INC. | 120-5610 | ACC COPIER USAGE | | 71.90 |
| 51103635 | 08/15/2018 | LINCOLN AQUATICS | 010-4300 | AAC SUPPLIES | | 934.22 |
| 51103636 | 08/15/2018 | CENGAGE LEARNING | 010-4100 | AHS CHEMISTRY BOOKS | | 5,222.16 |
| 51103637 | 08/15/2018 | NORTHBRAE COMMUNITY CHURCH | 010-5621 | FACILITY USAGE - DLT RETREAT 08/08-08/09 | | 1,280.00 |
| 51103638 | 08/15/2018 | POWER SCHOOL GROUP | 010-5830 | 18/19 PS LEARNING MANAGEMENT SYSTEM | | 6,812.50 |
| 51103639 | 08/15/2018 | JOANNE RUTH WILE | 010-9508 | MENTAL HEALTH COORDINATOR | | 2,000.00 |
| 51104751 | 08/22/2018 | A BETTER CHANCE SCHOOL | 010-5825 | BASIC EDUCATION & RELATED SERVICES | | 24,857.39 |
| 51104752 | 08/22/2018 | AC TRANSIT | 010-5810 | AC TRANSIT TICKETS - AHS TRANSITION CLASS | | 93.00 |
| 51104753 | 08/22/2018 | ALAMEDA UNIFIED SCHOOL DIST. | 010-9508 | WIRE DEPOSIT REFUND | | 27,419.12 |

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| 51104754 | 08/22/2018 | ALHAMBRA | 010-4300 | DISTRICT OFFICE WATER DELIVERY | | 98.99 |
| 51104755 | 08/22/2018 | AUS WEST LOCKBOX | 130-5800 | FOOD SERVICE TOWEL & MOP SERVICE | | 73.95 |
| 51104756 | 08/22/2018 | BANCROFT CENTER INC. | 010-5621 | DISTRICT OFFICE LEASE | | 8,148.60 |
| 51104757 | 08/22/2018 | COPY EXPRESS | 010-4300 | D.O. PRINTING SERVICES | | 109.53 |
| 51104758 | 08/22/2018 | DISCOUNT SCHOOL SUPPLY | 120-4300 | ACC CLASSROOM SUPPLIES | 1,081.71 | |
| | | | | ACC CLASSROOM SUPPLIES - QRIS | 285.67 | |
| | | | | OVC CLASSROOM SUPPLIES | 186.85 | 1,554.23 |
| 51104759 | 08/22/2018 | BANKCARD CENTER | 010-4300 | AQUATIC CENTER CREDIT CARD EXPENSES | 126.19 | |
| | | | | BAPPOA LIFEGUARD GAMES | 250.00 | |
| | | | | LIFEGUARDING BUNDLE - 5 | 975.00 | |
| | | | | CERTIFICATIONS | | |
| | | | | OCEAN VIEW CREDIT CARD EXPENSES | 376.27 | |
| | | | | SIX FLAGS - AAC STAFF DEVELOPMENT | 279.89 | |
| | | | | SPECIAL EDUCATION CREDIT CARD EXPENSES | 186.25 | |
| | | | 010-5200 | SPECIAL EDUCATION CREDIT CARD EXPENSES | 41.51 | |
| | | | 010-5800 | AQUATIC CENTER CREDIT CARD EXPENSES | 10.00 | |
| | | | 130-4300 | FOOD SERVICE CREDIT CARD EXPENSES | 109.24 | |
| | | | 130-4700 | FOOD SERVICE CREDIT CARD EXPENSES | 204.36 | 2,558.71 |
| 51104760 | 08/22/2018 | HEATHER DUNCAN C/O CORNELL | 010-4300 | DONATION - REIMBURSEMENT FOR SUPPLIES | | 57.55 |
| 51104761 | 08/22/2018 | GOLD STAR FOODS | 130-4700 | FOOD | | 6,336.26 |
| 51104762 | 08/22/2018 | KONICA MINOLTA BUSINESS SOLUTIONS INC. | 010-5610 | AHS COPIER USAGE | 29.79 | |
| | | | | MARIN COPIER USAGE | 416.16 | 445.95 |
| 51104763 | 08/22/2018 | LAKESHORE | 120-4300 | ACC CLASSROOM SUPPLIES - QRIS | | 228.21 |
| 51104764 | 08/22/2018 | MEMBEAN, INC. | 010-5830 | AMS SUBSCRIPTIONS | | 670.00 |
| 51104765 | 08/22/2018 | OFFICE DEPOT | 120-4300 | ACC SUPPLIES | | 695.22 |
| 51104766 | 08/22/2018 | PENINSULA TOUR | 010-4300 | 18/19 CORNELL CAMP CAMPBELL TRANSPORTATION | | 1,440.00 |
| 51104767 | 08/22/2018 | PG&E | 010-5520 | 06/21-07/22 SERVICE | 10,905.82 | |
| | | | | 06/28-07/29 SERVICE | 6,344.64 | |
| | | | | 07/02-07/31 SERVICE | 359.80 | |
| | | | | 07/06-08/05 SERVICE | 27.51 | |
| | | | 120-5520 | 06/28-07/29 SERVICE | 909.23 | 18,547.00 |

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| 51104768 | 08/22/2018 | VAN AHN PHAM C/O TECHNOLOGY | 010-4315 | 07/18 MILEAGE REIMB | | 20.57 |
| 51104769 | 08/22/2018 | PRUDENTIAL OVERALL SUPPLY | 010-5800 | DISTRICT UNIFORM SERVICE | | 775.33 |
| 51104770 | 08/22/2018 | PARENT | 010-5825 | * TRANSPORTATION SERVICE FOR ESY | | 5,365.00 |
| 51104771 | 08/22/2018 | DAVID TRACY C/O TECHNOLOGY | 010-4315 | 07/18 MILEAGE REIMB | | 25.12 |
| 51104772 | 08/22/2018 | WORTHINGTON DIRECT INC | 010-4300 | MARIN CLASSROOM DESKS | 4,445.18 | |
| | | | | Unpaid Sales Tax | 338.07- | 4,107.11 |
| 51105666 | 08/23/2018 | BEST EQUIPMENT CO., LLC | 010-5800 | SERVICE DISTRICT FIRE EXTINGUSIHERS | | 146.17 |
| 51105667 | 08/23/2018 | CASBO | 010-5200 | CASBO WORKSHOP - CHIANG | | 10.00 |
| 51105668 | 08/23/2018 | SALLY COHEN C/O AHS | 010-9508 | REIMB FOR TRAUMA GRANT SUPPLIES | | 3.57 |
| 51105669 | 08/23/2018 | COPY EXPRESS | 010-5870 | CIA PRINT/COPY SERVICES | | 2,776.23 |
| 51105670 | 08/23/2018 | CRYSTAL CREAMERY | 130-4700 | DAIRY | | 109.33 |
| 51105671 | 08/23/2018 | BANKCARD CENTER | 010-4100 | AHS HISTORY BOOKS | 63.72 | |
| | | | | AHS SCIENCE BOOKS | 394.24 | |
| | | | 010-4300 | AHS APPLIED TECH 3D PRINTER & KIT | 359.47 | |
| | | | | AHS APPLIED TECH SUPPLIES - ROP | 3,394.10 | |
| | | | | AHS CREDIT CARD EXPENSES | 1,675.95 | |
| | | | | AMS BATTERIES | 99.82 | |
| | | | | AMS CLASSROOM SUPPLIES | 96.54 | |
| | | | | AMS EARMUFFS | 69.67 | |
| | | | | AMS ELD MATH SUPPLIES | 39.40 | |
| | | | | AMS FOLDERS | 27.91 | |
| | | | | AMS MATH SUPPLIES | 618.78 | |
| | | | | AMS SCIENCE SUPPLIES | 56.34 | |
| | | | | DONATION - CORNELL CLASSROOM SUPPLIES | 328.24 | |
| | | | | FEET CHAIR GLIDES - CUSTODIAL | 390.83 | |
| | | | | RECHARGEABLE VOICE AMPLIFIER - AMS | 43.89 | |
| | | | | RHINO 5 FOR MAC EDUCATIONAL LAB LICENSE - AHS ROP | 975.00 | |
| | | | | SELPA CREDIT CARD EXPENSES | 62.06 | |
| | | | | DO SUPPLIES, AMS WATER , AHS MAILCHIMP, RETURN MAINT SUPPLIES | 460.87- | |
| | | | | TYPE-C MULTIMEDIA ADAPTERS - TECH | 321.72 | |
| | | | | WORKBENCHES FOR AHS APPLIED TECH | 3,163.36 | |
| | | | 010-4400 | AHS APPLIED TECH 3D PRINTER & KIT | 1,080.47 | |
| | | | 010-5200 | HOTEL STAY DURING APAC - PARROTT | 982.80 | |

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| 51105671 | 08/23/2018 | BANKCARD CENTER | 010-5800 | TAX FEE, PRIME MEMBERSHIP, STORAGE, SOLANO AVE ASSOC. | 1,219.04 | |
| | | | 010-5825 | SELPA CREDIT CARD EXPENSES | 336.25 | |
| | | | 010-5930 | SELPA CREDIT CARD EXPENSES | 205.71 | |
| | | | 120-4300 | ACC CLASSROOM SUPPLIES - QRIS | 166.53 | |
| | | | | ACC SANITIZING SPRAY | 100.66 | |
| | | | | CUPS, PLATES, BOWLS FOR ACC | 513.42 | 16,325.05 |
| 51105672 | 08/23/2018 | EPES | 010-5825 | AMS WEB ACCOUNTING RENEWAL | | 168.00 |
| 51105673 | 08/23/2018 | FOLLETT SCHOOL SOLUTIONS | 010-9508 | MARIN MATH EXPRESSIONS | 13,131.47 | |
| | | | | OCEAN VIEW MATH EXPRESSIONS | 11,083.15 | 24,214.62 |
| 51105674 | 08/23/2018 | HILLYARD/SAN FRANCISCO | 010-4300 | DISTRICT CUSTODIAL SUPPLIES | | 4,931.84 |
| 51105675 | 08/23/2018 | HOME DEPOT INC. | 010-4300 | DISTRICT MAINTENANCE SUPPLIES | | 917.91 |
| 51105676 | 08/23/2018 | JAY'S SMALL MOVES | 010-5800 | DISTRICT OFFICE MOVING SERVICES | | 8,054.50 |
| 51105677 | 08/23/2018 | BO YOUNG KIM | 120-8673 | ACC REFUND | | 100.00 |
| 51105678 | 08/23/2018 | MARINA MECHANICAL | 010-5670 | CORNELL HVAC INSPECTION | 605.75 | |
| | | | 010-9508 | ACC HVAC INSPECTION | 665.00 | |
| | | | | AHS HVAC INSPECTION | 4,100.00 | |
| | | | | AMS HVAC INSPECTION | 3,250.00 | |
| | | | | CORNELL HVAC INSPECTION | 779.25 | |
| | | | | MARIN HVAC INSPECTION | 2,880.00 | |
| | | | | OV HVAC INSPECTION | 4,500.00 | 16,780.00 |
| 51105679 | 08/23/2018 | MOBILE MODULAR MGMT. CORP. | 140-5621 | AHS CONTAINER RENTALS | | 87.80 |
| 51105680 | 08/23/2018 | PIVOT INTERIORS | 211-6258 | WORKSTATIONS / FURNITURE - STUDENT ENROLLMENT OFFICE | | 28,429.66 |
| 51105681 | 08/23/2018 | RYLAND SCHOOL BUSINESS CONSULTING | 010-5800 | GENERAL FINANCE SUPPORT | | 14,000.00 |
| 51105682 | 08/23/2018 | PABLO E. SANCHEZ | 010-5800 | DISTRICT LANDSCAPING | | 3,900.00 |
| 51105683 | 08/23/2018 | THE PHILLIPS ACADEMY | 010-5825 | BASIC EDUCATION & RELATED SERVICES | | 660.00 |
| 51105684 | 08/23/2018 | Verizon Wireless | 010-5930 | SELPA CELL PHONE SERVICE | | 296.46 |
| 51105685 | 08/23/2018 | WESSNE'S JANITORIAL SERVICE | 010-5800 | D.O. CLEANING SERVICE | | 1,375.00 |
| 51105686 | 08/23/2018 | WILLIAMS SCOTSMAN, INC. | 250-5621 | DISTRICT WIDE PORTABLE RENT | | 3,372.33 |
| 51109500 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 646.86 |
| 51109501 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,426.72 |
| 51109502 | 08/27/2018 | ALBANY USD | 010-3751 | 09/18 CALPERS | 14,240.10 | |
| | | | 010-3752 | 09/18 BOE CALPERS | 133.00 | |
| | | | | 09/18 CALPERS | 6,257.00 | |
| | | | 010-5800 | 09/18 BOE CALPERS | 26.20 | |
| | | | | 09/18 CALPERS | 1,442.21 | |

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| 51109502 | 08/27/2018 | ALBANY USD | 010-9534 | 09/18 BOE CALPERS | 11,255.21 | |
| | | | | 09/18 CALPERS | 528,255.02 | 561,608.74 |
| 51109503 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,426.72 |
| 51109504 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,645.04 |
| 51109505 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,035.39 |
| 51109506 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 646.86 |
| 51109507 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,426.72 |
| 51109508 | 08/27/2018 | BANKCARD CENTER | 010-4300 | STUDENT SERVICES CREDIT CARD EXPENSES | 47.47 | |
| | | | 010-4305 | CIA CREDIT CARD EXPENSES | 22.00 | |
| | | | | HR CREDIT CARD EXPENSES | 16.95 | |
| | | | 010-5200 | CIA CREDIT CARD EXPENSES | 1,000.43 | |
| | | | | HR CREDIT CARD EXPENSES | 130.00 | |
| | | | | STUDENT SERVICES CREDIT CARD EXPENSES | 278.30 | |
| | | | 120-4300 | ACC CREDIT CARD EXPENSES | 192.56 | |
| | | | 120-5800 | ACC CREDIT CARD EXPENSES | 187.06 | 1,874.77 |
| 51109509 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,426.72 |
| 51109510 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,645.04 |
| 51109511 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,147.19 |
| 51109512 | 08/27/2018 | RETIREE | 010-3752 | RETIREE REIMBURSEMENT | | 197.76 |
| 51109513 | 08/27/2018 | RETIREE | 010-3752 | RETIREE REIMBURSEMENT | | 895.24 |
| 51109514 | 08/27/2018 | RETIREE | 010-3752 | RETIREE REIMBURSEMENT | | 756.02 |
| 51109515 | 08/27/2018 | RETIREE | 010-3752 | RETIREE REIMBURSEMENT | | 1,189.90 |
| 51109516 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 490.89 |
| 51109517 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,569.60 |
| 51109518 | 08/27/2018 | RETIREE | 010-3752 | RETIREE REIMBURSEMENT | | 1,569.60 |
| 51109519 | 08/27/2018 | RETIREE | 010-3752 | RETIREE REIMBURSEMENT | | 1,426.72 |
| 51109520 | 08/27/2018 | RETIREE | 010-3752 | RETIREE REIMBURSEMENT | | 1,426.72 |
| 51109521 | 08/27/2018 | MARINA MECHANICAL | 010-5670 | AMS HVAC REPAIRS | 709.38 | |
| | | | | OV HVAC REPAIRS | 451.25 | |
| | | | 010-9508 | AAC THERMOSTAT | 258.13 | |
| | | | | HVAC - AMS 2nd FL RESTROOM | 1,259.60 | 2,678.36 |
| 51109522 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 733.93 |
| 51109523 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 756.02 |
| 51109524 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,467.54 |
| 51109525 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 963.20 |
| 51109526 | 08/27/2018 | RETIREE | 010-3752 | RETIREE REIMBURSEMENT | | 1,426.72 |

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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ReqPay12c

Board Report

August 2018 Warrant Listing

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|-------------------------------|------------|--|-------------|----------------------------|-----------------|---------------------|
| 51109527 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 756.02 |
| 51109528 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 756.02 |
| 51109529 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 249.30 |
| 51109530 | 08/27/2018 | RETIREE | 010-3751 | RETIREE REIMBURSEMENT | | 1,177.16 |
| 51110195 | 08/28/2018 | BANKCARD CENTER | 010-4305 | SUPT. CREDIT CARD EXPENSES | 837.85 | |
| | | | 010-5200 | SUPT. CREDIT CARD EXPENSES | 2,105.00 | |
| | | | 010-5800 | SUPT. CREDIT CARD EXPENSES | 255.00 | 3,197.85 |
| 51110196 | 08/28/2018 | KONICA MINOLTA BUSINESS SOLUTIONS INC. | 010-5610 | AMS COPIER USAGE | 690.91 | |
| | | | | MARIN COPIER USAGE | 41.84 | |
| | | | | OCEAN VIEW COPIER USAGE | 668.77 | 1,401.52 |
| 51110197 | 08/28/2018 | SOCCER PRO | 010-4300 | AHS SOCCER UNIFORMS | | 2,500.30 |
| Total Number of Checks | | | | | 200 | 1,945,946.45 |

| | Count | Amount |
|-----------|-------|--------------|
| Cancel | 6 | 21,436.47 |
| Net Issue | | 1,924,509.98 |

Fund Summary

| Fund | Description | Check Count | Expensed Amount |
|---------------------------------|---------------------------|-------------|---------------------|
| 010 | General Fund | 167 | 1,606,199.39 |
| 120 | Child Development Fund | 13 | 5,203.27 |
| 130 | Cafeteria Fund | 11 | 9,814.38 |
| 140 | Deferred Maintenance Fund | 2 | 175.60 |
| 211 | Measure B 2016A | 7 | 296,117.36 |
| 212 | Measure E 2016A | 1 | 863.40 |
| 250 | Capital Facilities Fund | 2 | 6,474.65 |
| Total Number of Checks | | 194 | 1,924,848.05 |
| Less Unpaid Sales Tax Liability | | | 338.07 |
| Net (Check Amount) | | | 1,924,509.98 |

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

ALBANY UNIFIED SCHOOL DISTRICT
Donations ♦ August 1 – August 31, 2018

S U M M A R Y

| Site | Current | Previously Approved | Total Year-to-Date |
|-----------------------|------------|------------------------|-----------------------|
| Albany High School | \$ 554.64 | \$ 0 | \$ 554.64 |
| Albany Middle School | 107.10 | 0 | 107.10 |
| Cornell Elementary | 10.00 | 2,110.66 | 2,120.66 |
| Ocean View Elementary | 1,037.38 | 392.00 | 1,429.38 |
| Multi-Site Donation | 0 | 15,453.28 | 15,453.28 |
| All Sites | \$1,709.12 | \$17,955.94 | \$19,665.06 |

ALBANY UNIFIED SCHOOL DISTRICT
Donations ♦ August 1 – August 31, 2018

| ALBANY HIGH SCHOOL | |
|---------------------------|--------------------------------------|
| \$ 52.00 | YourCause, Wells Fargo - Ritchie |
| \$ 52.00 | YourCause, Wells Fargo - Ritchie |
| \$ 70.00 | YourCause, Wells Fargo - Ritchie |
| \$ 70.00 | YourCause, Wells Fargo - Ritchie |
| \$ 310.64 | Tri-County Athletic League - Ritchie |
| \$ 554.64 | Current |
| \$ 554.64 | Total YTD |

| OCEAN VIEW ELEMENTARY | |
|------------------------------|---------------------------------------|
| \$ 860.28 | Ocean View PTA |
| \$ 37.10 | YourCause, Wells Fargo - Georgeson |
| \$ 70.00 | YourCause, Wells Fargo - Georgeson |
| \$ 70.00 | YourCause, Wells Fargo - Georgeson |
| \$ 1,037.38 | Current |
| \$ 392.00 | Approved 8/28/18 Board Meeting |
| \$ 1,429.38 | Total YTD |

| ALBANY MIDDLE SCHOOL | |
|-----------------------------|--------------------------------|
| \$ 30.00 | YourCause, Wells Fargo - Brill |
| \$ 37.10 | YourCause, Wells Fargo - Brill |
| \$ 40.00 | YourCause, Wells Fargo - Brill |
| \$ 107.10 | Current |
| \$ 107.10 | Total YTD |

| MULTI-SITE DONATION | |
|----------------------------|---------------------------------------|
| \$ 15,453.28 | Approved 8/28/18 Board Meeting |
| \$ 15,453.28 | Total YTD |

| CORNELL ELEMENTARY | |
|---------------------------|---------------------------------------|
| \$ 10.00 | YourCause - Duncan |
| \$ 10.00 | Current |
| \$ 2,110.66 | Approved 8/28/18 Board Meeting |
| \$ 2,120.66 | Total YTD |

| TOTAL | |
|---------------------|---------------------------------------|
| \$ 1,709.12 | Current |
| \$ 17,955.94 | Approved 8/28/18 Board Meeting |
| \$ 19,665.06 | Total YTD |

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Board Meeting of October 9, 2018

ITEM: **INDEPENDENT CONTRACTOR AGREEMENT WITH
LEAP, ARTS IN EDUCATION, FOR ELEMENTARY
ENRICHMENT CLASSES: HIP HOP DANCE AT CORNELL**

PREPARED BY: **MARIE WILLIAMS, DIRECTOR III--
CURRICULUM, INSTRUCTION, AND ASSESSMENT**

TYPE OF ITEM: **CONSENT**

PURPOSE:

The purpose is to provide in-school enrichment programs to elementary students during the regular school day.

BACKGROUND INFORMATION:

The District ensures that all students receive an equitable amount of enrichment during the school day. The District receives donations from the in-class enrichment campaign, a fundraising effort sponsored by the three Elementary PTAs. The District distributes the funding across the four preschool and elementary school sites based on the number of students enrolled at the school site. The district also monitors a matrix of services and reviews the grade levels and the approximate number of hours for each classroom. The school site leadership teams collaborate with their colleagues to choose enrichment programs that fall within the general categories of visual arts, performing arts, strategy games, and music.

DETAILS: Leap Arts in Education provides arts enrichment services to elementary classrooms as part of the in-school enrichment program. This is a standard contract that provides the following services:

School Site: Cornell Elementary School
Name of Program: Hip Hop Dance
Grade Level(s): Kindergarten/1st grade
Number of classrooms: 7
Number of Sessions/Classroom: 1 session/week/classroom
Length of session time: 30 minutes/session
Number of weeks: 10 weeks
Dates: October 11 - December 14, 2018
Budget/Cost: \$3,378.00

FINANCIAL INFORMATION: The total cost is \$3,378.00. The funding comes from

donations from the in-class enrichment campaign.

STRATEGIC GOALS ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*

| |
|---|
| <p>RECOMMENDATION: Approve the Independent Contract Agreement with Leap Arts in Education for Elementary Enrichment Classes: Hip Hop Dance at Cornell.</p> |
|---|

**ALBANY UNIFIED SCHOOL DISTRICT
INDEPENDENT CONTRACTOR SERVICES AGREEMENT**

This agreement is hereby entered into this **9th day of October, 2018**, in the County of Alameda, State of California, by and between the Albany Unified School District, hereinafter referred to as "DISTRICT," and **Leap Arts in Education**

CONTRACTOR

2601 Mission Street, Suite 603

MAILING ADDRESS

San Francisco

CA 94110

CITY

STATE

ZIP

hereinafter referred to as "CONTRACTOR." DISTRICT and CONTRACTOR shall be collectively referred to as the Parties.

1. Contractor Services. Contractor agrees to provide the following services to District (collectively, the "Services"):

School Site: Cornell Elementary School

Name of Program: LEAP - Dance and Hip Hop Dance

Grade Level(s): Kindergarten and 1st grade

Number of classrooms: 7

Number of Sessions/Classroom: 1 session/week/classroom

Length of session time: 30 minutes/session

Number of weeks: 10 weeks

Dates: October 11 - December 14, 2018

Budget/Cost: \$3,378.00

2. Contractor Qualifications. Contractor represents and warrants to District that Contractor and all of Contractor's employees, agents or volunteers (the "Contracted Parties") have in effect and shall maintain in full force throughout the Term of this Agreement all licenses, credentials, permits and any other legal qualifications required by law to perform the Services and to fully and faithfully satisfy all of the terms set forth in this Agreement. If any of the Services are performed by any of Contractor's Parties, such work shall only be performed by competent personnel under the supervision of and in the employment of Contractor.

3. Term. CONTRACTOR shall:

Provide services under this AGREEMENT on the following specific dates _____, _____, _____, _____, _____, _____, _____, and complete performance no later than _____;

OR

Commence providing services under this AGREEMENT on:

October 11, 2018 and to end no later than December 14, 2018.

There shall be no extension of the Term of this Agreement without the express written consent from all parties. Written notice by the District Superintendent or designee shall be sufficient to stop further performance of the Services by Contractor or the Contracted Parties. In the event of early termination, Contractor shall be paid for satisfactory work performed to the date of termination. Upon payment by District, District shall be under no further obligation to Contractor, monetarily or otherwise, and District may proceed with the work in any manner District deems proper.

4. **Termination.** Either party may terminate this Agreement at any time by giving thirty (30) days advance written notice to the other party; however the parties may agree in writing to a shorter time period for the effectiveness of such termination. Notwithstanding the foregoing, District may terminate this Agreement at any time by giving written notice to Contractor if Contractor materially violates any of the terms of this Agreement, any act or omission by Contractor or the Contracted Parties exposes District to potential liability or may cause an increase in District's insurance premiums, Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency. Such termination shall be effective immediately upon Contractor's receipt of said notice.
5. **Compensation.** DISTRICT agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed **Three thousand three hundred seventy-eight (\$3,378.00)**. DISTRICT shall pay CONTRACTOR according to the following terms and conditions:
- a. Such compensation shall be based on:
- An hourly rate of \$_____ for a total amount of _____ hours.
- A daily rate of \$_____ for a total amount of _____ days.
- A project completion sum, not to exceed \$3,378.00**
- b. Payment method shall be:
- Upon Completion.**
- Date of Service.
- Other (Specify):

Any work performed by Contractor in excess of said amount shall not be compensated.

Payment shall be made upon approval of DISTRICT and receipt of an invoice from CONTRACTOR one copy clearly marked original. CONTRACTOR's invoice shall be sent to: Albany Unified School District, Attention: Accounts Payable, 1200 Solano Ave., Albany, CA, 94706.

6. Equipment and Materials. Contractor at its sole cost and expense shall provide and furnish all tools, labor, materials, equipment, transportation services and any other items (collectively, "Equipment") which are required or necessary to perform the Services in a manner which is consistent with generally accepted standards of the profession for similar services. Notwithstanding the foregoing, District shall not be responsible for any damages to persons or property as a result of the use, misuse or failure of any Equipment used by Contractor of the Contracted Parties, even if such Equipment is furnished, rented or loaned to Contractor or the Contracted Parties by District. Furthermore, any Equipment or workmanship that does not conform to the regulations of this Agreement may be rejected by District and in such case must be promptly remedied or replaced by Contractor at no additional cost to District and subject to District's reasonable satisfaction.
7. California Residency. Contractor and the Contracted Parties shall be residents of the State of California.
8. Indemnity. Contractor shall defend, indemnify, and hold harmless District and its agents, representatives, officers, consultants, employees, Board of Education, members of the Board of Education (collectively, the "District Parties"), from and against any and all claims, demands, liabilities, damages, losses, suits and actions, and expenses (including, but not limited to attorney fees and costs including fees of consultants) of any kind, nature and description (collectively, the "Claims") directly or indirectly arising out of, connected with, or resulting from the performance of this Agreement, including but not limited to Contractor's or the Contracted Parties' use of the site; Contractor's or the Contracted Parties' performance of the Services; Contractor's or the Contracted Parties' breach of any of the representations or warranties contained in this Agreement; injury to or death of persons or damage to property or delay or damage to District or the District Parties; or for any act, error, omission, negligence, or willful misconduct of Contractor, the Contracted Parties or their respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or entity described in this paragraph.
9. Insurance. Without in any way limiting Contractor's liability or indemnification obligations set forth in Paragraph 8 above, District reserves the right to require contractor to procure and maintain throughout the Term of this Agreement the following insurance: (i) comprehensive general liability insurance with limits not less than \$1,000,000.00 each occurrence and \$1,000,000.00 in the aggregate; (ii) commercial automobile liability insurance with limits not less than \$100,000.00 each occurrence and \$100,000.00 in the aggregate; if applicable; and neither Contractor nor any of the Contracted Parties shall commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered to and approved by District. All insurance policies shall include an endorsement stating that District and District Parties are named additional insured. All of the policies shall be amended to provide that the insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to District. If any of the required insurance is not reinstated, District may, at its sole option,

terminate this Agreement. All of the policies shall also include an endorsement stating that it is primary to any insurance or self-insurance maintained by District and shall waive all rights of subrogation against District and/or the District Parties.

10. Independent Contractor Status. Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that s/he and the Contracted Parties shall not be considered officers, employees, agents, partners, or joint ventures of District, and are not entitled to benefits of any kind or nature normally provided to employees of District and/or to which District's employees are normally entitled.
11. Taxes. All payments made by District to Contractor pursuant to this Agreement shall be reported to the applicable federal and state taxing authorities as required. District will not withhold any money from compensation payable to Contractor, including FICA (social security), state or federal unemployment insurance contributions, or state or federal income tax or disability insurance. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor and the Contracted Parties and otherwise in connection with this Agreement.
12. Fingerprinting/Criminal Background Investigation Certification. Contractor and the Contracted Parties shall at all times comply with the fingerprinting and criminal background investigation requirements of the California Education Code ("Education Code") section 45125.1. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

Contractor and the Contracted Parties shall **only have limited or no contact** (as determined by District) with District students at all times during the Term of this Agreement.

The following Contracted Parties have **more than limited contact** (as determined by District) with District students during the Term of this Agreement:

Michael Mansfield and Katie Meyers

[Attach and sign additional pages, as needed.]

All of the Contracted Parties noted above, at no cost to District, have completed background checks and have been fingerprinted under procedures established by the California Department of Justice and the Federal Bureau of Investigation, and the results of those background checks and fingerprints reveal that none of these Contracted Parties have been arrested or convicted of a serious or violent felony, as defined by the California Penal Code.

Contractor further agrees and acknowledges that if at any time during the Term of this Agreement Contractor learns or becomes aware of additional information, including additional personnel, which differs in any way from the representations set forth above,

Contractor shall immediately notify District and prohibit any new personnel from having any contact with District students until the fingerprinting and background check requirements have been satisfied and District determines whether any such contact is permissible.

13. Tuberculosis Certification. Contractor and the Contracted Parties shall at all times comply with the tuberculosis ("TB") certification requirements of Education Code section 49406. Accordingly, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

Contracted Parties shall **only have limited or no contact** (as determined by District) with District students at all times during the Term of this Agreement.

The following Contracted Parties shall have **more than limited contact** (as determined by District) with District students during the Term of this Agreement and, at no cost to District, have received a TB test in full compliance with the requirements of Education Code section 49406: **Michael Mansfield and Katie Meyers**

Contractor shall maintain on file the certificates showing that the Contracted Parties were examined and found free from active TB. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired after the Effective Date of this Agreement are subject to the TB certification requirements and shall be prohibited from having any contact with District students until the TB certification requirements have been satisfied and District determines whether any such contact is permissible.

14. Confidential Information. Contractor shall maintain the confidentiality of and protect from unauthorized disclosure any and all individual student information received from the District, including but not limited to student names and other identifying information. Contractor shall not use such student information for any purpose other than carrying out the obligations under this agreement. Upon termination of this Agreement, Contractor shall turn over to District all educational records related to the services provided to any District student pursuant to this Agreement.
15. Assignment. Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations under this Agreement without the prior written consent of District.
16. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon Contractor and District and their respective successors and assigns.
17. Severability. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

18. Amendments. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.
19. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California and venue shall be in the appropriate court in Alameda County, California.
20. Non-Discrimination. PROVIDER shall not discriminate on the basis of a person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation in employment or operation of its programs.
21. Written Notice. Written notice shall be deemed to have been duly served if delivered in person to Contractor at the address located next to the party signatures below, or if delivered at or sent by registered or certified mail to the last business address known to the person who sends the notice.
22. Compliance with Law. Each and every provision of law and clause required by law to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein. Contractor shall comply with all applicable federal, state, and local laws, rules, regulations and ordinances, including but not limited to fingerprinting under Education Code section 45125.1, confidentiality of records, Education Code section 49406 and others. Contractor agrees that it shall comply with all legal requirements for the performance of duties under this agreement and that failure to do so shall constitute material breach.
23. Attorney Fees. If any legal action is taken to enforce the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and other reasonable costs and expenses incurred in connection with that legal action.
24. Liability of District. Notwithstanding anything stated herein to the contrary, District shall not be liable for any special, consequential, indirect or incident damages, including but not limited to lost profits in connection with this Agreement.
25. Entire Agreement. This Agreement is intended by the parties as the final expression of their agreement with respect to such terms as are included herein and as the complete and exclusive statement of its terms and may not be contradicted by evidence of any prior agreement or of a contemporaneous oral agreement, nor explained or supplemented by evidence of consistent additional terms.
26. Subject To Approval of Board. This Agreement confers no legal or equitable rights until it is approved by the District Board of Education at a lawfully conducted public meeting.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

DISTRICT:

CONTRACTOR:

ALBANY UNIFIED SCHOOL DISTRICT

Leap Arts in Education

Tax Identification Number:
(confidential)

By: _____
Name: Marie Williams
Title: Director III
Curriculum, Instruction, and Assessment

By: _____
Name:
Title: Director of Education
Leap Arts in Education

Address for District Notices:

Address for Contractor Notices:

Albany Unified School District
1200 Solano Ave.
Albany, CA 94706

2601 Mission Street, Suite 603
San Francisco, CA 94110

Date of Board Approval: _____

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of October 9, 2018

ITEM: ALBANY MIDDLE SCHOOL BEHAVIOR MATRIX

PREPARED BY: CARRIE NERHEIM, DIRECTOR, STUDENT SERVICES

TYPE OF ITEM: CONSENT

PURPOSE:

The purpose of this is to approve the Albany Middle School Behavior Matrix.

BACKGROUND INFORMATION:

Albany Unified School District Administrative Regulation 5144 outlines a process for the development of site-level disciplinary rules. In developing the guidelines, the school must solicit the participation, views and advice of a representative group composed of parents/guardians, teachers, site administration, school security personnel and students.

Once developed, the final version of the rules “shall be adopted by a panel comprised of the principal or designee and a representative selected by classroom teachers employed at the school.”

The Governing Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law.

DETAILS:

Albany Middle School site administration began the process of revising the school behavior matrix in the 2015-16 school year. The following activities have taken place to date:

- A Restorative Justice Committee was formed in 2015 that met monthly during the 2015-16 school year
- Created a shared vision of the matrix based on staff feedback
- Incorporated feedback from students, parents, and staff
- Published in AMS Planner for the 2018-19 school year

STRATEGIC OBJECTIVES ADDRESSED:



Objective #3: Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.

RECOMMENDATION: Approve the Albany Middle School Behavior Matrix

AMS Behavior Matrix

Below is our school's behavior matrix that is used to determine consequences when harmful behavior is reported to school administration. When a student is involved in some form of misbehavior, a review of the incident will occur. The student's previous behavioral actions will be taken into consideration when determining appropriate consequences. Parents/guardians will always be notified via phone or e-mail depending on the individual circumstances.

All actions within a box will be used for each student action unless the student is unwilling to engage in the restorative actions. If a student is unwilling to engage in restorative practices, other consequences may be issued.

| Level 1 | Level 2 | Level 3 |
|--|--|---|
| - Minor behavioral OR first reported incident. | - Moderate behavioral OR second reported incident. | - Severe behavioral OR continued incidents. |

When specified, teachers will be notified first via e-mail and then in person to provide further details.

For each 2 days of suspension, a student can replace 1 day with 5 hours of community service. The community service hours must be approved by administration and be completed within 3 weeks of the incident.

If a student is suspended, there will be a pre-suspension conference and a reintegration conference that will include guardian, student, and an administrator. When a student is suspended, teachers are automatically notified of the incident and suspension.

| Behavior | 1st Incident/Level | 2nd Incident/Level | 3rd Incident/Level |
|---|---|---|---|
| Absences | <ul style="list-style-type: none"> 1st truancy letter at 3 unexcused absences | <ul style="list-style-type: none"> 2nd truancy letter at 5 unexcused absences SART meeting (Truancy Mediation) with family, teacher and counselor if necessary Teacher notification of process | <ul style="list-style-type: none"> 3rd truancy letter at 7 unexcused absences SARB (Truancy Mediation) meeting at 9 unexcused absences Teacher notification of results |
| Arson | <ul style="list-style-type: none"> 5 day suspension Guardian + student conference Restorative circles* Counselor referral 5 hrs. community service Police report Possibility of expulsion recom. | <ul style="list-style-type: none"> Suspension pending expulsion process (Ed. Code required) Expulsion recommended Guardian + student conference Restorative circles* 10 hrs. community service Police report | |
| Assault/Battery/Fighting | | | |
| - Self-defense | <ul style="list-style-type: none"> Guardian contact Conflict resolution or circle* Counselor referral | <ul style="list-style-type: none"> Guardian + student conference Conflict resolution or circle* Counselor referral | <ul style="list-style-type: none"> Guardian + student conference Conflict resolution or circle* Counselor follow-up |
| - Caused minor injury | <ul style="list-style-type: none"> After-school detention Guardian + student conference Conflict resolution or circle* | <ul style="list-style-type: none"> 1-2 day period suspension Guardian + student conference Conflict resolution or circle* Counselor referral | <ul style="list-style-type: none"> 1-2 day in-school suspension Guardian + student conference Conflict resolution or circle* Counselor follow-up |
| - Caused serious injury (not mutual combat) | <ul style="list-style-type: none"> 1-2 day suspension Guardian + student conference Conflict resolution or circle* Counselor referral | <ul style="list-style-type: none"> 2-3 day suspension Guardian + student conference Conflict resolution or circle* Counselor referral | <ul style="list-style-type: none"> 3-5 day suspension Possibility of expulsion recommendation Guardian + student conference Conflict resolution or circle* Counselor follow-up |
| - Mutual combat/fighting | <ul style="list-style-type: none"> 1-2 days period suspension Guardian + student conference Conflict resolution or circle* Counselor referral | <ul style="list-style-type: none"> 1-2 days in-school suspension Guardian + student conference Conflict resolution or circle* Counselor referral | <ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Conflict resolution or circle* Counselor follow-up |
| - Willfully caused serious injury, except in self-defense | <ul style="list-style-type: none"> Suspension pending expulsion process Expulsion recommended | | |
| - Physical assault/battery | <ul style="list-style-type: none"> Police report | | |

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| - Sexual assault – aggressive and unwanted sexual/intimate contact (Ed. Code required) | <ul style="list-style-type: none"> Guardian, student, counselor and admin conference | | |
| Cutting Class (15 min +) | | | |
| - On Campus without permission | <ul style="list-style-type: none"> After-school detention of double the time cut with a cap of 2 detentions Guardian + teacher notified | <ul style="list-style-type: none"> After-school detention of double the time cut with a cap of 2 detentions Guardian + student conference Counselor referral Teacher notified | <ul style="list-style-type: none"> 1 day in-school suspension Guardian, student, teacher and counselor conference Counselor follow-up Possible referral to SART/SARB Teacher notified |
| - Off campus/leaving without permission | <ul style="list-style-type: none"> Student's safety is ensured by calling parent, contacts, and if that fails, the police After-school detention of double the time cut with a cap of 2 detentions Guardian + student conference Teacher notified | <ul style="list-style-type: none"> Student's safety is ensured by calling parent, contacts, and if that fails, the police 1 day in-school suspension Guardian + student conference Counselor referral Elopement Plan Created Teacher notified | <ul style="list-style-type: none"> Student's safety is ensured by calling parent, contacts, and if that fails, the police 2 day in-school suspension Guardian, student, teacher, and counselor conference Counselor follow-up Possible referral to SART/SARB Elopement Plan Evaluated Teacher notified |
| Defiance or Disruption | | | |
| - Minor: Student does not follow repeated directions or requests from staff; action momentarily interrupts instruction, event or program | <ul style="list-style-type: none"> 30 minutes of restorative work Guardian contact | <ul style="list-style-type: none"> 60 minutes of restorative work 1-2 period suspension possible Restorative conference with student, teacher, and admin Guardian contact | <ul style="list-style-type: none"> 90 minutes of restorative work 2-3 period suspension Restorative conference with student, guardian, teacher, and admin Counselor referral |
| - Major or repetitive: Student does not follow repeated directions or requests from staff; action interrupts or stops instruction, event or program; administrator or supervisor support required | <ul style="list-style-type: none"> After-school detention 1 day class suspension Restorative circle* Guardian + student conference | <ul style="list-style-type: none"> 1-2 period suspension Restorative circle* Guardian + student reintegration conference Counselor referral | <ul style="list-style-type: none"> Possible 1-3 day suspension Guardian + student conference Conflict circle* Counselor follow-up |
| Drugs and Controlled Substances | | | |
| - Selling, buying, distributing | <ul style="list-style-type: none"> Suspension pending expulsion process (Ed. Code required) Expulsion recommended Police report Guardian, student, counselor and admin conference | | |
| - Possession | <ul style="list-style-type: none"> 1 day in-school suspension (counseling embedded) Brief Intervention Sessions Guardian + student conference Item turned over to police Restorative circle* Random bag checks possible | <ul style="list-style-type: none"> 2-3 day in-school suspension Guardian + student conference Item turned over to police Restorative circle* Counselor follow-up Random bag checks possible | <ul style="list-style-type: none"> 1-5 day suspension Possible expulsion recommendation Guardian + student conference Item turned over to police Restorative circle* Counselor follow-up Random bag checks possible |
| - Under the influence | <ul style="list-style-type: none"> 1 day in-school suspension (counseling embedded) Brief Intervention Sessions Guardian + student conference Restorative circle* Counselor referral Random bag checks possible | <ul style="list-style-type: none"> 2-3 day in-school suspension Guardian + student conference Restorative circle* Counselor follow-up Random bag checks possible | <ul style="list-style-type: none"> 1-5 day suspension Possible expulsion recommended Guardian + student conference Counselor follow-up Random bag checks possible |
| Drug Paraphernalia | | | |

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|---|---|---|---|
| - Possession | <ul style="list-style-type: none"> 1 day in-school suspension (counseling embedded) Brief Intervention Sessions Guardian + student conference Item turned over to police Restorative circle* Random bag checks possible | <ul style="list-style-type: none"> 2-3 day in-school suspension Guardian + student conference Item turned over to police Restorative circle* Counselor follow-up Random bag checks possible | <ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Item turned over to police Counselor follow-up Random bag checks possible |
| - Sale | <ul style="list-style-type: none"> 1 day in-school suspension (counseling embedded) Brief Intervention Sessions Guardian + student conference Item turned over to police Restorative circle* Random bag checks possible | <ul style="list-style-type: none"> 2-3 day in-school suspension Guardian + student conference Item turned over to police Restorative circle* Counselor follow-up Random bag checks possible | <ul style="list-style-type: none"> Suspension pending expulsion process (Ed. Code required) Expulsion recommended Guardian + student conference Item turned over to police Random bag checks possible |
| Electronics | | | |
| -Use or visible possession | <ul style="list-style-type: none"> Device taken and logged in the office | <ul style="list-style-type: none"> Device taken and logged in the office, guardian phone call to release | <ul style="list-style-type: none"> 3rd - Device taken and logged in office, guardian pick up 4th - Device taken and logged in office, guardian/student/admin conference |
| -Recording a fight | <ul style="list-style-type: none"> 3 hours of community service Reflection assignment Guardian contact | <ul style="list-style-type: none"> 6 hours of community service Reflection assignment Guardian contact | <ul style="list-style-type: none"> 9 hours of community service Reflection assignment Guardian contact |
| Falsifying Records | <ul style="list-style-type: none"> Guardian + student conference Reflective assignment Warning of loss of privilege related to falsification/positions of trust | <ul style="list-style-type: none"> Guardian + student conference Reflective assignment Loss of privilege related to falsification/positions of trust | <ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Reflective assignment Loss of positions of trust |
| - Falsely representing people or facts on school documents | | | |
| Fire Alarms | <ul style="list-style-type: none"> 1-2 day in-school suspension Reflective assignment Restorative circle | <ul style="list-style-type: none"> 1-2 day suspension Reflective assignment Restorative circle | <ul style="list-style-type: none"> 3-5 day suspension Reflective assignment Restorative circle |
| - Pulling | | | |
| Gambling | <ul style="list-style-type: none"> After-school detention Confiscation of equipment for guardian pick-up Restorative circle | <ul style="list-style-type: none"> 1 period suspension Confiscation of equipment Guardian + student conference Restorative circle Counselor referral | <ul style="list-style-type: none"> 1+ day in-school suspension Confiscation of equipment Guardian + student conference Restorative circle Counselor referral |
| Harassment & Bullying | <ul style="list-style-type: none"> After-school detention Guardian + student conference Conflict resolution or restorative circle* Educational/reflective assignment | <ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Conflict resolution or restorative circle* Educational/reflective assignment Harassment contract Counselor referral | <ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Conflict resolution or restorative circle* Educational/reflective assignment Counselor follow-up Possible schedule change |
| - Unwelcome comments [spoken, written, electronic] or acts, which are ongoing, one-sided and make the recipient feel powerless and/or creates a hostile environment | | | |
| Hate Acts | <ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech | <ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech | <ul style="list-style-type: none"> See the consequence for each act plus any or all of the consequences for hate speech |
| - Harmful action against someone for their real or perceived identity. | | | |
| Hate Speech | <ul style="list-style-type: none"> Guardian contact Research and written reflection about the specific area of hate Restorative circle* Make amends with group impacted Counselor referral | <ul style="list-style-type: none"> 1 day in-school suspension Guardian + student conference Research and written reflection Restorative circle* Make amends with group impacted Counselor referral | <ul style="list-style-type: none"> 1-5 day suspension Guardian + student conference Research and written reflection Restorative circle* Make amends with group impacted Counselor follow-up |
| - Slur or derogatory comment about one's real or perceived identity. This includes body size, race, gender, nationality, religion, or sexual orientation. | | | |
| Incendiary Devices (matches, lighters, etc.) | | | |

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|--|---|--|---|
| -Possession | <ul style="list-style-type: none"> • 30 minutes of restorative work • Guardian contact • Confiscation of Item • Restorative circle | <ul style="list-style-type: none"> • 60 minutes of restorative work • Guardian contact • Confiscation of Item • Restorative circle | <ul style="list-style-type: none"> • 1 day in-school suspension • Guardian + student conference • Confiscation of Item • Restorative circle • Random bag checks in morning |
| -Use (lighting something on fire) | <ul style="list-style-type: none"> • 1 day suspension • Guardian conference • Confiscation of Item • Restorative circle | <ul style="list-style-type: none"> • 2 day suspension • Guardian conference • Confiscation of Item • Restorative circle | <ul style="list-style-type: none"> • 3 day suspension • Guardian conference • Confiscation of Item • Restorative circle • Random bag checks in morning |
| Offensive Comment | <ul style="list-style-type: none"> • Behavior reflection form • Conflict resolution • Guardian contact | <ul style="list-style-type: none"> • 30 minutes of restorative work • Behavior reflection form • Conflict resolution • Guardian contact | <ul style="list-style-type: none"> • 60 minutes of restorative work • Behavior reflection form • Conflict resolution • Guardian contact • Counselor referral |
| - Harmful or offensive comment that is not about a person's identify. | | | |
| Retaliation | <ul style="list-style-type: none"> • See the consequence for each act plus any or all of the following: • Guardian contact • Restorative circle* • Counselor referral | <ul style="list-style-type: none"> • See the consequence for each act plus any or all of the following: • 1 day in-school suspension • Guardian + student conference • Restorative circle* • Counselor referral • Retaliation contract | <ul style="list-style-type: none"> • See the consequence for each act plus any or all of the following: • 1-5 day suspension • Guardian + student conference • Restorative circle* • Counselor follow-up • Retaliation contract |
| - Harming someone because they caused or reported harm | | | |
| Roughhousing (not fighting) | <ul style="list-style-type: none"> • Verbal warning • Teacher notifies asst. principal | <ul style="list-style-type: none"> • After-school detention • Guardian contact • Conflict resolution • Counselor referral | <ul style="list-style-type: none"> • 1 + period suspension • Guardian + student conference • Conflict resolution • Counselor follow-up |
| | | | |
| Selling, Buying, or Trading Items | <ul style="list-style-type: none"> • Items, or \$ earned, are returned to original owner • Items confiscated for guardian pickup • Guardian contact + policy signed | <ul style="list-style-type: none"> • After-school detention • Items, or \$ earned, are returned to original owner • Items confiscated for guardian pickup • Guardian contact | <ul style="list-style-type: none"> • 5 hours of community service • Items, or \$ earned, are returned to original owner and guardian to pick up • Guardian + student conference |
| | | | |
| Sexual Harassment | <ul style="list-style-type: none"> • 1 day in-school suspension • Guardian + student conference • Restorative circle* • Counselor referral | <ul style="list-style-type: none"> • 1-3 day suspension • Conference with student, guardian, and counselor • Restorative circle* • Restorative project or training • Counselor referral • Harassment contract | <ul style="list-style-type: none"> • 3-5 day suspension • Conference with student, guardian, and counselor • Restorative circle* • Restorative project or training • Possible schedule change • Counselor follow-up |
| - Verbal/visual (creating or displaying pictures, signs, gestures, inappropriate material or verbal statement) | | | |
| - Physical contact (of another in the act of harassment), includes pantsing | | | |
| - Continual verbal, visual, or physical sexual harassment | | | |
| Tardy | | | |
| | | | |
| Theft/Possession of Stolen Property | <ul style="list-style-type: none"> • After school detention • Restitution to individual(s) and community • Guardian + student conference • Restorative circle* • Counselor referral | <ul style="list-style-type: none"> • 1-2 day in-school suspension • Restitution to individual(s) and community • Guardian + student conference • Police contacted if necessary • Restorative circle* • Counselor follow-up | <ul style="list-style-type: none"> • 3+ day in-school suspension • Restitution to individual(s) and community • Guardian + student conference • Police contacted if necessary • Restorative circle* • Counselor follow-up |
| | | | |
| Threats (student) | <ul style="list-style-type: none"> • 1-2 day suspension in or out-of-school • Crisis Response Protocol • Guardian + student conference • Conflict resolution or restorative circle* • Counselor referral • Police report possible | <ul style="list-style-type: none"> • 2-3 day suspension • Crisis Response Protocol • Guardian + student conference • Conflict resolution or restorative circle* • Counselor follow-up • Police report possible | <ul style="list-style-type: none"> • 3-5 day suspension • Crisis Response Protocol • Expulsion recommendation possible • Guardian + student conference • Conflict resolution or restorative circle* • Counselor follow-up |
| - Witness intimidation using harassment and/or threat | | | |
| - Threat of death or grave bodily injury | | | |

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| | | | <ul style="list-style-type: none"> Possible report possible |
| Threats (staff) - Threat of death or grave bodily injury against school official, or against school property | <ul style="list-style-type: none"> 1-2 day suspension Crisis Response Protocol Guardian + student conference Police report Restorative conference* Counselor referral Consider class change | <ul style="list-style-type: none"> 2-3 day suspension Crisis Response Protocol Guardian + student conference Police report Restorative conference* Counselor follow-up Consider class change | <ul style="list-style-type: none"> 3-5 day suspension Crisis Response Protocol Expulsion recommendation possible Guardian + student conference Police report Restorative conference* Counselor follow-up Consider class change |
| Vandalism, Graffiti, Destruction of Property - Destruction or harm to school or personal property requiring clean up or resulting in financial loss | <ul style="list-style-type: none"> 1 day in-school suspension 30 minutes restorative work Guardian + student conference Police report possible | <ul style="list-style-type: none"> 2 day in-school suspension 60 minutes restorative work Guardian + student conference Police report possible | <ul style="list-style-type: none"> 3 day in-school suspension 90 minutes restorative work Guardian + student conference Police report possible |
| Verbal Abuse of a Staff Member | <ul style="list-style-type: none"> Possible 1 day class suspension Restorative conference Restorative action | <ul style="list-style-type: none"> Possible 2-3 day class or in-school suspension Restorative conference including guardian Restorative action Counselor referral | <ul style="list-style-type: none"> Possible 3-5 day class or out of school suspension Restorative conference including guardian Restorative action Counselor follow-up |
| Weapons, Explosives, Dangerous Objects, Imitation Firearms | | | |
| - Possession of a knife or blade, real or imitation | <ul style="list-style-type: none"> 1-2 day suspension Guardian + student conference Counseling referral | <ul style="list-style-type: none"> 3-5 day suspension Guardian + student conference Counseling follow-up Possibility of expulsion recommended | <ul style="list-style-type: none"> Suspension pending expulsion Expulsion recommended Guardian + student conference Counseling follow-up |
| - Possession or use of a weapons, explosives, dangerous objects or imitation firearms - Brandishing a knife | | | <ul style="list-style-type: none"> Suspension pending expulsion (Ed. Code required) Expulsion recommended Police called Guardian and student conference |

*Note that school staff reserve the right to shift the nature of suspensions from in-school to out of school and vice versa when appropriate or necessary.

***Conflict resolution** – A meeting between 2-3 individuals that is mediated by an administrator, counselor or teacher using restorative questions and “I messages.” Resolutions will only be conducted when both parties agree.

Counseling referral – A referral to one of the school counselors will be made and counselor will determine length/duration of follow-up visits or interventions. Referrals to the mental health program maybe made through the counselors.

Defiance – Minor occurrences of defiance should be handled in the classroom using the existing classroom management system. Requests for restorative conferences can be made without completing a behavior referral.

***Restorative circle** – A practice of restorative justice in which those impacted by an action come together using a formal circle process to address the harm done and explore ways to move forward. Circles will only be conducted when both parties agree.

Restorative conference -- A practice of restorative justice in which those impacted by an action come together in a conference setting to address the harm done and explore ways to move forward.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of October 9, 2018

ITEM: PROMOTING SAFE, SUPPORTIVE, AND COLLABORATIVE ENVIRONMENTS FOR ALL STUDENTS AND STAFF

PREPARED BY: CARRIE NERHEIM, DIRECTOR, STUDENT SERVICES

TYPE OF ITEM: STAFF REPORT

PURPOSE: The purpose of this staff report is to provide the Governing Board and community with information regarding activities taking place throughout the District to promote a safe, supportive, and collaborative environment for students and staff.

BACKGROUND INFORMATION: AUSD's Governing Board, District staff, and members of the Albany community are actively engaged in dialogue around strategies to ensure respect, inclusion, and empathy for all members of the AUSD learning community. District staff continues to highlight programs and activities that improve the culture and climate of our school community.

DETAILS: The Albany Coming together committee had its first quarterly meeting on September 26, 2018. The committee worked for over a year to create one hundred recommendations for the district to consider. The members consolidated the recommendations into twenty-five. The purpose of the meeting was to review the actions that had been taken on the twenty-five recommendations thus far. Additionally, the committee sought to define their purpose and next steps.

STRATEGIC GOALS ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.e.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*

RECOMMENDATION: RECEIVE THE STAFF REPORT ON PROMOTING SAFE, SUPPORTIVE, AND COLLABORATIVE ENVIRONMENTS FOR ALL STUDENTS AND STAFF

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of October 9, 2018

ITEM: SPECIAL EDUCATION UPDATE

PREPARED BY: DIANE MARIE, DIRECTOR, SPECIAL EDUCATION

TYPE OF ITEM: STAFF REPORT

PURPOSE:

The purpose of this item is to provide information about special education placements.

BACKGROUND INFORMATION:

The Board has requested a monthly Special Education Staff Report.

DETAILS:

There are many steps leading to the District's offer of a free appropriate public education (FAPE). Making a placement offer can be a simple procedure or can be a process that is extremely time intensive. This staff report will provide a brief overview of the process our special education teams undertake on a regular basis.

STRATEGIC OBJECTIVES ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.*

RECOMMENDATION: Receive the Special Education Staff Report

Special Education

Offer of Free Appropriate Public
Education (FAPE)

Free Appropriate Public Education (FAPE)

IEP Team Meets:

- Determine present levels of performance, including areas of strength and need
- Discusses accommodations, modification, and services to meet areas of need
- Offer of FAPE is made that will allow student to access and make progress in the general curriculum

FAPE Service Options

- Related services, such as the following:
 - Speech
 - Occupational Therapy
 - Adapted Physical Education
 - Counseling

- Specialized academic instruction
 - In general education setting
 - In special education setting
 - At nonpublic school
 - At residential treatment facility

When Out of District Placement is Considered

- Secure Authorization to Release Information from parent
- Send student Individual Education Program (IEP) and assessment reports to public schools, non public schools, and/or residential treatment facilities being considered
- Tour programs being considered to assess educational, mental health, and boarding, as appropriate. This includes out of state programs
- Follow up with placement options to determine if they can offer placement
- Schedule IEP meeting to discuss options

- Offer free appropriate public education
- Secure parental consent to IEP
- Initiate a SELPA placement or a contract with nonpublic school
- Prepare contract for Board of Education Approval
- Place contract on next available Board of Education Agenda

Timelines/Considerations for Non Public Placements

- Out of District placements are only considered when a student's needs cannot be met in a District program
- Timelines can be very short
 - Student needs can quickly escalate necessitating an out of District placement
 - A nonpublic placement can notify the District that student is ready to transition back to District or to a step down placement, which triggers District to initiate placement process and make visits to potential schools
- Time to make placement is most often approximately two weeks.
- Most important factor is always student need
- Board agenda items must be submitted 8 days prior to the Board meeting

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of October 9, 2018

ITEM: ALBANY UNIFIED SCHOOL DISTRICT - DISTRICT GOALS

PREPARED BY: VAL WILLIAMS, SUPERINTENDENT

TYPE OF ITEM: REVIEW & DISCUSSION

PURPOSE:

The Albany Unified School District Board of Education to discuss AUSD District Goals for the 2018-2019 School Year

BACKGROUND INFORMATION:

AUSD Board of Education members are committed to providing quality leadership for the district and as such, an annual review and discussion of district goals is recommended.

DETAILS

It is the belief of the Board of Education that setting district goals that are aligned with the District's Strategic Plan and the Local Control Accountability Plan (LCAP) will keep the organization focused in fulfilling its primary responsibility of establishing the purposes, programs, and procedures that will produce the best educational achievement needed by AUSD students.

The purpose of district goal setting is to achieve the following:

- 1) Provide the Board and Staff a framework from which to place greater emphasis on identified areas within the Strategic Plan and Local Control Accountability Plan (LCAP).
- 2) Communicate to the public the major points of emphasis in the coming year(s).
- 3) Align the District's budget to District goals.
- 4) Hold all affected parties accountable for identified District goals.

STRATEGIC GOALS ADDRESSED:



Objective #1: *Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.*



Objective #2: *Support the Whole Child. Goal: We will foster the social and emotional*

growth of all students, implement an array of strategies to increase student engagement, identify individual socio-emotional and behavioral needs, and apply collaborative appropriate interventions.



Objective #3: Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.

RECOMMENDATION: The Albany Unified School District Board of Education discuss AUSD District Goals for the 2018-2019 School Year

Albany Unified School District - District Goals

- We need to improve communication—between the School Board and students; and between the District, parents, and the broader community. Communications should be targeted at specific audiences; for example, using social media to connect with students and using a periodic flyer mailed to every address in Albany to keep the greater community informed. Messages that are already being written, such as the Friday Update, need to be disseminated more widely. A condensed version of the Board packet could be provided to the public. There also needs to be a feedback mechanism so that all the stakeholder groups can more easily communicate with the Board.
- We need to review high school graduation requirements and opportunities for high school students to study—and get credit for studying—topics outside of the AHS classroom, whether online, at other institutions (such as community college), or in experiential settings such as internships. We need to formulate a common vision for what we want of our AHS graduates: college ready; college or career ready; college and career ready? An AHS graduate should be flexible and adaptable with the skill set needed to navigate the future, whether a career endeavor, life endeavor, or a switch between fields. All opportunities have to be available to all students, but we should be able to accept credits from students who have found their own way to gain knowledge outside of the classroom.
- We need to come to a clearer understanding of the budget and how to balance it, and we need to communicate that understanding effectively to the community. Balancing the budget has to include consideration of all possibilities, including (but not limited to) cutting expenses through attrition, reducing administrative costs, negotiating with our bargaining units, reducing programs, increasing class sizes, and increasing income—both through more effective fund raising and through parcel taxes.
- We must create and ensure the implementation of protocols that specify how the administration and Board will work together to govern the District in the case of large scale emergencies and for incidents of intolerance or student misbehavior. We need to clarify and promulgate the communication chain so that everyone knows who calls whom and who reports to whom. We need to learn and practice how to communicate outside the classroom during a lockdown. We need to make sure all schools have the requisite emergency supplies.
- The Board and Superintendent need to refine our understanding of the roles and responsibilities of the Board, individual Board members, and the Superintendent, and improve how we work together as a governance team.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of October 9, 2018

ITEM: BOARD BYLAW 9322 - AGENDA/MEETING MATERIALS

PREPARED BY: VAL WILLIAMS, SUPERINTENDENT

TYPE OF ITEM: REVIEW AND DISCUSSION

PURPOSE:

For the Board of Education to review and discussion Board Bylaw 9322 - Agenda/Meeting Materials

BACKGROUND INFORMATION/DETAILS:

AUSD Board Bylaws are board policies that apply to the School Board as a governance body. Board Bylaw 9322 was adopted by the AUSD Board of Education on May 19, 2009. It is being brought to the School Board for review and discussion.

STRATEGIC OBJECTIVES ADDRESSED:



Objective #3: Communicate and Lead Together. Goal: All stakeholders will collaborate and communicate about decisions that guide the sites and district.

RECOMMENDATION: The Board of Education review and discussion Board Bylaw 9322 - Agenda/Meeting Materials

Albany USD

Board Bylaws

BB 9322

Agenda/Meeting Materials

Agenda Content

Board of Education meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code [54954.2](#))

(cf. [9320](#) - Meetings and Notices)

(cf. [9321](#)- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code [35145.5](#); Government Code [54954.3](#))

(cf. [9323](#) - Meeting Conduct)

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code [54957.5](#))

The agenda shall specify that an individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code [54954.2](#))

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting **shall be developed by the agenda committee. The agenda committee shall consist of the Board president, the Board vice president, and the Superintendent. In the case of the unavailability of either the president or vice president, the president may appoint any other Board member as a pro tem member of the agenda committee, or failing that, either the president or vice president can work alone with the Superintendent to develop the agenda. In the case of unavailability of the Superintendent, the assistant Superintendent, if any, shall serve as pro tem member of the committee or, if there is no assistant Superintendent, the Superintendent shall appoint**

an administrator to act in the Superintendent's stead. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. [0000](#) - Vision)

(cf. [0200](#) - Goals for the School District)

(cf. [9121](#) - President)

(cf. [9122](#) - Secretary)

A Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. **If there are at least two Board members, including student Board members, who wish to place the item on the agenda, it shall be placed on a future agenda in a timely manner.** Failing that, the request shall be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least one week before the **next** scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent **agenda committee** shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board president and Superintendent **agenda committee** shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board president and Superintendent **agenda committee** shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated. **If the item is accepted as an agenda item, the agenda committee shall determine the date on which the item will be on the agenda.**

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code [53635.7](#))

(cf. [9323.2](#) - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. [1312.1](#) - Complaints Concerning District Employees)

(cf. [1312.2](#) - Complaints Concerning Instructional Materials)

(cf. [1312.3](#) - Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. [5144.1](#) - Suspension and Expulsion/Due Process)

Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agenda Dissemination to Board Members

At least three days before each regular meeting, a copy of the agenda and agenda packet shall be forwarded to each Board member, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens, and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items.

Agenda Dissemination to Members of the Public

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code [54954.1](#))

If a document is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at the time

the document is distributed to a majority of the Board provided that the document is a public record under the Public Records Act and relates to an agenda item for an open session of a regular Board meeting. The Superintendent or designee may also post the document on the district's website in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code [54957.5](#))
 (cf. [1113](#) - District and School Websites)
 (cf. [1340](#) - Access to District Records)

Any documents prepared by the district or the Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any documents prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code [54957.5](#))

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code [54954.1](#))
 Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code [54954.1](#))

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Legal Reference:

EDUCATION CODE

[35144](#) Special meetings

[35145](#) Public meetings

[35145.5](#) Right of public to place matters on agenda

GOVERNMENT CODE

[6250-6270](#) Public Records Act

[53635.7](#) Separate item of business

[54954.1](#) Mailed agenda of meeting

[54954.2](#) Agenda posting requirements; board actions

[54954.3](#) Opportunity for public to address legislative body

[54954.5](#) Closed session item descriptions

[54956.5](#) Emergency meetings

[54957.5](#) Public records

UNITED STATES CODE, TITLE 42

[12101-12213](#) Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

[35.160](#) Effective communications

[36.303](#) Auxiliary aids and services

COURT DECISIONS

Caldwell v. Roseville Joint Union HSD, 2007 U.S. Dist. LEXIS 66318

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Guide to Effective Meetings, rev. 2007

Maximizing School Board Leadership: Boardmanship, 1996

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, rev. 2003

CALIFORNIA CITY ATTORNEY PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000

WEB SITES

CSBA, Agenda Online: <http://www.csbaagendaonline.net/>

<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

California Attorney General's Office: <http://www.caag.state.ca.us> (*this weblink is no longer active*)

Bylaw ALBANY UNIFIED SCHOOL DISTRICT

adopted: May 19, 2009 Albany, California

DRAFT:

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of October 9, 2018

**ITEM: PUBLIC HEARING REGARDING THE APPROVAL OF
RESOLUTION NO. 2018-19-06: SUFFICIENCY OF
INSTRUCTIONAL MATERIALS**

**PREPARED BY: MARIE WILLIAMS, DIRECTOR III-
CURRICULUM, INSTRUCTION & ASSESSMENT**

TYPE OF ITEM: PUBLIC HEARING

PURPOSE:

The purpose of this item is for the Albany Unified School District Board of Education to conduct a public hearing regarding the sufficiency of instructional materials.

BACKGROUND INFORMATION:

California Education Code 60119 requires school districts hold an annual public hearing and adopt a resolution stating whether each pupil in the district has sufficient textbooks or instructional materials in reading/language arts, mathematics, science, and history-social science aligned to content standards.

DETAILS:

School Site Principals have submitted documentation regarding the inventory and availability of California State Board of Education (SBE) adopted or locally adopted standards-aligned instructional materials. The District currently has records indicating that SBE adopted standards-aligned textbooks/materials were adopted and purchased by the District in all required areas.

STRATEGIC GOALS ADDRESSED:



Objective #1: Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.

RECOMMENDATION:

Conduct a public hearing regarding the sufficiency of instructional materials.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of October 9, 2018

ITEM: **APPROVAL OF RESOLUTION NO. 2018-19-06:
SUFFICIENCY OF INSTRUCTIONAL MATERIALS**

PREPARED BY: **MARIE WILLIAMS, DIRECTOR III-
CURRICULUM, INSTRUCTION & ASSESSMENT**

TYPE OF ITEM: **REVIEW AND ACTION**

PURPOSE:

The purpose is for the Albany Unified School District Board of Education to approve Resolution No. 2018-19-06: Sufficiency of Instructional Materials.

BACKGROUND INFORMATION:

California Education Code 60119 requires school districts hold an annual public hearing and adopt a resolution stating whether each pupil in the district has sufficient textbooks or instructional materials in reading/language arts, mathematics, science, and history-social science aligned to content standards.

DETAILS:

School Site Principals have submitted documentation regarding the inventory and availability of California State Board of Education (SBE) adopted or locally adopted standards-aligned textbooks and/or instructional materials that are aligned to the California State Standards. The District currently has records indicating that SBE adopted standards-aligned textbooks/materials were adopted and purchased by the District in all required areas.

STRATEGIC GOALS ADDRESSED:



Objective #1: Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.

RECOMMENDATION:

Approve Resolution No. 2018-19-06: Sufficiency of Instructional Materials

ALBANY UNIFIED SCHOOL DISTRICT

In the Matter of Sufficiency or Insufficiency of Instructional Materials
RESOLUTION NUMBER NO: 2018-19-06

SUFFICIENCY OF INSTRUCTIONAL MATERIALS

WHEREAS, the Governing Board of the Albany Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on October 9, 2018; and

WHEREAS, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing; and

WHEREAS, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing; and

WHEREAS, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the Albany Unified School District; and

WHEREAS, the definition of "sufficient textbooks" or "instructional materials" means that each student, including English learners, has a textbook or instructional materials, or both, to use in class and to take home; and

WHEREAS, between the 2008-09 through the 2018-19 fiscal years, the definition of "sufficient textbooks" or "instructional materials" also means that all students who are enrolled in the same course within the Albany Unified School District have standards-aligned textbooks or instructional materials from the same adoption cycle; and

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

Mathematics:

Grades TK – 3: Investigations in Number, Data, & Space, 2012 (Pearson)

Grades 4 – 5: Math Expressions Common Core, 2015 (Houghton Mifflin Harcourt)

Grades 6 – 8: College Prep Math, Courses 1, 2, & 3, 2013 (CPM.org)

Grades 9 – 11: College Prep Math, Integrated Math 1, 2, & 3, 2013 (CPM.org);

Mathematics Vision Project, Course 1 & 2, 2013 (mathematics visionproject.com)

Grades 11-12:

Pre Calculus/Pre Calculus with Limits/2001/McDougal Littel

Honors Pre Calculus/Calculus with Pre Calculus/2004/McDougal Littel

AP Calculus AB/Calculus (Stewart)/2004/Thompson Learning

AP Calculus BC/Calculus 6th Edition (Swok)/1994/PWS

AP Statistics/Stats, Modeling the World/2010/Addison-Wesley

Statistics/ Stats, Modeling the World/2010/Addison-Wesley

Science:

- Grades K – 5: Full Option Science System (FOSS), 2007 (Delta Education)
- Grades 6 – 7: CA Science Explorer, Focus on Earth, Life & Physical Science, 2008 (Pearson Prentice Hall)
- Grade 8: CA Science: Earth, Life & Physical Science, 2007 (Holt, Rinehart and Winston)
- Grades 9-12:
- Biology: Biology (Prentice Hall)
 - Advanced Placement Biology: Biology in Focus AP Edition
 - Chemistry: Foundations of College Chemistry (Arena)
 - Advanced Placement Chemistry: General Chemistry (Robinson)
 - Physics: Physics Principles and Problems (Glencoe Science)
 - Advanced Placement Physics: Physics (Giancoli)
 - Anatomy and Physiology: Hole's Essentials of Human Anatomy & Physiology (McGraw Hill)
 - Advanced Placement Environmental Science: Environment (Wiley)

History/social science:

- Grades K – 1: History Social Science, 2006 (Houghton Mifflin)
- Grades 2 – 5: Reflections: California Series, 2006 (Harcourt)
- Grades 6 – 8: History Alive! – CA Middle Schools' Program (Teachers Curriculum Institute)
- Grades 9-12:
- Grade 10: World History, People & Nations (Holt)
 - Grade 11: American Odyssey (Glencoe)
 - Grade 12: US Government: American Politics Today (Norton & Company)
 - Grade 12: Advanced Placement Comparative Government: Introduction to Comparative Politics
 - Grade 12: Economics: Economics in our Times (NTC Publishing)

English Language Arts:

- Grades K – 5: CA Reading: Medallion Edition, 2003 (Houghton Mifflin)
- Units of Study in Writing, 2013 (Heinemann Press)
 - Units of Study in Reading 2013 (Heinemann Press)
- Grades 6 – 8: California Literature (McDougal Littell)
- Grade 6 core novels:
- The Giver* by Lois Lowry
 - The Watsons Go to Birmingham - 1963* by Christopher Paul Curtis
- Grade 7 core novels:
- The Outsiders* by S.E. Hinton
 - Of Nightingales that Weep* by Katherine Paterson
 - Weedflower* by Cynthia Kadohata
- Grade 8 core novels:
- The Absolutely True Diary of a Part-Time Indian* by Sherman Alexie
 - Inherit the Wind* by Jerome Lawrence and Robert E. Lee
- Grade 9-12 novels:
- Salvage the Bones* by Jesmyn Ward
 - The House on Mango Street* by Sandra Cisneros
 - Between the World and Me* by Ta-Nehisi Coates
 - A Gathering of Old Men* by Ernest J Gaines
 - A Visit from the Goon Squad* by Jennifer Egan

The Orphan Master's Son by Adam Johnson
Purple Hibiscus by Chimamanda Ngozi Adichie
Americanah by Chimamanda Ngozi Adichie
The Best We Could Do by Thi Bui
Orlando by Virginia Woolf
The Brief Wondrous Life of Oscar Wao by Junot Diaz
The Color Purple by Alice Walker
The Immortal Life of Henrietta Lacks by Rebecca Skloot
The Hate U Give by Angie Thomas
Understanding Comics by Scott McCloud
Out on the Wire by Jessica Abel
Kindred by Octavia Butler
A People's History of the United States by Howard Zinn

English Language Development

Grades K – 5: On Our Way to English (Rigby)
 Grades 6 – 8: California Literature (McDougal Littell)
 Grades 9-12: Edge Fundamentals and Edge Levels A-C (Cengage)

World Languages

Spanish: Realidades 1-4 (2004)
 Advanced Placement Spanish: Abriendo Paso (2005)
 French: Discovering French 1-4
 Advanced Placement French: Une Fois Pour Toute

WHEREAS, sufficient textbooks or instructional materials were provided to each student enrolled in health classes; and

WHEREAS, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the 2018-2019 school year, the Albany Unified School District has provided each student with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED by the Governing Board of the Albany Unified School District on this 9th day of October 2018, by the following vote:

AYES: NOES: ABSENT: ABSTENTIONS:

Clerk of the Board of Trustees
 Albany Unified School District
 Alameda County, California

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of October 9, 2018

ITEM: **APPROVAL OF INTERIM ENGLISH LEARNER
RECLASSIFICATION CRITERIA**

PREPARED BY: **MARIE WILLIAMS, DIRECTOR III-
CURRICULUM, INSTRUCTION & ASSESSMENT**

TYPE OF ITEM: **REVIEW AND ACTION**

PURPOSE:

The purpose of this item is for the Albany Unified School District Board of Education to review and approve the interim English learner reclassification criteria.

BACKGROUND INFORMATION:

California Department of Education (CDE) has provided guidance regarding interim English learner reclassification criteria during the transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC).

The California Department of Education is expected to determine revised English language proficiency (ELP) assessment criterion based on the ELPAC in November 2018 followed by proposed reclassification criteria in January 2019.

Until revised reclassification criteria are determined, Districts may determine interim English learner reclassification criteria based on the following:

- Student performance on the ELPAC.
- Student performance in basic skills on a standards-based assessment (e.x Smarter Balanced Summative Assessment).
- Teacher evaluation of student mastery of English language development standards (e.x. observation of report cards and/or teacher recommendation).
- Parent opinion and consultation.

Differences between CELDT and ELPAC scoring and reporting necessitate the development of new criteria for reclassifying English learners. Unlike CELDT which reported overall student performance as one of five levels, ELPAC reports overall student performance as one of four levels. Both CELDT and ELPAC measure performance in the domains of reading, writing, speaking, and listening; however, ELPAC reports an Oral Language score (composed of listening and speaking) and a Written Language score (composed of reading and writing). Additionally, student performance in each of the four domains of reading, writing, speaking and listening are reported as “Beginning,” “Somewhat/Moderately Developed,” or “Well Developed.”

The table below illustrates how the summative ELPAC results are reported:

| Overall ELPAC Score (Performance Levels 1-4) | | | |
|--|--------------------------------------|---|-------------------------------------|
| Oral Language (Performance Levels 1-4) | | Written Language (Performance Levels 1-4) | |
| Listening (Performance Levels 1-3) | Speaking (Performance Levels 1-3) | Reading (Performance Levels 1-3) | Writing (Performance Levels 1-3) |

DETAILS:

Based on an analysis of the 2018 ELPAC summative assessment results, District staff and English Language Development Specialists have developed interim English learner reclassification criteria for the 2018-2019 school year (Appendix A).

STRATEGIC GOALS ADDRESSED:



Objective #1: Assess and Increase Academic Success. Goal: We will provide a comprehensive educational experience with expanded opportunities for engagement, assessment, and academic growth so that all students will achieve their fullest potential.

| |
|--|
| RECOMMENDATION: APPROVAL OF INTERIM ENGLISH LEARNER RECLASSIFICATION CRITERIA |
|--|

Appendix A: AUSD Interim English Learner Reclassification Criteria (2018-2019)

| Grade Level | ELPAC Performance | Demonstration of Basic Skills | Teacher Evaluation | Parent Consultation |
|-------------|---|--|--|--|
| K-1 | NA | | | Parent consultation via phone, email, or in person |
| 2-3 | Overall ELPAC Performance Level of 4 AND “Well Developed” in Reading, Writing, Speaking, and Listening Domains | Grade Level Performance on Developmental Reading Assessment <i>OR</i> Grade Level Performance on Fountas and Pinnell Benchmark Assessment | Overall Report Card Scores of 3 and 4 | |
| 4-5 | Overall ELPAC Performance Level of 4 | “Standards Exceeded” on ELA Smarter Balanced Summative Assessment | Overall Report Card Scores of 3 and 4 | |
| | Overall ELPAC Performance Level of 4 AND Performance Level of 4 in both Oral Language and Written Language domains | “Standards Met” ELA Smarter Balanced Summative Assessment | Overall Report Card Scores of 3 and 4 | |
| 6-8 | Overall ELPAC Performance Level of 4 AND “Well Developed” in Reading, Writing, Speaking, and Listening Domains | “Standards Met” or “Standards Exceeded” on ELA Smarter Balanced Summative Assessment <i>OR</i> “Standards Nearly Met” in ELA AND overall performance level of “Proficient” or “Advanced” on Scholastic Reading Inventory (SRI) | ELA Teacher Recommendation | |
| 9-12 | | “Standards Met” or “Standards Exceeded” on ELA Smarter Balanced Summative Assessment <i>OR</i> Performance Level of “Proficient” or “Advanced” on an assessment approved by the English Department | | |