

ALBANY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION

P1

*The mission of Albany Unified School District is to provide excellence in public education, empowering 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 Avenue  
Albany, CA 94706

TUESDAY

October 4, 2011

A G E N D A

**I. OPENING BUSINESS**

6:00 p.m.

- A) Call to Order
- B) Roll Call
- C) Identify Closed Session Pursuant to Agenda Section III Below

**II. PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS**

*General public comment on any Closed Session item will be heard. The Board may limit comments to no more than three (3) minutes.*

**III. CLOSED SESSION**

6:05 p.m.

- A) With respect to every item of business to be discussed in Closed Session pursuant to Government Code Section 54957: *Superintendent's Evaluation*
- B) With respect to every item of business to be discussed in Closed Session pursuant to Government Code Section 54957: *Pending Litigation: Keenan File No. 439152*
- C) With respect to every item of business to be discussed in Closed Session pursuant to Education Code Section 35146: *Students*:
  - *Approve Stipulated Agreement - Student ID No.206379*
- D) With respect to every item of business to be discussed in Closed Session Pursuant to Government Code Section 54957.6: Conference with Labor Negotiator (Superintendent Marla Stephenson, District Representative), Regarding Negotiations as pertains to:
  - California School Employees Association (CSEA)
  - Albany Teachers Association (ATA)
  - SEIU Local 1021

**IV. OPEN SESSION**

7:00 p.m.

*Depending upon completion of Closed Session items, the Board of Education intends to convene to Open Session at 7:00 p.m. to conduct the remainder of its meeting, reserving the right to return to Closed Session at any time.*

- A) Reconvene to Open Session
- B) Roll Call
- C) Pledge of Allegiance
- D) Report of Action Taken in Closed Session
- E) Approval of Agenda
- F) 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. Board of Education Minutes

- a) *Approve Minutes of the September 20, 2011 Regular Meeting-----*(pg. 6)

2. Personnel

- a) Certificated Personnel Assignment Order-----(pg. 16)

- 1. Amendment
  - a. Teacher
- 2. Leave
  - a. Teacher
- 3. Extra Assignment
  - a. Teacher Leader
- 4. New Hire
  - a. Aft Sch Interven Teacher
  - b. School Psychologist
  - c. Teacher
  - d. Teacher, Sp Ed
  - e. Teacher, Substitute
- 5. Separation of Service
- 6. Status Change
  - a. Teacher

b) Classified Personnel Assignment Order

- 1. Amendment
  - a. Para-Educator
- 2. Leave
  - a. Café Asst
- 3. Extra Assignment
- 4. New Hire
  - a. Aft Sch Interven Teacher
  - b. Clerical Aide
  - c. Clerical, Substitute
  - d. Para-Educator, Substitute
  - e. Student Services Coordinator
  - f. Teacher
  - g. Year Book Advisor
- 5. Separation of Service
  - a. Clerical Aide
  - b. Yard Aide
- 6. Status Change
  - a. Para-Educator
  - b. Yard Aide
- 7. Student Workers

c) Uncompensated Service Assignment Order

1. Intern
  - a. Mental Health
2. Volunteer(s)

d) Job Descriptions------(pg. 29)

1. Lifeguard
2. Swim Instructor
3. Head Lifeguard
4. Head Swim Instructor
5. Water Fitness Instructor
6. Front Desk Attendant/Cashier

3. Business and Operations

- a) *Approve Annual Accounting of Developer Fees*------(pg. 43)
- b) *Approve Independent Contract - Lynn Ponton*------(pg. 45)
- c) *Approve Independent Contract - Joanne Wile*------(pg. 46)
- d) *Approve Resolution 2011-12-03 - Temporary Borrowing Between Funds for the 2011-12 fiscal year*------(pg. 47)
- e) *Approve Warrant List – September 2011*------(pg. 49)

4. Student Services

- a) *Receive Valenzuela/California High School Exit Exam Lawsuit Settlement Quarterly Report on Williams Uniform Complaints*------(pg. 71)
- b) *Approve Memorandum of Understanding – Contra Costa County Office of Education BTSA Induction*------(pg. 73)

5. Special Education

- a) *Approve Independent Contractor Agreement - Caroline Johnson*------(pg. 78)
- b) *Approve Increase to Purchase Order #P12-00439 - Beyond the Classroom*------(pg. 79)

V. STUDENT MEMBER REPORT

VI. STAFF REPORTS

- A) *City of Albany Parks & Recreation Biannual Report*------(pg. 80)
- B) *Golden Gate Fields – 2<sup>nd</sup> Campus for Lawrence Berkeley National Laboratory*

VII. PERSONS TO ADDRESS THE BOARD ON MATTERS NOT ON THE AGENDA

*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.*

VIII. REVIEW AND ACTION ITEMS

*(Members of the public will have the opportunity to speak on all issues.)*

- A) *Sufficiency or Insufficiency of Instructional Materials 2011-2012*------(pg. 82)
  - *Open Public Hearing*
  - *Close Public Hearing*
  - *Adoption of Resolution No. 2011-12-04 –Insufficiency of Instructional Materials 2011-2012*

B) *Approve Appointment to the City of Albany Sustainability Committee-----*(pg. 85)  
     *- Pasang Wangma, Student Member*

C) *Board Policies– 4000s*

1. *Conduct 2nd Reading, Adopt; Board Policy 4113 – Assignment-----*(pg. 86)
2. *Conduct 2nd Reading, Adopt; Board Policy 4030 – Nondiscrimination-----*(pg. 89)  
     *in Employment*
3. *Conduct 2nd Reading, Adopt; Board Policy 4127, 4227, 4327 – Temporary---*(pg. 92)  
     *Athletic Coaches*
4. *Conduct 2nd Reading, Adopt; Board Policy 4020 – Drug & Alcohol Free-----*(pg. 95)  
     *Workplace*

D) *Board Policies– 5000s*

1. *Conduct 2nd Reading, Adopt; Board Policy 5131.7 - Weapons and -----*(pg. 97)  
     *Dangerous Instruments*

E) *Board Policies– 6000s*

1. *Conduct 2nd Reading, Adopt; Board Policy 6145 - Extracurricular &-----*(pg. 100)  
     *Cocurricular Activities*
2. *Conduct 2nd Reading, Adopt; Board Policy 6163.4 - Student Use of-----*(pg. 103)  
     *Technology*

**IX. REVIEW AND DISCUSSION ITEMS**

- A) *Conduct 1<sup>st</sup> Reading; Board Policy 1240 – Volunteer Assistance-----*(pg. 106)
- B) *Review Administrative Regulation 1240 – Volunteer Assistance-----*(pg. 111)
- C) *Review Exhibit 1240 – Volunteer Handbook-----*(pg. 116)

**X. BOARD AND SUPERINTENDENT COMMENTS**

**XI. FUTURE AGENDA ITEMS**

Single School Plans	October
City Sustainability Com. Annual Report	November
ELL Update	November
Facilities Fee Update/Review	November
CSBA Conference	December
Confirm Mission & Beliefs	December
1 <sup>st</sup> Interim Report	December
Employee Recognition	December
Spotlight Recognition AEF	December

**XII. FUTURE BOARD MEETINGS**

1. Tuesday, October 18, 2011, 7:00 p.m., Regular Meeting
  - Albany City Hall, 1000 San Pablo Avenue, Albany
2. Tuesday, November 1, 2011, 7:00 p.m., Regular Meeting
  - Albany City Hall, 1000 San Pablo Avenue, Albany
3. Tuesday, November 15, 2011, 7:00 p.m., Regular Meeting
  - Albany City Hall, 1000 San Pablo Avenue, Albany
4. Tuesday, December 15, 2011, 7:00 p.m., Regular Meeting
  - Albany City Hall, 1000 San Pablo Avenue, Albany

### **XIII. ADJOURNMENT**

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

The Board of Education meeting packet is available for public inspection at the Albany Public Library, 1247 Marin Avenue, all school sites, and the lobby of the Albany Unified School District office, 1051 Monroe Street, Albany. The agenda is available on the Albany Unified School District web site: [www.ausdk12.org](http://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**

**ALBANY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

1051 Monroe Street  
Albany, CA 94706

**MINUTES FOR REGULAR MEETING**

September 20, 2011

*Albany City Hall  
1000 San Pablo Avenue  
Albany, CA 94706*

***I. OPENING BUSINESS 6:00 p.m.***

***A) Call to Order***

President Low called the meeting to order at 6:05 p.m.

***B) Roll Call***

PRESENT: President Low, Vice President Black, and Member Maris, Member Rosenbaum, and Member Knight.

STAFF: Superintendent Stephenson, and Marsha Brown, Director III Student Services.

***C) Identify Closed Session Pursuant to Section III Below***

***II. PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS***

There being no business under this item, the Board moved to the next item on the agenda.

***III. CLOSED SESSION***

A) With respect to every item of business to be discussed in Closed Session pursuant to Government Code Section 54957: *Pending Litigation: Keenan File No. 447719*

B) With respect to every item of business to be discussed in Closed Session pursuant to Government Code Section 35146: *Students*.

C) With respect to every item of business to be discussed in Closed Session Pursuant to Government Code Section 54957.6: Conference with Labor Negotiator (Superintendent Marla Stephenson, District Representative), Regarding Negotiations as pertains to:

1. California School Employees Association (CSEA)
2. Albany Teachers Association (ATA)
3. SEIU Local 1021

***IV. OPEN SESSION***

***A) Reconvene to Open Session***

***B) Roll Call***

PRESENT: President Low, Vice President Black, and Member Maris, Member Rosenbaum, Member Knight, Student Board Member Kim, and Student Board Member Yoon.

STAFF: Superintendent Stephenson; Associate Superintendent Harden; Marsha Brown, Director III Student Services; Cynthia Attiyeh, Human Resource Administrator.

There being no further business under this item, the Board moved to the next item on the agenda.

*C) Pledge of Allegiance*

The Board and members of the public recited the Pledge of Allegiance.

There being no further business under this item, the Board moved to the next item on the agenda.

*D) Report of Action Taken in Closed Session*

President Low reported that no action was taken in closed session.

There being no further business under this item, the Board moved to the next item on the agenda.

*E) Approval of Albany Unified School District Board of Education Agenda for the September 20, 2011 Meeting*

Superintendent Stephenson suggested the following revision to the agenda; Move Item: VI., A) BTSA Annual Update to IV., G).

*President Low requested a motion to: Revise and Approve: E) Albany Unified School District Board of Education Agenda for the September 20, 2011 meeting.*

*Motion by Vice President Black, seconded by Member Rosenbaum to Revise and Approve: E) Albany Unified School District Board of Education Agenda for the September 20, 2011 meeting.*

*The Board was polled and passed unanimously. Members: President Low, Vice President Black, Member Maris, Member Knight and Member Rosenbaum voting AYE.*

There being no further business under this item, the Board moved to the next item on the agenda.

*F) Report from Alameda County Tax Assessor*

Ron Thomsen, Alameda County Tax Assessor, provided the Board with a presentation regarding current tax assessments. The Board was provided with a written report titled 2010-2011 Annual Report (to view the presentation, visit [www.ausdk12.org](http://www.ausdk12.org)).

There being no further business under this item, the Board moved to the next item on the agenda.

*G) BTSA Annual Update*

Cynthia Attiyeh, Human Resource Administrator, provided the Board with annual update on the BTSA program including a description of the program, explaining that tenured teachers are paired with beginning teachers for the purpose of mentoring and conducting a formative assessment process. Meetings between the teachers are conducted at regular intervals.

Ms. Attiyeh recognized and complimented BTSA mentors for the valuable service provided to AUSD. The Board thanked Ms. Attiyeh for the excellent presentation and saluted the mentors for participating in the program

*G) Approval of Consent Calendar*

*1. Board of Education Minutes*

Minutes of the September 6, 2011 Meeting with revisions.

*2. Personnel*

a) Certificated Personnel Assignment Order

1. Amendment
  - a. Teacher
2. Leave
3. Extra Assignment
  - a. Coach – X County
  - b. Noontime Activities Director
4. New Hire
  - a. Teacher
  - b. Teacher, Substitute
  - c. Teacher, Substitute, Long term
5. Separation of Service
  - a. Teacher, Substitute
6. Status Change

b) Classified Personnel Assignment Order

1. Amendment
2. Leave
3. Extra Assignment
4. New Hire
  - a. Café Assistant, Substitute
  - b. Noontime Activities Director
  - c. Para-Educator, Sub
  - d. Yard Aide
5. Separation of Service
  - a. Para-Educator
  - b. School Trans Driver
6. Status Change
  - a. Career Coordinator
  - b. Library Tech
  - c. Para-Educator

c) Uncompensated Service Assignment Order

1. Intern
  - a. Occupational Therapy
  - b. Speech/Language
  - c. Teacher
2. Volunteer(s)
  - a. Classroom
  - b. Driver
  - c. Mental Health

Superintendent Stephenson suggested the following revision to the Consent Calendar: Remove Item: G) Consent Calendar, 2) Personnel, a) Certificated Personnel Assignment Order, 4. New Hire, a. Teacher; James Mott.

3. Business and Operations

- a) *Approve Contract – R.P. Gallagher Associates, Inc.*



Superintendent Stephenson introduced Ron Gallagher, Structural Engineer of R.P. Gallagher & Associates and John Nelson, Principal of Murikami Nelson Architects, the firm that will be assisting Mr. Gallagher. Mr. Gallagher and Mr. Nelson provided the Board with a description of proposed the services.

The Board requested and received clarification on various items including the amendment to the contract that removes Task 3 – Nonstructural Survey; the scope of work that lists the modular unit that houses the district office; the definition of non-structural hazards; the accuracy of the list of AUSD buildings identified by the DSA as being seismically deficient; and Prop 1D funding (to view the discussion visit [www.ausdk12.org](http://www.ausdk12.org)).

After discussion, the Board revised the contract with R.P. Gallagher Associates, Inc. to remove: Task 3 – Nonstructural Survey (Optional) in the amount of \$25,000.00. The Board instructed Mr. Gallagher to return to the Board for approval with the non-structural hazard survey, if deemed if necessary, upon completion of determining the condition of AUSD buildings.

The Board thanked Mr. Gallagher and Mr. Nelson for the description of the proposed services and clarification on various items.

#### 4. Educational Services

##### a) *Ratify Addendum to Contract – City of Berkeley*

Superintendent Stephenson introduced Joanne Wile, Mental Health Consultant, to the Board. Ms. Wile provided the Board with an overview of the program noting that the City of Berkeley offered to extend the contract for mental health services that the Board signed in March 2010 to December 2011.

The Board requested and received clarification on the ethnic breakdown of students served and an update on the parents served in the Asian focus program (to view the discussion visit [www.ausdk12.org](http://www.ausdk12.org)).

The Board complimented Ms. Wile on securing mental health services for the students of AUSD and clarification on various items.

- b) *Approve Agreement – Family Paths, Inc.*
- c) *Approve Independent Contactor Agreement – Sue Blevins*
- d) *Approve Independent Contactor Agreement – Constance Brizee*
- e) *Approve Student Teaching Agreement – Holy Names University*

#### 5. Student Services

- a) *Approve Master Contract – Bayhill High School*
- b) *Approve Independent Contractor Agreement - Bruce Heller*

*President Low requested a motion to Revise and Approve: (G) Consent Calendar.*

*Motion by Member Rosenbaum, seconded by Member Maris to Revise and Approve: (G) Consent Calendar.*

*The Board was polled and passed unanimously. Members: President Low, Vice President Black, Member Maris, Member Knight and Member Rosenbaum voting AYE.*

There being no further business under this item, the Board moved to the next item on the agenda.

#### V. STUDENT MEMBER REPORT

Student Board Members Kim and Yoon presented a Student Member Report to the Board that consisted of the following which was submitted electronically:

## P10

Club Rush day is tomorrow, 9/21/11.

Homecoming week (10/11-10/14) planning is well underway.

- Activities will be Boys' Volleyball, Food Eating, Powder-puff, and Lip Sync.
- Ideas for a possible homecoming parade are in the mix.
- Plans for a pep rally/assembly on the Friday of Homecoming week (10/14) are underway.
- Homecoming dance preparations, including ideas for sales plans, are underway.

Commissioner of Outreach Ghazal Rezvani is looking into plans for the Canned Food Drive for Homecoming. Expectations/suggestions from the BoE for the 10/11 school year.

## VI. STAFF REPORTS

There being no business under this item, the Board moved to the next item on the agenda.

## VII. PERSONS TO ADDRESS THE BOARD ON MATTERS NOT ON THE AGENDA

*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.*

- A) Thelma Rubin addressed the Board requesting written clarification on various financial items in regards to the Adult School. President Low explained that the Brown Act limits the Board's ability to discuss or act on items which are not on the agenda and referred the item to staff.
- B) Diane Meltzer, Marin Elementary School 2<sup>nd</sup> grade teacher, addressed the Board requesting clarification on staffing, technology, and student-to-teacher ratio. President Low explained that the Brown Act limits the Board's ability to discuss or act on items which are not on the agenda and referred the item to staff.
- C) Joanne Wontoy, AHS Senior, addressed the Board requesting clarification on the policy regarding requested donations in AHS courses. President Low explained that the Brown Act limits the Board's ability to discuss or act on items which are not on the agenda and referred the item to staff.
- D) Lyza Bandford, AHS Senior, addressed the Board and thanked the Board for the attention to seismic safety within the schools and noted her concern regarding pedestrian safety on Thousand Oaks between Ramona and Pomona near AHS. President Low explained that the Brown Act limits the Board's ability to discuss or act on items which are not on the agenda and referred the item to staff.

Felix Yoon, AUSD student board member and AHS Junior, addressed the Board regarding concerns about the district's internet content filtering system blocking access to education related sites such as Googlegroups used for the Debate Club and the lack of adequate blocking of gaming sites that are non-educational. President Low explained that the Brown Act limits the Board's ability to discuss or act on items which are not on the agenda and noted that the item can be discussed under agenda item: IX., A), 2. 1<sup>st</sup> Reading; Board Policy 6163.4 - Student Use of Technology.

The Board wished the Debate Club's luck on the future visit to Yale University.

There being no further business under this item, the Board moved to the next item on the agenda.

## IV. REVIEW AND ACTION ITEMS

### A) *Adopt North Region SELPA Local Plan*

Superintendent Stephenson introduced Suzanne Nelson, SELPA Director, to the Board. Ms. Nelson addressed the Board and provided the Board with an overview of the North Region SELPA Local Plan.

The Board suggested the following revision: remove "Local Plan and (JPA)" on page 55, paragraph 2, last bulleted item.

The Board thanked Ms. Nelson for her the overview of the North Region SELPA Local Plan.

*President Low requested a motion to Revise and Adopt: North Region SELPA Local Plan.*

*Motion by Member Rosenbaum, seconded by Vice President Black to Revise and Adopt: North Region SELPA Local Plan.*

*The Board was polled and passed unanimously. Members: President Low, Vice President Black, Member Maris, Member Knight and Member Rosenbaum voting AYE.*

#### *B) Board Policies – 5000s*

##### *1. Conduct 2<sup>st</sup> Reading; Adopt - Board Policy 5141.3 - Health Examinations*

The Board requested clarification from the Superintendent on the number of students still in need of proof of TDAP immunization. Superintendent Stephenson provided clarification and it was noted that less than 300 students are not in compliance. It was also noted that district staff are currently researching the County-wide response in order to prevent loss of ADA. It was noted that parents have the option of signing a waiver.

*President Low requested a motion to Adopt: (B, 1.) Board Policy 5141.3 - Health Examinations*

*Motion by Member Jonathan, seconded by Member Maris to Adopt: (B, 1.) Board Policy 5141.3 - Health Examinations.*

*The Board was polled and passed unanimously. Members: President Low, Vice President Black, Member Maris, Member Knight and Member Rosenbaum voting AYE.*

There being no further business under this item, the Board moved to the next item on the agenda.

##### *2. Conduct 2<sup>st</sup> Reading; Adopt - Board Policy 5141.31 – Immunizations*

*President Low requested a motion to Adopt: (B, 2.) Board Policy 5141.31 – Immunizations.*

*Motion by Member Knight, seconded by Member Maris to Adopt: (B, 1.) Board Policy 5141.31 – Immunizations.*

*The Board was polled and passed unanimously. Members: President Low, Vice President Black, Member Maris, Member Knight and Member Rosenbaum voting AYE.*

There being no further business under this item, the Board moved to the next item on the agenda.

#### *C) Board Policies– 6000s*

##### *1. Conduct 2<sup>st</sup> Reading; Adopt - Board Policy 6145.6 – International Exchange*

Kerry Dunigan, Marin Elementary School 2<sup>nd</sup> grade teacher, requested clarification on whether AUSD is giving priority to international students. Clarification was provided and it was noted that that AUSD is not giving priority to international students. It was also noted that historically, AUSD has approximately 1-2 students per year participating in a foreign exchange program.

*President Low requested a motion to Adopt: (C, 1.) Board Policy 6145.6 – International Exchange.*

*Motion by Vice President Black, seconded by Member Knight to Adopt: (C, 1.) Board Policy 6145.6 – International Exchange.*

*The Board was polled and passed unanimously. Members: President Low, Vice President Black, Member Maris, Member Knight and Member Rosenbaum voting AYE.*

There being no further business under this item, the Board moved to the next item on the agenda.

## IX. REVIEW AND DISCUSSION ITEMS

### *A) Albany City Charter Committee's Proposed Election Method Review Process*

Superintendent Stephenson introduced Preston Jordan, Board of Education appointee to the City of Albany Charter Committee. Mr. Jordan addressed the Board and provided an overview of the proposed election method review process and the request from the Charter Committee for the Board to participate in the process posing the following questions; 1) What is the Board's desired level of participation in the process as a whole; and 2) What community groups can the Board recommend to provide input in the process? The Board requested and received clarification regarding the current election process. After a discussion, the Board determined the level of desired participation is to be apprised as the process moves forward – specifically in the area of the process of creating criteria. The Board suggested involving AHS student leadership in the process. The Board also requested Superintendent Stephenson contact legal counsel about recent rulings in regards to school board elections and bring the findings back to Board.

The Board thanked Mr. Jordan and asked him to report back in a few months (to view the discussion, visit [www.ausdk12.org](http://www.ausdk12.org)).

### *B) Board Policies– 4000s*

#### *1. Conduct 1<sup>st</sup> Reading of Board Policy 4113 – Assignment*

The Board requested and received clarification regarding the credentialing of teachers for elective courses and the equitable distribution of qualified teachers. Dave DeHart, ATA President, addressed the Board noting that Albany Teachers' Association addressed the subject of equitable distribution of qualified teachers.

The Board requested clarification regarding schools that are hard to staff. Superintendent Stephenson provided clarification noting that although Albany schools are not hard to staff, the subject begs the question of the larger number of temporary teachers at Ocean View Elementary.

After a discussion, the Board concluded the 1<sup>st</sup> Reading of Board Policy 4113 – Assignment and requested that item it be placed on the agenda of the next regularly scheduled meeting for adoption.

#### *2. Conduct 1<sup>st</sup> Reading; Board Policy 4030 – Nondiscrimination in Employment*

The Board conducted the 1<sup>st</sup> reading of Board Policy 4030 – Nondiscrimination in Employment. After a discussion, the Board requested that staff consider adding a comma after the word above and removing the following word "that" in the second paragraph, second line. The Board also requested that staff consider removing the reference to Administrative Regulation 4031 on the second page after the second paragraph and requested the item be placed on the next regularly scheduled meeting agenda for adoption.

*3. Conduct 1<sup>st</sup> Reading; Board Policy 4127, 4227, 4327 – Temporary Athletic Coaches*

The Board conducted the 1<sup>st</sup> reading of Board Policy 4127, 4227, 4327 – Temporary Athletic Coaches requested that the item be placed on the next regularly scheduled meeting agenda for adoption.

*4. Conduct 1<sup>st</sup> Reading; Board Policy 4020 – Drug & Alcohol Free Workplace*

The Board conducted the 1<sup>st</sup> reading of Board Policy 4020 – Drug & Alcohol Free Workplace. After a discussion, the Board requested that staff consider removing the reference to “unlawfully” in the second paragraph, first sentence, and requested that the item be placed on the next regularly scheduled meeting agenda for adoption.

*C) Board Policies– 5000s*

*1. Conduct 1<sup>st</sup> Reading; Board Policy 5131.7 - Weapons & Dangerous Instruments*

The Board conducted the 1<sup>st</sup> reading of Board Policy 5131.7 - Weapons & Dangerous Instruments and requested clarification on the definition of a “dangerous weapon.” Clarification was provided and it was noted that the reference pertains to the use of item rather than the definition of the item - scissors was offered as an example.

After a discussion, the Board concluded the 1<sup>st</sup> reading of Board Policy 5131.7 - Weapons & Dangerous Instruments and requested that the item be placed on the next regularly scheduled meeting agenda for adoption.

*D) Board Policies– 6000s*

*1. Conduct 1<sup>st</sup> Reading; Board Policy 6145 - Extracurricular & Cocurricular Activities*

The Board conducted the 1<sup>st</sup> reading of Board Policy 6145 - Extracurricular & Cocurricular Activities and requested clarification on various items.

The Board requested clarification on the background of the revision. Superintendent Stephenson provided clarification noting that the reference is for athletes.

The Board also requested clarification on the difference between sex and gender. The Board was provided with clarification and it was noted that sex is the biological characteristics that differentiates a man from a woman, and gender is a socially constructed role, behavior, or attribute that is given by society.

Student Board Member, Felix Yoon, requested clarification on with whom the responsibility lies to pay for students who cannot afford extra-curricular activity fees - the school or district? The Board requested the item to be referred to staff.

After a discussion, the Board concluded the 1<sup>st</sup> reading of Board Policy 6145 - Extracurricular & Cocurricular Activities and requested that the item be placed on the next regularly scheduled meeting agenda for adoption.

*2. Conduct 1<sup>st</sup> Reading; Board Policy 6163.4 - Student Use of Technology*

The Board conducted the 1<sup>st</sup> reading of Board Policy 6163.4 - Student Use of Technology and engaged in a discussion regarding the district’s internet content filtering system blocking access to education related sites such as Googlegroups and the blocking of gaming sites that are non-educational. The Board requested and received clarification regarding the definition of supervision as it relates to students accessing the internet when doing homework in hallways. After a discussion, the Board requested that staff consider adding “when feasible” in the last paragraph after “staff shall supervise students”.

After a discussion, the Board concluded the 1<sup>st</sup> reading and requested that the item be placed on the next regularly scheduled meeting agenda for adoption.

P14

There being no further business under this item, the Board moved to the next item on the agenda.

**IX. EXTEND TIME OF BOARD MEETING TO 9:40 PM.**

President Low noted that a vote is needed to extend the meeting time past 9:30 p.m.

*President Low requested a motion to Approve: IX: Extend Time of Board Meeting to 9:40 p.m.*

*Motion by Member Maris seconded by Member Rosenbaum to Approve: IX: Extend Time of Board Meeting to 9:40 p.m.*

*The Board was polled and passed unanimously. Members: President Low, Vice President Black, and Member Maris, Member Knight and Member Rosenbaum voting AYE.*

**X. BOARD AND SUPERINTENDENT COMMENTS**

***A) Superintendent Stephenson***

Superintendent Stephenson informed the Board that Albany City Council voted to form a twenty-five member task force to study the subject of Golden Gate Fields as the Lawrence National Laboratory's 2<sup>nd</sup> Campus. The task force is scheduled to meet once a month for six months. It was noted that Beth Pollard, Albany City Manager, asked Superintendent Stephenson to solicit five nominations from the Board of Education, one from each member. It was also noted that nominees should be analytical, have the ability to absorb a lot of data, be collaborative, represent the school district, be willing to be transparent, and be willing to do a lot of homework.

After a discussion, the Board requested nominee requirements to be provided to the Board via email. Superintendent Stephenson requested nominations to be provided to AUSD via email.

It was noted that a staff report on the subject of Golden Gate Fields as the Lawrence National Laboratory's 2<sup>nd</sup> Campus is scheduled to be presented to the Board at the October 4, 2011 meeting.

***B) President Low***

President Low informed the Board and the public that she will be attending, as part of team of staff and students from the high school, a Challenge Success Conference at Stanford University that addresses the high pressure environment in many high schools created by the competition from the college admissions process, advanced placement tests, etc. It was noted that the conference is scheduled for September 30, 2011 and Oct 1, 2011 and will begin with a kick-off talk on resilience in adolescents that is free to the public.

***C) Vice President Black***

Vice President Black requested to be excused from the October 4<sup>th</sup> and October 18<sup>th</sup> meetings.

***D) Member Rosenbaum***

Member Rosenbaum noted that the Board referred to AUSD staff both the issues of written clarification on various financial items in regards to the Adult School and AHS student pedestrian safety on Thousand Oaks between Ramona and Pomona near AHS.

There being no further business under this item, the Board moved to the next item on the agenda.

**XI. FUTURE AGENDA ITEMS**

Annual Accounting of Developer Fees	October
Williams Quarterly Report	October
Textbook Sufficiency	October

City Parks & Recreation B-Annual Report	October
Single School Plans	October
City Sustainability Com. Annual Report	November
ELL Update	November
Facilities Fee Update/Review	November
CSBA Conference	December
Confirm Mission & Beliefs	December
1 <sup>st</sup> Interim Report	December
Employee Recognition	December
Spotlight Recognition AEF	December

## **XII. FUTURE BOARD MEETINGS**

1. Tuesday, October 18, 2011, 7:00 p.m., Regular Meeting
  - Albany City Hall, 1000 San Pablo Avenue, Albany
2. Tuesday, November 1, 2011, 7:00 p.m., Regular Meeting
  - Albany City Hall, 1000 San Pablo Avenue, Albany
3. Tuesday, November 15, 2011, 7:00 p.m., Regular Meeting
  - Albany City Hall, 1000 San Pablo Avenue, Albany
4. Tuesday, December 15, 2011, 7:00 p.m., Regular Meeting
  - Albany City Hall, 1000 San Pablo Avenue, Albany

There being no further business, the Board adjourned at 9:30 p.m.

## **XIII. ADJOURNMENT**

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

# ***Personnel Assignment Order: Pending Approval, Non Confidential***

**BOE Meeting**      10/4/2011

## **Class    Certificated**

### ***Category: Amendment***

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Teacher	Mishork, Lauren		MA				Approve	

### ***Category: Extra Assignment***

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Teacher Leader	Allen, Julie		MA		11/12 SY		Approve	Lottery
Teacher Leader	Avery, Elizabeth		MA		11/12 SY		Approve	GF
Teacher Leader	Berg, Amy		CO		11/12 SY		Approve	Lottery
Teacher Leader	Busby, Ashby		CO		11/12 SY		Approve	Lottery
Teacher Leader	Donovan, Rochelle		MA		11/12 SY		Approve	Lottery
Teacher Leader	Evans, Kathy		CO		11/12 SY		Approve	GF
Teacher Leader	Lou, Pansy		MA		11/12 SY		Approve	GF
Teacher Leader	McKenzie, Eileen		MA		11/12 SY		Approve	GF

***Sunday, September 25, 2011***



**BOE Meeting 10/4/2011**

Teacher Leader	Naif, Stephen	MA	11/12 SY	Approve	GF
Teacher Leader	Rasmussen, Mark	CO	11/12 SY	Approve	GF
Teacher Leader	Schauffler, Derek	MA	11/12 SY	Approve	Lottery
Teacher Leader	Wickstrom, Joanie	CO	11/12 SY	Approve	GF
Teacher Leader	Zmich, Christiane	CO	11/12 SY	Approve	GF

**Category: Leave**

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Teacher	Mishork, Lauren		AMS		12/8/11	12/20/11	Approve	

**Category: New Hire**

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Aft Sch Interven Teacher	Brandley, Jim		CO		10/03/11	06/08/12	Approve	Lotter
Aft Sch Interven Teacher	Lesser, Belinda		CO		10/03/11	06/08/12	Approve	Lottery
Aft Sch Interven Teacher	Murray, Katie		CO		10/03/11	06/08/12	Approve	Lotter
School Psychologist	Vacca, Maria		DW		10/1/11	6/8/12	Approve	Sp Ed
Teacher	Chang, Betty		AMS		09/27/11	6/8/12	Approve	GF

**BOE Meeting 10/4/2011**

Teacher	Colyer, Teresa	AAS	Fall Semester	Approve	AAS
Teacher	Fay, Marion	AAS	Fall Semester	Approve	AAS
Teacher	Feldman, Jamila	AAS	Fall Semester	Approve	AAS
Teacher	Frisch, Deborah	AAS	Fall Semester	Approve	AAS
Teacher	Greico, Joseph	AAS	Fall Semester	Approve	AAS
Teacher	Hecht, Ellen	AAS	Fall Semester	Approve	AAS
Teacher	Kalman, Richard	AAS	Fall Semester	Approve	AAS
Teacher	Kraemer, Armin	AHS	10/1/11 6/8/12	Approve	GF
Teacher	Lou, Mary	AAS	Fall Semester	Approve	AAS
Teacher	McCombs, Susan	AAS	Fall Semester	Approve	AAS
Teacher	Ramberg, Catherine	AAS	Fall Semester	Approve	AAS
Teacher	Scalf, Russell	AAS	Fall Semester	Approve	AAS
Teacher	Scott, Stephanie	AAS	Fall Semester	Approve	AAS
Teacher	Sherrell, Lynn	AAS	Fall Semester	Approve	AAS

**BOE Meeting** 10/4/2011

Teacher	Sink, Elsie	AAS	Fall Semester	Approve	AAS
Teacher	Stocker, Mary	AAS	Fall Semester	Approve	AAS
Teacher	Tenret, Carla	AAS	Fall Semester	Approve	AAS
Teacher	Wasserman, Ann	AAS	Fall Semester	Approve	AAS
Teacher, Sp Ed	Nulty, Ashlee	DW	10/10/11	Approve	Sp Ed
Teacher, Substitute	Mori, Toshio	DW	10/5/11	Approve	GF

**Category: Status Change**

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Teacher	Child, Miesje		CO		8/22/11		Approve	GF
Teacher	Cinquegrano, Janice		AMS		8/22/11		Approve	GF
Teacher	Evoy, Amy		MA		8/22/11		Approve	GF
Teacher	Koepp, Karen		AMS		10/5/11		Approve	GF

**Class Classified****Category: Amendment**

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
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**BOE Meeting 10/4/2011**

Para-Educator	Rowell, Carol	ACC	7/15/11	Approve	ACC
Para-Educator	Salehi, Razia	ACC	7/15/11	Approve	ACC

**Category: Leave**

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Café Asst	Sena, Bernice		CK		10/17/11	10/31/11	Approve	

**Category: New Hire**

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Aft Sch Interven Teacher	Adams, Christine		CO		10/03/11	06/08/12	Approve	Lottery
Aft Sch Interven Teacher	Gallardo, Paola		CO		10/03/11	06/08/12	Approve	Lottery
Aft Sch Interven Teacher	Newell, Susan		CO		10/03/11	06/08/12	Approve	Lottery
Aft Sch Interven Teacher	Pope, Pat		CO		10/03/11	06/08/12	Approve	Lottery
Clerical Aide	Newell, Susan		CO		10/5/11		Approve	CK
Clerical, Substitute	Tambakos, Felina		DW		10/5/11		Approve	GF
Para-Educator, Substitute	Barta, Sarah		DW		9/21/11		Approve	ACC
Para-Educator, Substitute	Safaie, Shabram		DW		9/21/11		Approve	ACC

**BOE Meeting**      **10/4/2011**

Student Services Coordinator	Williams, Linda	DO	9/20/11	Approve	GF
Teacher	Allison, Darryl	AAS	Fall Semester	Approve	AAS
Teacher	DeSilva, Dennis	AAS	Fall Semester	Approve	AAS
Teacher	Feldon, Frances	AAS	Fall Semester	Approve	AAS
Teacher	Glendinning, Mike	AAS	Fall Semester	Approve	AAS
Teacher	Haire, Aimee	AAS	Fall Semester	Approve	AAS
Teacher	Hoff, Anne	AAS	Fall Semester	Approve	AAS
Teacher	Katz, Jack	AAS	Fall Semester	Approve	AAS
Teacher	Lane, Deborah	AAS	Fall Semester	Approve	AAS
Teacher	Lewis, Robert	AAS	Fall Semester	Approve	AAS
Teacher	Madrid, Martha	AAS	Fall Semester	Approve	AAS
Teacher	Reyes, Grace	AAS	Fall Semester	Approve	AAS
Teacher	Spampinato, Janice	AAS	Fall Semester	Approve	AAS
teacher	Stasko, Linda	AAS	Fall Semester	Approve	AAS

**BOE Meeting** 10/4/2011

Teacher	Sutphen-Anice, Lisa	AAS	Fall Semester	Approve	AAS
Yearbook Advisor	Lewit, Barbara	AMS	11/12 SY	Approve	GF

**Category: Separation of Service**

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Clerical Aide	Krueger-Saaf, Lori		CK		10/5/11		Approve	
Yard Aide	Newell, Susan		CO		10/5/11		Approve	

**Category: Status Change**

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Para-Educator	Hall, Carla		ACC		9/12/11		Approve	ACC
Para-Educator	Kim, Bo		ACC		8/24/11		Approve	ACC
Yard Aide	Pope, Pat		CO		10/5/11		Approve	GF

**Class Student Workers**

<i>Category: New Hire</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
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See Attached

**Class Uncompensated Service**

Sunday, September 25, 2011

BOE Meeting 10/4/2011

**Category: Intern**

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
Mental Health	Saechao, Mey				10/5/11		Approve	

**Category: Volunteer**

<i>Position</i>	<i>Name</i>	<i>Reason</i>	<i>Site</i>	<i>FTE/Amt</i>	<i>Effec Date</i>	<i>End Date</i>	<i>Action</i>	<i>Funding</i>
	Albee-Good, Joanie				10/5/11		Approve	
	Alle, McKaile				10/5/11		Approve	
	Baldwin, John				10/5/11		Approve	
	Basu, Kaushik				10/5/11		Approve	
	Bauer, Richard				10/5/11		Approve	
	Bauer, Robert				10/5/11		Approve	
	Bolton, Paul				10/5/11		Approve	
	Cadle, Carrie				10/5/11		Approve	
	Colby, Clifford				10/5/11		Approve	
	Colvin-Watt, Elizabeth				10/5/11		Approve	

Sunday, September 25, 2011

**BOE Meeting 10/4/2011**

Cunningham, Heather	10/5/11	Approve
Curiel, Nancy	10/5/11	Approve
Etheridge, Megan	10/5/11	Approve
Feltes, Helke	10/5/11	Approve
Ferdun, Susan	10/5/11	Approve
Finnegan, Kristina	10/5/11	Approve
Frey, Wendy	10/5/11	Approve
Galicia, Laura	10/5/11	Approve
Gallegos, Yvonne	10/5/11	Approve
Greene, Daniel	10/5/11	Approve
Hatamiya, Ford	10/5/11	Approve
Hendrickson, Craig	10/5/11	Approve
Huang, Yang	10/5/11	Approve
Ifshin, Leslie	10/5/11	Approve



**BOE Meeting 10/4/2011**

King, Nicole	10/5/11	Approve
Knott, Mari	10/5/11	Approve
Lamoureux, Elisabeth	10/5/11	Approve
Lee, Charles	10/5/11	Approve
Lee, Deanna	10/5/11	Approve
Li, Xizo	10/5/11	Approve
Lottman, Caroline	10/5/11	Approve
Lynch, Richard	10/5/11	Approve
Manley-Black, Ana	10/5/11	Approve
Marchetti, Angela	10/5/11	Approve
Marchetti, Louis	10/5/11	Approve
Marshall, Alison	10/5/11	Approve
Mitchell, Jennifer	10/5/11	Approve
Mukai, Christine	10/5/11	Approve

<i>BOE Meeting</i>	<i>10/4/2011</i>		
O'Brien, Jennifer	10/5/11	Approve	
O'Connell, Jennifer	10/5/11	Approve	
Ormsby, Thomas	10/5/11	Approve	
Pacleb, Ellen	10/5/11	Approve	
Pieri, Joe	10/5/11	Approve	
Pinguelo, Tammy	10/5/11	Approve	
Rabin, David	10/5/11	Approve	
Radana, Carmela	10/5/11	Approve	
Roehr, Keegan	10/5/11	Approve	
Soufiani, Masumeh	10/5/11	Approve	
Sullivan, Lauren	10/5/11	Approve	
Tangherlini, Niels	10/5/11	Approve	
Tom, Kelley	10/5/11	Approve	
Tonkyn, John	10/5/11	Approve	

*BOE Meeting*      10/4/2011

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Yang, Mengchun

10/5/11

Approve

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ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP

Regular Meeting of October 4, 2011

ITEM: APPROVE THE AQUATICS UNREPRESENTED CLASSIFIED  
EMPLOYEE SALARY SCHEDULE AND JOB DESCRIPTIONS

PREPARED BY: Amanda Garcia, Aquatics Director

TYPE OF ITEM: CONSENT

BACKGROUND INFORMATION:

As the Albany Aquatics Facility prepares for its opening, the need to hire part-time staff is critical as staff needs to be hired and trained prior to the opening of the facility. The Aquatics Facility will require a number of employees including: Lifeguard, Swim Instructors, Head Lifeguards, Head Swim Instructors, Water Fitness Instructors and Front Desk Attendant/Cahiers.

Due to the time that has passed since the closure of the pool, it is necessary to create new job descriptions and update the salary schedules for the part time staff.

FINANCIAL INFORMATION:

Funding Source: General Fund

RECOMMENDATION: Approve the aquatics unrepresented classified employee salary schedule and job descriptions.

**ALBANY UNIFIED SCHOOL DISTRICT****Lifeguard**

**POSITION DESCRIPTION:** Under the direction of the Head Lifeguard, this position's primary responsibility is to ensure the safety of pool patrons by observing and enforcing all pool rules and regulations. Lifeguards are expected to be vigilant at all times by observing and enforcing all pool rules and regulations. Lifeguard rotation will include front desk duties. Front Desk duties are not limited to but include check in, drop in sales, answering phone calls and providing support and information to patrons regarding pool activities. Lifeguards will work one to six days per week (up to 35 hr/week) including weekdays, weekends and some holidays.

**REPRESENTATIVE DUTIES:** E = Essential Duties The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Participate in regularly scheduled in-service training E
2. Perform maintenance E
3. Other duties as assigned E
4. Manage front desk (patron check in, drop in sales) E
5. Answer phone call E
6. Provide support and information to patrons regarding pool activities E

**KNOWLEDGE OF:** Rules pertaining to Aquatics regulations; Microsoft Office documents;

**ABILITY TO:** Interact in a positive manner with a diverse community; handle conflict in a positive manner, communicate effectively, both orally and in writing; identify appropriate solutions and take action; work independently; deal effectively with stress and conflict, as well as with multiple and concurrent job demands; establish and maintain cooperative and effective working relationship with others; maintain current knowledge of, and be able to apply and explain program rules, regulations, requirements and restrictions; develop, coordinate and schedule various activities; establish working relationships with employees, supervisors and customers; communicate effectively, orally and in writing.

**TOOLS AND EQUIPMENT USED:** Various office equipment; water treatment systems (will train), water test kit, computer including Microsoft, registration and POS software.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus; occasionally required to swim; must be physically able to perform and teach all rescue skills.

**WORK ENVIRONMENT:** The work environment characteristics here are representative of those an employee encounters while performing essential functions of an aquatics job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; employee is frequently exposed to wet or humid conditions, toxic or caustic chemicals.

**ALBANY UNIFIED SCHOOL DISTRICT**  
Lifeguard

**QUALIFICATIONS/REQUIREMENTS:**

1. Minimum 15 years of age
2. Must have current Lifeguard/First Aid and CPR/AED for the Professional Rescuer certifications (or can be trained)
3. WSI and or teaching experience desirable

**ALBANY UNIFIED SCHOOL DISTRICT**  
Swim Instructor

**POSITION DESCRIPTION:** Under direct supervision of the Pool Director, Swim Instructors are responsible for planning and teaching group swim lessons and private lessons.

**REPRESENTATIVE DUTIES:** E = Essential Duties The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Participate in regularly scheduled in-service training E
2. Perform maintenance E
3. Teach the entire scheduled session with each classes beginning and ending on time E
4. Prepare appropriate equipment and supplies for each class E
5. Ensure safety standards are met and department policies are adhered to E
6. Complete records, reports and completion cards each session E
7. Manage front desk (patron check in, drop in sales) E
8. Provide support and information to patrons regarding pool activities E
9. Other duties as assigned E

**KNOWLEDGE OF:** Rules pertaining to Aquatics regulations; Microsoft Office documents;

**ABILITY TO:** Interact in a positive manner with a diverse community; handle conflict in a positive manner, communicate effectively, both orally and in writing; identify appropriate solutions and take action; work independently; deal effectively with stress and conflict, as well as with multiple and concurrent job demands; establish and maintain cooperative and effective working relationship with others; maintain current knowledge of, and be able to apply and explain program rules, regulations, requirements and restrictions; develop, coordinate and schedule various activities; establish working relationships with employees, supervisors and customers; communicate effectively, orally and in writing.

**TOOLS AND EQUIPMENT USED:** Various office equipment; water treatment systems (will train), water test kit, computer including Microsoft, registration and POS software.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus; occasionally required to swim; must be physically able to perform and teach all rescue skills.

**WORK ENVIRONMENT:** The work environment characteristics here are representative of those an employee encounters while performing essential functions of an aquatics job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; employee is frequently exposed to wet or humid conditions, toxic or caustic chemicals.

**QUALIFICATIONS/REQUIREMENTS:**

1. Minimum 16 years of age



**ALBANY UNIFIED SCHOOL DISTRICT****Swim Instructor**

2. Must have current WSI and/or teaching experience
3. Lifeguard/First Aid and CPR/AED for the Professional Rescuer certifications highly desirable
4. Must have current American Red Cross CPR/AED for the Professional Rescuer and First Aid or ability to within 60 days

## ALBANY UNIFIED SCHOOL DISTRICT

### Head Lifeguard

**POSITION DESCRIPTION:** Under the direction of the Pool Director this position performs a variety of general administrative and front-line supervisory duties as needed to coordinate the day-to-day maintenance of the Albany Aquatics Center. The Head Lifeguard will assist with the pool facility and its various functions. The Head Lifeguard will help in hiring, training and developing staff and programs.

**REPRESENTATIVE DUTIES:** E = Essential Duties The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Hire, train, schedule and supervise lifeguards E
2. Maintain, analyze and submits records pertaining to water conditions, facility usage, accidents, rescues and assists, first aid, and staff certification status E
3. Organize and lead in-service trainings for staff E
4. Lead facility certification program E
5. Assist Pool Director in hiring, training and developing staff and programs E
6. Other duties as assigned E

**KNOWLEDGE OF:** Rules pertaining to Aquatics regulations; Microsoft Office documents;

**ABILITY TO:** Interact in a positive manner with a diverse community; handle conflict in a positive manner, communicate effectively, both orally and in writing; identify appropriate solutions and take action; work independently; deal effectively with stress and conflict, as well as with multiple and concurrent job demands; establish and maintain cooperative and effective working relationship with others; maintain current knowledge of, and be able to apply and explain program rules, regulations, requirements and restrictions; develop, coordinate and schedule various activities; establish working relationships with employees, supervisors and customers; communicate effectively, orally and in writing.

**TOOLS AND EQUIPMENT USED:** Various office equipment; water treatment systems (will train), water test kit, computer including Microsoft, registration and POS software.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus; occasionally required to swim; must be physically able to perform and teach all rescue skills.

**WORK ENVIRONMENT:** The work environment characteristics here are representative of those an employee encounters while performing essential functions of an aquatics job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; employee is frequently exposed to wet or humid conditions, toxic or caustic chemicals.

**QUALIFICATIONS/REQUIREMENTS:**

**ALBANY UNIFIED SCHOOL DISTRICT**  
Head Lifeguard

1. 18 years of age
2. Minimum of three years aquatics experience and 1 year supervisory experience is desirable.
3. Valid California driver's license (preferred)
4. Must have current Lifeguard Training Instructor Certification and Lifeguard/First Aid and CPR/AED for the Professional Rescuer certifications or ability to obtain within 60 days.
5. CPO certifications are highly desirable. Will train and certify CPO if hired.

**ALBANY UNIFIED SCHOOL DISTRICT**  
Head Swim Instructor

**POSITION DESCRIPTION:** Under the direction of the Pool Director this position performs a variety of general administrative and front-line supervisory duties as needed to coordinate the day-to-day maintenance of the Albany Aquatics Center and swim school. The Head Instructor will assist with the pool facility and its various functions: hiring, training, scheduling and supervising a team of swim instructors. Assists in organizing, managing and developing the learn to swim program. The Head Swim Instructor will organize in-service trainings for staff. The Head Lifeguard will help in hiring, training and developing staff and programs. The Head Swim Instructor may teach Private by Appointment (PBA) Lessons at a different pay rate. Private by appointment instructors are responsible for recruiting and scheduling their own clientele.

**REPRESENTATIVE DUTIES:** E = Essential Duties The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Assist in hiring, training, scheduling and supervising a team of swim instructors E
2. Assist in organizing, managing and developing the "Learn to Swim" program E
3. Organize and train in-service trainings for staff E
4. Assist in hiring, training and developing staff and programs E
5. Other duties as assigned

**KNOWLEDGE OF:** Rules pertaining to Aquatics regulations; Microsoft Office documents;

**ABILITY TO:** Interact in a positive manner with a diverse community; handle conflict in a positive manner, communicate effectively, both orally and in writing; identify appropriate solutions and take action; work independently; deal effectively with stress and conflict, as well as with multiple and concurrent job demands; establish and maintain cooperative and effective working relationship with others; maintain current knowledge of, and be able to apply and explain program rules, regulations, requirements and restrictions; develop, coordinate and schedule various activities; establish working relationships with employees, supervisors and customers; communicate effectively, orally and in writing.

**TOOLS AND EQUIPMENT USED:** Various office equipment; water treatment systems (will train), water test kit, computer including Microsoft, registration and POS software.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus; occasionally required to swim; must be physically able to perform and teach all rescue skills.

**WORK ENVIRONMENT:** The work environment characteristics here are representative of those an employee encounters while performing essential functions of an aquatics job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; employee is frequently exposed to wet or humid conditions, toxic or caustic chemicals.

**ALBANY UNIFIED SCHOOL DISTRICT**  
Head Swim Instructor

**QUALIFICATIONS/REQUIREMENTS:**

1. 18 years of age
2. Minimum of three years aquatics experience and 1 year supervisory experience is desirable.
3. Valid California driver's license (preferred)
4. Must have current Lifeguard Training Instructor Certification and Lifeguard/First Aid and CPR/AED for the Professional Rescuer certifications or ability to obtain within 60 days.
5. WSI certifications are highly desirable. Will train and certify WSI if hired.

**ALBANY UNIFIED SCHOOL DISTRICT**  
**Water Fitness Instructor**

**POSITION DESCRIPTION:** Under direct supervision of the Pool Director, provides water aerobics instruction, monitors, educates patrons on fitness and safety, and maintains a safe and enjoyable atmosphere for class participants.

**REPRESENTATIVE DUTIES:** E = Essential Duties The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Begin and end classes on time E
2. Provide adequate warm up exercise, stretching and cool down E
3. Instruct patrons on effective workout method E
4. Explain proper techniques E
5. Demonstrate exercises E
6. Prepare appropriate equipment and supplies E
7. Ensure that safety standards are met and department policies are adhered to
8. Perform other duties as assigned E

**KNOWLEDGE OF:** Rules pertaining to Aquatics regulations; Microsoft Office documents;

**ABILITY TO:** Interact in a positive manner with a diverse community; handle conflict in a positive manner, communicate effectively, both orally and in writing; identify appropriate solutions and take action; work independently; deal effectively with stress and conflict, as well as with multiple and concurrent job demands; establish and maintain cooperative and effective working relationship with others; maintain current knowledge of, and be able to apply and explain program rules, regulations, requirements and restrictions; develop, coordinate and schedule various activities; establish working relationships with employees, supervisors and customers; communicate effectively, orally and in writing.

**TOOLS AND EQUIPMENT USED:** Various office equipment; water treatment systems (will train), water test kit, computer including Microsoft, registration and POS software.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus; occasionally required to swim; must be physically able to perform and teach all rescue skills.

**WORK ENVIRONMENT:** The work environment characteristics here are representative of those an employee encounters while performing essential functions of an aquatics job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; employee is frequently exposed to wet or humid conditions, toxic or caustic chemicals.

**ALBANY UNIFIED SCHOOL DISTRICT**  
Water Fitness Instructor

**QUALIFICATIONS/REQUIREMENTS:**

1. 18 years of age
2. Must have current American Red Cross CPR/AED for the professional Rescuer and First Aid or ability to obtain within 60 days
3. Certified Instructor (AEA, ACA, AFAA) water specialty certification preferred.

**ALBANY UNIFIED SCHOOL DISTRICT**  
Front Desk Attendant / Cashier

**POSITION DESCRIPTION:** Under the director of the Head Lifeguard/Swim Instructor, duties are not limited to but will include daily office and facility maintenance, assisting in the emergency action plan, answering phone calls, making P.A. system announcements and providing support and information to patrons regarding aquatics and adult education programs.

**REPRESENTATIVE DUTIES:** E = Essential Duties The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Responsible for all money transactions involving daily fees, pool passes, concessions and registrations E
2. Sign in all patrons and treat all customers in a professional and friendly matter E
3. Secure office and cash register at all times E
4. Attend employee orientation and in-service trainings E
5. Balance all money at the end of each shift and prepare bank deposit E
6. Escort children to the bathroom during swim lessons if necessary E
7. Perform other related duties as requested or as needed E

**KNOWLEDGE OF:** Rules pertaining to Aquatics regulations; Microsoft Office documents;

**ABILITY TO:** Interact in a positive manner with a diverse community; handle conflict in a positive manner, communicate effectively, both orally and in writing; identify appropriate solutions and take action; work independently; deal effectively with stress and conflict, as well as with multiple and concurrent job demands; establish and maintain cooperative and effective working relationship with others; maintain current knowledge of, and be able to apply and explain program rules, regulations, requirements and restrictions; develop, coordinate and schedule various activities; establish working relationships with employees, supervisors and customers; communicate effectively, orally and in writing.

**TOOLS AND EQUIPMENT USED:** Various office equipment; water treatment systems (will train), water test kit, computer including Microsoft, registration and POS software.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus; occasionally required to swim; must be physically able to perform and teach all rescue skills.

**WORK ENVIRONMENT:** The work environment characteristics here are representative of those an employee encounters while performing essential functions of an aquatics job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; employee is frequently exposed to wet or humid conditions, toxic or caustic chemicals.



**ALBANY UNIFIED SCHOOL DISTRICT**  
Front Desk Attendant / Cashier

P41

**QUALIFICATIONS/REQUIREMENTS:**

1. Minimum 16 years of age
2. Must have current American Red Cross CPR/AED for the Professional Rescuer and First Aid or ability to within 60 days.

Aquatics Unrepresented Classified Employee Salary Schedule

Range	Position Title		A	B	C	D
	Lifeguard	Hourly	\$10.00	\$11.25	\$12.50	\$13.75
	Swim Instructor	Hourly	\$11.00	\$12.35	\$13.80	\$15.25
	Head Lifeguard	Hourly	\$17.00	\$18.25	\$19.50	\$20.75
	Head Swim Instructor	Hourly	\$17.00	\$18.25	\$19.50	\$20.75
	Head Instructor - Private by Appointment	Hourly	\$21.00	\$25.00	\$29.00	
	Water Fitness Instructor	Hourly	ADULT ED RATES APPLY			
	Front Desk Attendant/Cashier	Hourly	\$9.00	\$10.25	\$11.50	\$12.75

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of October 4, 2011**

**ITEM:** Annual Accounting of Developer Fees for the 2010-11 Fiscal Year

**PREPARED BY:** Laurie Harden, Assistant Superintendent, Business Services

**TYPE OF ITEM:** *Consent Agenda*

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**BACKGROUND INFORMATION:**

In accordance with Government Code Section 66006 (b), the Albany Unified School District must provide an annual accounting of the Capital Facilities Fund for the collection and accounting of Developer Fees.

Government Code Section 66006 (b) requires local agencies, including school districts, which collect developer fees, to provide an annual accounting of those fees within 180 days of the close of each fiscal year.

Each accounting must include:

1. The amount of the fee;
2. The beginning and ending balances of the account;
3. The amount of the fees collected and the interest earned during the fiscal year;
4. An identification of each public improvement project for which fees were expended.

During the 2010-11 fiscal year, the Albany Unified School District levied developer fees at the following rates:

Residential Developer Fees in the amount of \$2.97 per square foot of assessable space of residential construction.

Commercial Developer Fees in the amount of \$ .47 cents per square foot of covered and enclosed space of commercial/industrial construction.

**RECOMMENDATION:** It is recommended that the Board approve the Annual Accounting of Developer Fees report for the 2010-11 fiscal year.

**ANNUAL DEVELOPER FEE REPORT  
SCHEDULE OF MITIGATION/DEVELOPER FEES  
FOR THE PERIOD ENDED JUNE 30, 2011**

DEPOSIT			PERMIT				
REF	NUMBER	AMOUNT	DATE	ADDRESS	FEES		
			5/26/2010	835 Santa Fe Avenue	\$ 1,357.44		
			6/1/2010	1504 Beverly Place	\$ 1,889.87		
	AR11-00024	\$ 4,947.04	6/24/2010	629 Stannage Avenue	\$ 1,699.73		
	AR11-00040	\$ 2,313.36	7/29/2010	1601 Sonoma Avenue	\$ 2,313.36		
			8/4/2010	944 Pomona Avenue	\$ 4,036.14		
	AR11-00039	\$ 5,790.61	8/11/2010	905 Carmel Avenue	\$ 1,754.47		
	AR11-00091	\$ 2,970.00	9/15/2010	1111 Ordway Street	\$ 2,970.00		
			11/3/2010	420 Cornell Ave / 1157 Brighton Ave	\$ 8,219.21		
	AR11-00149	\$ 10,981.99	11/23/2010	962 Orway Street	\$ 2,762.78		
	AR11-00198	\$ 3,892.10	1/18/2011	713 Ramona Avenue	\$ 3,892.10		
	AR11-00228	\$ 3,428.27	2/8/2011	1331 Marin Avenue	\$ 3,428.27		
			4/12/2011	929 Key Route Boulevard	\$ 1,872.59		
			4/19/2011	913 Carmel Avenue	\$ 1,993.58		
	AR11-00292	\$ 5,346.95	4/19/2011	635 Spokane Avenue	\$ 1,480.78		
			5/3/2011	1014 Ordway Street	\$ 2,385.39		
	GJ11-00292	\$ 4,655.54	5/16/2011	1075 Peralta Avenue	\$ 2,270.15		
	GJ11-00338	\$ 1,771.75	6/24/2011	808 Cerrito Street	\$ 1,771.75		
	<b>Total</b>	<b>\$ 46,097.61</b>		<b>Total</b>	<b>\$ 46,097.61</b>		

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of October 4, 2011**

**ITEM:** Contract: Lynn Ponton, M.D./Professor UCSF

**PREPARED BY:** Laurie Harden, Assistant Superintendent, Business Services

**TYPE OF ITEM:** Consent Agenda

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**BACKGROUND INFORMATION:**

As part of the Community Education and Supports for Trauma Exposed Individuals and Families Grant, Lynn Ponton, M.D., has agreed to provide psychiatric consulting services for the program.

**FINANCIAL INFORMATION:**

Contract not to exceed \$225.00. The contract is included in, and fully funded by, the grant.

Term of contract: July 1, 2011 – December 31, 2011

XX Standard Contract

**RECOMMENDATION: Approve Independent Contract with Lynn Ponton for \$225.00**

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of October 4, 2011**

**ITEM:** Contract: Joanne Wile

**PREPARED BY:** Laurie Harden, Assistant Superintendent, Business Services

**TYPE OF ITEM:** Consent Agenda

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**BACKGROUND INFORMATION:**

As part of the Community Education and Supports for Trauma Exposed Individuals and Families Grant, Joanne Wile will provide coordination and oversight of the grant.

**FINANCIAL INFORMATION:**

Contract not to exceed \$3500.00. The contract is included in, and fully funded by, the grant.

Term of contract: July 1, 2011 – December 31, 2011

XX Standard Contract

**RECOMMENDATION: Approve Independent Contract with Joanne Wile for \$3500.00.**

**ALBNAY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP  
Regular Meeting of October 4, 2011**

**ITEM:** Board Resolution 2011-12-03  
Temporary Borrowing Between Funds

**PREPARED BY:** Laurie Harden, Assistant Superintendent, Business Services

**TYPE OF ITEM:** *Consent Agenda*

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**Background Information:**

Due to concerns regarding the status of cash at the State level and the impact of the ever increasing "cash deferrals", staff is recommending that the District set in place a contingency plan for cash flow purposes. Should the need occur, Resolution 2011-12-03 authorizes the district to temporarily borrow cash between funds in order to insure that a particular fund does not carry a negative cash balance.

Education Code 42603 permits the Governing Board of any school district to allow for temporary borrowing between funds. Amounts transferred between funds shall be repaid in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.

Resolution 2011-12-03 sets forth permission for temporary borrowing for the 2011-12 fiscal year.

**RECOMMENDATION: Approve Resolution 2011-12-03 Temporary Borrowing Between Funds for the 2011-12 fiscal year.**

**ALBANY UNIFIED SCHOOL DISTRICT**

In the Matter of Authorizing Inter-fund Loan for     )  
Cash Flow Purposes                                     ) RESOLUTION NUMBER 2011-12-03

**TEMPORARY BORROWING BETWEEN FUNDS**

WHEREAS, the Board of Trustees of the Albany Unified School District has determined that there may be insufficient cash to meet current obligations; and

WHEREAS, Education Code Section 42603 permits the Governing Board of any school district to direct that monies held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds and shall not be available for appropriation or be considered income to the borrowing fund.

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year,

THEREFORE, BE IT RESOLVED that the Governing Board of the Albany Unified School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for fiscal year 2011-2012 to authorize the Superintendent or designee to temporarily transfer funds as needed for cash flow purposes and repay those transfers as funds become available.

PASSED AND ADOPTED by the Governing Board of the Albany Unified School District on this 4th day of October 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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



<b>SEPTEMBER 2011 WARRANT LISTING</b>				
<b>ACSIG - DELTA DENTAL (000413/1)</b>	<b>Check # 50050330, Dated 09/01/2011, Printed (RG000154), PO# ,BatchId AP09012011</b>			
08/11 PREMIUM	010-9534- - - - -	\$39,027.33		
08/11 COBRA	010-9534- - - - -	\$539.87		
08/11 EMPLOYEE CONTRIBUTION	010-9534- - - - -	(\$325.10)	Check Amount	\$39,242.10
<b>ACSIG - VISION INSURANCE (000412/1)</b>	<b>Check # 50050331, Dated 09/01/2011, Printed (RG000154), PO# ,BatchId AP09012011</b>			
08/11 PREMIUM	010-9534- - - - -	\$11,292.05		
08/11 EMPLOYEE CONTRIBUTION	010-9534- - - - -	(\$92.95)	Check Amount	\$11,199.10
<b>APPERSON (004446/3)</b>	<b>Check # 50050332, Dated 09/01/2011, Printed (RG000154), PO# P12-00300,BatchId AP09012011</b>			
AMS FORMS	010-4300-1100-1110-1000-016-16- -	\$218.40		
AMS FORMS	010-4300-1100-1110-1000-016-16- -	\$381.64	Check Amount	\$600.04
<b>APPLE COMPUTER INC. (000139/2)</b>	<b>Check # 50050333, Dated 09/01/2011, Printed (RG000154), PO# P12-00496,BatchId AP09012011</b>			
OSX LION SERVER (TECH)	010-4300-0077-0000-7700-000-00- -	\$100.00	Check Amount	\$100.00
<b>Aramark Uniform Service (007442/2)</b>	<b>Check # 50050334, Dated 09/01/2011, Printed (RG000154), PO# P12-00244,BatchId AP09012011</b>			
DUST MOP & TOWEL SERVICE	010-5800-0000-0000-8200-000-00- -	\$62.42		
DUST MOP & TOWEL SERVICE	010-5800-0000-0000-8200-000-00- -	\$62.42	Check Amount	\$124.84
<b>AT&amp;T (005220/7)</b>	<b>Check # 50050335, Dated 09/01/2011, Printed (RG000154), PO# ,BatchId AP09012011</b>			
07/19-08/18 SERVICE	010-5930-0000-1110-8200-001-00- -	\$14.39		
07/19-08/18 SERVICE	010-5930-0000-1110-8200-003-00- -	\$149.94		
07/19-08/18 SERVICE	010-5930-0000-0000-8200-000-00- -	\$67.26		
07/19-08/18 SERVICE	010-5930-0000-0000-8200-000-00- -	\$14.39		
07/19-08/18 SERVICE	010-5930-0000-1110-8200-004-00- -	\$40.99		
07/19-08/18 SERVICE	010-5930-0000-1110-8200-003-00- -	\$373.26		
07/19-08/18 SERVICE	010-5930-0000-1110-8200-038-00- -	\$121.15		
07/19-08/18 SERVICE	010-5930-8150-0000-8200-000-00- -	\$91.25		
07/19-08/18 SERVICE	010-5930-0000-0000-8200-000-00- -	\$989.88		
07/19-08/18 SERVICE	010-5930-0000-1110-8200-004-00- -	\$27.51		
07/19-08/18 SERVICE	010-5930-0000-3200-8200-033-00- -	\$9.59		
07/19-08/18 SERVICE	010-5930-0000-0000-8200-000-00- -	\$216.79		
07/19-08/18 SERVICE	010-5930-0000-1110-8200-016-00- -	\$245.39		
07/19-08/18 SERVICE	010-5930-0000-0000-8200-000-00- -	\$479.03		
07/19-08/18 SERVICE	010-5930-0000-1110-8200-038-00- -	\$343.34		
07/19-08/18 SERVICE	010-5930-0000-8100-8200-005-00- -	\$23.65		
07/19-08/18 SERVICE	010-5930-0000-3200-8200-033-00- -	\$378.61		
07/19-08/18 SERVICE	010-5930-0000-0000-8200-000-00- -	\$153.25		
07/19-08/18 SERVICE	010-5930-0000-0000-8200-000-00- -	\$543.02		
07/19-08/18 SERVICE	120-5930-0000-8500-8200-000-00- -	\$205.03	Check Amount	\$4,487.72
<b>AMERICAN TELESOURCE, INC. (004858/1)</b>	<b>Check # 50050336, Dated 09/01/2011, Printed (RG000154), PO# P12-00238,BatchId AP09012011</b>			
REPAIR DISTRICT PHONE LINES	010-5670-8150-0000-8110-000-00- -	\$85.00	Check Amount	\$85.00
<b>AUSD REVOLVING FUND (000276/2)</b>	<b>Check # 50050337, Dated 09/01/2011, Printed (RG000154), PO# ,BatchId AP09012011</b>			
REMOTE DEPOSIT SET-UP FEES	010-5800-0000-0000-7200-000-00- -	\$105.00		
07/11 SERVICE FEES	010-5800-0000-0000-7200-000-00- -	\$45.00	Check Amount	\$150.00
<b>KC Distance Learning / Aventa Learning (007422/2)</b>	<b>Check # 50050338, Dated 09/01/2011, Printed (RG000154), PO# P11-01143,BatchId AP09012011</b>			
seat licenses for HS core courses	010-9508-0395- - - - -	\$299.00	Check Amount	\$299.00
<b>BERKELEY FARMS (006683/1)</b>	<b>Check # 50050339, Dated 09/01/2011, Printed (RG000154), PO# P12-00416,BatchId AP09012011</b>			
2011/12 DAIRY	130-4700-5310-0000-3700-000-00- -	\$2,038.24	Check Amount	\$2,038.24
<b>NEIL BROADHEAD (007597/1)</b>	<b>Check # 50050340, Dated 09/01/2011, Printed (RG000154), PO# P12-00290,BatchId AP09012011</b>			
2011/12 IOR SERVICES	210-6261-1711-0000-8500-005-00- -	\$12,000.00	Check Amount	\$12,000.00

SEPTEMBER 2011 WARRANT LISTING					
DEBORAH BURNS-McCLOSKEY (007218/1)	Check # 50050341, Dated 09/01/2011, Printed (RG000154), PO# P12-00483, Batchld AP09012011				P30
SPEECH, AUGMENTATIVE COMM. SERVICES & ASSESSMENTS	010-5825-6500-5750-1180-000-65- -	\$324.00	Check Amount	\$324.00	
MICKEY CABODI (003303/1)	Check # 50050342, Dated 09/01/2011, Printed (RG000154), PO# P11-01451, Batchld AP09012011				
SITE PREP FOR INSTALL FOR GEN7 BUILDING (POOL)	210-6285-1711-0000-8500-005-00- -	\$1,200.00	Check Amount	\$1,200.00	
CALLOWAY HOUSE INC. (000152/1)	Check # 50050343, Dated 09/01/2011, Printed (RG000154), PO# P12-00294, Batchld AP09012011				
8 AV CARTS & 4 ART CENTERS FOR AMS	010-4300-1100-1110-1000-016-16- -	\$1,139.88	Check Amount	\$1,139.88	
CAROLINA BIOLOGICAL SUPPLY CO (000920/1)	Check # 50050344, Dated 09/01/2011, Printed (RG000154), PO# P12-00302, Batchld AP09012011				
AMS SCI MATERIALS	010-4300-1100-1110-1000-016-16- -	\$577.40	Check Amount	\$577.40	
CDW GOVERNMENT INC (003267/2)	Check # 50050345, Dated 09/01/2011, Printed (RG000154), PO# P12-00444, Batchld AP09012011				
INK RIBBONS FOR ID SOLUTION MACHINE	010-4300-0000-0000-7400-000-00- -	\$190.32			
MICROSOFT OFFICE 2010 PRO	010-4300-0077-0000-7700-000-00- -	\$53.32	Check Amount	\$243.64	
CENGAGE LEARNING (006746/2)	Check # 50050346, Dated 09/01/2011, Printed (RG000154), PO# P12-00334, Batchld AP09012011				
AHS CLASSROOM MATERIALS	010-4100-0156-1110-1000-038-38- -	\$650.52	Check Amount	\$650.52	
CHEF'S CORNER (003925/1)	Check # 50050347, Dated 09/01/2011, Printed (RG000154), PO# , Batchld AP09012011				
FOOD	130-4700-5310-0000-3700-000-00- -	\$505.25	Check Amount	\$505.25	
CHILDREN'S LEARNING CENTER (000103/1)	Check # 50050348, Dated 09/01/2011, Printed (RG000154), PO# P12-00498, Batchld AP09012011				
2011/12 BASIC EDUCATION SERVICES	010-5825-6500-5750-1180-000-65- -	\$9,570.00	Check Amount	\$9,570.00	
HSBC BUSINESS SOLUTIONS (006700/1)	Check # 50050349, Dated 09/01/2011, Printed (RG000154), PO# P12-00423, Batchld AP09012011				
FOOD	130-4700-5310-0000-3700-000-00- -	\$26.54			
SUPPLIES	130-4710-5310-0000-3700-000-00- -	\$245.43			
FOOD	130-4700-5310-0000-3700-000-00- -	\$125.00			
FOOD	130-4700-5310-0000-3700-000-00- -	\$27.54			
FOOD	130-4700-5310-0000-3700-000-00- -	\$179.09			
SUPPLIES	130-4710-5310-0000-3700-000-00- -	\$39.68			
FOOD	130-4700-5310-0000-3700-000-00- -	\$65.22	Check Amount	\$708.50	
CURRICULUM ASSOCIATES (005949/2)	Check # 50050350, Dated 09/01/2011, Printed (RG000154), PO# P12-00328, Batchld AP09012011				
EVERYDAY WRITERS HANDBOOKS FOR CORNELL	010-4300-9020-1110-1000-001-01- -	\$538.28	Check Amount	\$538.28	
DANIELSEN (000512/1)	Check # 50050351, Dated 09/01/2011, Printed (RG000154), PO# P12-00412, Batchld AP09012011				
FOOD	130-4700-5310-0000-3700-000-00- -	\$1,985.36			
SUPPLIES	130-4710-5310-0000-3700-000-00- -	\$71.05			
FOOD	130-4700-5310-0000-3700-000-00- -	\$1,058.93			
SUPPLIES	130-4710-5310-0000-3700-000-00- -	\$85.45	Check Amount	\$3,200.79	
MARYWIN DEEGAN (006906/1)	Check # 50050352, Dated 09/01/2011, Printed (RG000154), PO# P12-00480, Batchld AP09012011				
ALTERNATIVE & AUGMENTATIVE COMMUNICATION SERVICES	010-5825-6500-5750-1180-000-65- -	\$285.00	Check Amount	\$285.00	
DELL MARKETING L.P. (003086/1)	Check # 50050353, Dated 09/01/2011, Printed (RG000154), PO# P12-00473, Batchld AP09012011				
1 DELL LATITUDE (D.O.)	010-4400-0077-0000-7700-000-00- -	\$1,773.20	Check Amount	\$1,773.20	
DELTA DENTAL (000260/2)	Check # 50050354, Dated 09/01/2011, Printed (RG000154), PO# , Batchld AP09012011				
09/11 PREMIUM	010-9534- - - - -	\$4,818.94	Check Amount	\$4,818.94	
DELTA EDUCATION (000193/4)	Check # 50050355, Dated 09/01/2011, Printed (RG000154), PO# P12-00311, Batchld AP09012011				
CORNELL SCIENCE MATERIALS	010-4100-0156-1110-1000-000-00- -	\$3,693.50	Check Amount	\$3,693.50	
DEMCO (002457/2)	Check # 50050356, Dated 09/01/2011, Printed (RG000154), PO# P12-00351, Batchld AP09012011				
CHAIRS FOR NEW CORNELL CLASSROOM	140-4300-0000-0000-8110-001-00- -	\$2,102.24	Check Amount	\$2,102.24	
DJ CO-OPS (005466/2)	Check # 50050357, Dated 09/01/2011, Printed (RG000154), PO# P12-00447, Batchld AP09012011				
2011/12 FOOD CO-OP FEES	130-4700-5310-0000-3700-000-00- -	\$5.40	Check Amount	\$5.40	
EAGLE GRAPHICS (004777/4)	Check # 50050358, Dated 09/01/2011, Printed (RG000154), PO# P12-00509, Batchld AP09012011				
D.O. ENVELOPES	010-4300-0000-0000-7200-000-00- -	\$560.93	Check Amount	\$560.93	
EBMUD (000224/2)	Check # 50050359, Dated 09/01/2011, Printed (RG000154), PO# , Batchld AP09012011				

<b>SEPTEMBER 2011 WARRANT LISTING</b>					
07/20-08/18 SERVICE	010-5555-0000-1110-8200-038-00 -	\$121.58			
06/24-08/24 SERVICE	010-5555-0000-3200-8200-033-00 -	\$221.36			
06/24-08/24 SERVICE	010-5555-0000-1110-8200-038-00 -	\$378.68			
06/24-08/24 SERVICE	010-5555-0000-1110-8200-038-00 -	\$868.34	Check Amount	\$1,589.96	
<b>EDUCATIONAL FACILITIES CO (001289/2)</b>	<b>Check # 50050360, Dated 09/01/2011, Printed (RG000154), PO# ,Batchld AP09012011</b>				
09/01/11-08/31/12 ACC PORTABLE LEASE LOCATED AT MARIN	120-5621-0000-8500-8700-000-00 -	\$5,950.00	Check Amount	\$5,950.00	
<b>FAGEN FRIEDMAN &amp; FULFROST, LLP (006437/1)</b>	<b>Check # 50050361, Dated 09/01/2011, Printed (RG000154), PO# ,Batchld AP09012011</b>				
07/11 LEGAL SERVICES	010-5826-0000-0000-7100-000-00 -	\$858.00	Check Amount	\$858.00	
<b>Laidlaw Transit, Inc. (007019/4)</b>	<b>Check # 50050362, Dated 09/01/2011, Printed (RG000154), PO# P11-01282,Batchld AP09012011</b>				
bus transportation for 06/01 AHS Angel Island trip	010-9508-9020- - - - -	\$673.00	Check Amount	\$673.00	
<b>FOOD 4 THOUGHT, LLC (007143/1)</b>	<b>Check # 50050363, Dated 09/01/2011, Printed (RG000154), PO# P12-00415,Batchld AP09012011</b>				
2011/12 PRODUCE	130-4700-5310-0000-3700-000-00 -	\$361.95			
2011/12 PRODUCE	130-4700-5310-0000-3700-000-00 -	\$429.30	Check Amount	\$791.25	
<b>GOLD STAR FOODS (002941/2)</b>	<b>Check # 50050364, Dated 09/01/2011, Printed (RG000154), PO# P12-00419,Batchld AP09012011</b>				
2011/12 FOOD	130-4700-5310-0000-3700-000-00 -	\$8,256.01	Check Amount	\$8,256.01	
<b>Gov. Connection, Inc. (007649/2)</b>	<b>Check # 50050365, Dated 09/01/2011, Printed (RG000154), PO# P12-00348,Batchld AP09012011</b>				
KIDSPIRATION SOFTWARE FOR CORNELL	010-4300-9020-1110-1000-001-01 -	\$357.35	Check Amount	\$357.35	
<b>GREAT AMERICAN LEASING CORP. (007274/1)</b>	<b>Check # 50050366, Dated 09/01/2011, Printed (RG000154), PO# P12-00428,Batchld AP09012011</b>				
11/12 COPIER LEASE/SELPA	010-5611-6502-5050-2200-069-00 -	\$243.95	Check Amount	\$243.95	
<b>HANDWRITING WITHOUT TEARS (002597/2)</b>	<b>Check # 50050367, Dated 09/01/2011, Printed (RG000154), PO# P12-00371,Batchld AP09012011</b>				
36 CHALK BOARDS FOR CORNELL CLASSROOMS	010-4300-9020-1110-1000-001-01 -	\$168.86			
CORNELL INSTRUCTIONAL MATERIALS	010-4100-0156-1110-1000-001-01 -	\$3,489.43	Check Amount	\$3,658.29	
<b>HERITAGE SCHOOLS, INC. (007513/1)</b>	<b>Check # 50050368, Dated 09/01/2011, Printed (RG000154), PO# P12-00497,Batchld AP09012011</b>				
2011/12 BASIC EDUCATION SERVICES	010-5825-6500-5750-1180-000-65 -	\$1,995.00	Check Amount	\$1,995.00	
<b>CLELL HOFFMAN C/O CENTRAL KITCHEN (006654/1)</b>	<b>Check # 50050369, Dated 09/01/2011, Printed (RG000154), PO# ,Batchld AP09012011</b>				
REIMB FOR COSTCO PURCHASE	130-4700-5310-0000-3700-000-00 -	\$564.37	Check Amount	\$564.37	
<b>HM RECEIVABLES CO LLC (000127/3) (HOLT)</b>	<b>Check # 50050370, Dated 09/01/2011, Printed (RG000154), PO# P12-00377,Batchld AP09012011</b>				
AMS CLASSROOM TEXTBOOKS	010-4100-0156-1110-1000-016-16 -	\$2,944.00			
FRENCH WORKBOOKS FOR AMS CLASSROOM	010-4100-0156-1110-1000-016-16 -	\$1,193.64	Check Amount	\$4,137.64	
<b>HOME DEPOT CREDIT SERVICES (000495/3)</b>	<b>Check # 50050371, Dated 09/01/2011, Printed (RG000154), PO# P12-00240,Batchld AP09012011</b>				
HARDWARE	010-4300-8150-0000-8110-000-00 -	\$380.62	Check Amount	\$380.62	
<b>HOUGHTON MIFFLIN COMPANY (000158/2)</b>	<b>Check # 50050372, Dated 09/01/2011, Printed (RG000154), PO# P12-00307,Batchld AP09012011</b>				
CORNELL CLASSROOM MATERIALS	010-4100-0156-1110-1000-000-00 -	\$6,103.78	Check Amount	\$6,103.78	
<b>SUSAN HUGHES-COLLINS C/O CORNELL (005770/1)</b>	<b>Check # 50050373, Dated 09/01/2011, Printed (RG000154), PO# P12-00221,Batchld AP09012011</b>				
2011/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$50.00			
2011/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$50.00			
2011/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$48.23			
2011/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$50.00	Check Amount	\$198.23	
<b>KAGAN PUBLISHING (007258/1)</b>	<b>Check # 50050374, Dated 09/01/2011, Printed (RG000154), PO# P12-00470,Batchld AP09012011</b>				
TIMER TOOLS SOFTWARE FOR AMS	010-4300-1100-1110-1000-016-16 -	\$37.25	Check Amount	\$37.25	
<b>LAKESHORE (000214/1)</b>	<b>Check # 50050375, Dated 09/01/2011, Printed (RG000154), PO# P12-00436,Batchld AP09012011</b>				
OCEAN VIEW CLASSROOM MATERIALS	010-4300-1100-1110-1000-004-04 -	\$304.73			
2 CARPETS FOR NEW CORNELL CLASSROOMS	140-4300-0000-0000-8110-001-00 -	\$668.15	Check Amount	\$972.88	
<b>LPA, INC. (006826/2)</b>	<b>Check # 50050376, Dated 09/01/2011, Printed (RG000154), PO# P08-00946,Batchld AP09012011</b>				
POOL BUILDING PROJECT	210-6234-1711-0000-8500-005-00 -	\$47.74			
POOL BUILDING PROJECT	210-6201-1711-0000-8500-005-00 -	\$10,142.65	Check Amount	\$10,190.39	
<b>MAGGIORA BAKING CO (000577/1)</b>	<b>Check # 50050377, Dated 09/01/2011, Printed (RG000154), PO# P12-00414,Batchld AP09012011</b>				

SEPTEMBER 2011 WARRANT LISTING					
2011/12 FOOD	130-4700-5310-0000-3700-000-00 -	\$1,130.85	Check Amount	\$1,130.85	
MEDCO SUPPLY CO. (003455/2)	Check # 50050378, Dated 09/01/2011, Printed (RG000154), PO# P12-00320, Batchld AP09012011				
FIRST AID SUPPLIES FOR CORNELL	010-4300-1100-1110-1000-001-01 -	\$262.91	Check Amount	\$262.91	
KATHERINE MURRAY C/O CORNELL ELEMENTARY (007580/1)	Check # 50050379, Dated 09/01/2011, Printed (RG000154), PO# P12-00488, Batchld AP09012011				
2011/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$50.00	Check Amount	\$50.00	
NEXTEL COMMUNICATIONS (004314/2)	Check # 50050380, Dated 09/01/2011, Printed (RG000154), PO# P12-00237, Batchld AP09012011				
2011/12 CELL PHONE SERVICE	010-5930-0000-0000-8200-000-00 -	\$248.76			
2011/12 CELL PHONE SERVICE	010-5930-7230-5001-8200-000-00 -	\$97.85	Check Amount	\$328.61	
JANET NICHOLS C/O MARIN SCHOOL (006007/1)	Check # 50050381, Dated 09/01/2011, Printed (RG000154), PO# P12-00212, Batchld AP09012011				
2011/12 REIMBURSEMENT FOR SUPPLIES	010-4300-9020-1110-1000-003-03 -	\$49.36	Check Amount	\$49.36	
David Grant, Inc. (007613/2)	Check # 50050382, Dated 09/01/2011, Printed (RG000154), PO# , Batchld AP09012011				
ACC SOFTWARE TRAINING	120-5800-0000-8500-5000-000-00 -	\$590.00			
ACC SOFTWARE TRAINING	120-5800-0000-8500-5000-000-00 -	\$2,495.81	Check Amount	\$3,085.81	
OFFICE DEPOT (000048/1)	Check # 50050383, Dated 09/01/2011, Printed (RG000154), PO# P12-00433, Batchld AP09012011				
OCEAN VIEW SUPPLIES	010-4300-1100-1110-1000-004-04 -	\$2,097.97			
OCEAN VIEW SUPPLIES	010-4300-1100-1110-1000-004-04 -	\$24.90			
OCEAN VIEW SUPPLIES	010-4300-1100-1110-1000-004-04 -	\$131.79			
MARIN SUPPLIES	010-4300-9020-1110-1000-003-03 -	\$76.44			
OCEAN VIEW SUPPLIES	010-4300-1100-1110-1000-004-04 -	\$45.78			
OCEAN VIEW SUPPLIES	010-4300-1100-1110-1000-004-04 -	\$9.79			
OCEAN VIEW SUPPLIES	010-4300-1100-1110-1000-004-04 -	\$151.49			
AHS SUPPLIES	010-4300-1100-1110-1000-038-38 -	\$3,743.21			
AHS SUPPLIES	010-4300-1100-1110-2700-038-38 -	\$3,121.37			
AHS SUPPLIES	010-4300-1100-1110-1000-038-38 -	\$29.30			
AHS SUPPLIES	010-4300-1100-1110-2700-038-38 -	\$24.44			
AHS SUPPLIES	010-4300-1100-1140-1000-038-38 -	\$138.43			
MARIN SUPPLIES	010-4300-1100-1110-1000-003-03 -	\$224.92			
MARIN SUPPLIES	010-4300-6300-1110-1000-003-03 -	\$163.92			
AHS SUPPLIES	010-4300-1100-1110-1000-038-38 -	\$11.31			
AHS SUPPLIES	010-4300-1100-1110-2700-038-38 -	\$9.44			
SPECIAL EDUCATION SUPPLIES	140-4300-0000-0000-8100-000-00 -	\$770.19			
D.O. SUPPLIES	010-4300-0000-0000-7200-000-00 -	\$70.88			
CORNELL SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$136.46			
D.O. SUPPLIES	010-4300-0000-0000-7200-000-00 -	\$18.66			
ACC SUPPLIES	120-4300-0000-8500-1000-000-00 -	\$278.38			
ACC SUPPLIES	120-4300-0000-8500-1000-000-00 -	\$11.94			
CORNELL SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$71.23			
OCEAN VIEW SUPPLIES	010-4300-1100-1110-1000-004-04 -	\$527.04	Check Amount	\$11,889.28	
OTHER WORLD COMPUTING (007086/1)	Check # 50050384, Dated 09/01/2011, Printed (RG000154), PO# P12-00479, Batchld AP09012011				
2 MACBOOK ADAPTERS FOR AHS	010-4300-1100-1110-1000-038-38 -	\$105.97			
MACBOOK BATTERIES & ADAPTERS (AMS)	010-4300-1100-1110-1000-016-16 -	\$879.05	Check Amount	\$985.02	
P & R PAPER SUPPLY COMPANY (006466/2)	Check # 50050385, Dated 09/01/2011, Printed (RG000154), PO# P12-00421, Batchld AP09012011				
2011/12 SUPPLIES	130-4710-5310-0000-3700-000-00 -	\$374.10			
2011/12 SUPPLIES	130-4710-5310-0000-3700-000-00 -	\$1,065.75	Check Amount	\$1,439.85	
GREGORY PAOLI C/O SPECIAL SERVICES (005838/1)	Check # 50050386, Dated 09/01/2011, Printed (RG000154), PO# P12-00437, Batchld AP09012011				
SPEECH & LANGUAGE THERAPY SERVICES	010-5825-6500-5750-1180-000-65 -	\$2,255.00	Check Amount	\$2,255.00	
PG&E (000029/1)	Check # 50050387, Dated 09/01/2011, Printed (RG000154), PO# , Batchld AP09012011				

<b>SEPTEMBER 2011 WARRANT LISTING</b>					
07/26-08/23 SERVICE	010-5520-0000-1110-8200-001-00 -	\$93.67			
07/26-08/23 SERVICE	010-5520-0000-1110-8200-038-00 -	\$9,636.22			
07/27-08/25 SERVICE	010-5520-0000-1110-8200-016-00 -	\$4,415.15			
07/27-08/24 SERVICE	120-5520-0000-8500-8200-000-00 -	\$29.88			
07/27-08/25 SERVICE	010-5520-0000-0000-8200-020-00 -	\$514.29	Check Amount	\$14,689.21	
<b>PLEASANTON UNIFIED SCHOOL (000112/1)</b>	<b>Check # 50050388, Dated 09/01/2011, Printed (RG000154), PO# P12-00245, Batchld AP09012011</b>				
2011/12 QSS SERVICES	010-5832-0077-0000-7700-000-00 -	\$500.00	Check Amount	\$500.00	
<b>PRENTICE-HALL/PEARSON EDUCATIO (000442/1)</b>	<b>Check # 50050389, Dated 09/01/2011, Printed (RG000154), PO# P12-00291, Batchld AP09012011</b>				
6TH GRADE SCIENCE BOOKS	010-4100-0156-1110-1000-016-16 -	\$540.86	Check Amount	\$540.86	
<b>PRO ED (002520/2)</b>	<b>Check # 50050390, Dated 09/01/2011, Printed (RG000154), PO# P12-00504, Batchld AP09012011</b>				
SPECIAL EDUCATION TESTING MATERIALS	010-4300-6500-5001-3120-000-65 -	\$120.53			
SPECIAL EDUCATION TESTING MATERIALS	010-4300-0000-0000-3120-000-00 -	\$120.53	Check Amount	\$223.30	
<b>PRUDENTIAL OVERALL SUPPLY (005371/1)</b>	<b>Check # 50050391, Dated 09/01/2011, Printed (RG000154), PO# P12-00227, Batchld AP09012011</b>				
2011/12 UNIFORM SERVICE	010-5800-0000-0000-8200-000-00 -	\$288.52	Check Amount	\$288.52	
<b>RICOH AMERICAS CORP.. (001524/4)</b>	<b>Check # 50050392, Dated 09/01/2011, Printed (RG000154), PO# , Batchld AP09012011</b>				
SUPPLIES FOR AMS COPIER	010-4300-1100-1110-2700-016-16 -	\$168.56	Check Amount	\$168.56	
<b>STARFISH THERAPIES (006664/1)</b>	<b>Check # 50050393, Dated 09/01/2011, Printed (RG000154), PO# P12-00482, Batchld AP09012011</b>				
PHYSICAL THERAPY SERVICES	010-5825-6500-5750-1180-000-65 -	\$315.00	Check Amount	\$315.00	
<b>SUNBELT RENTALS, INC. (007834/2)</b>	<b>Check # 50050394, Dated 09/01/2011, Printed (RG000154), PO# P11-01458, Batchld AP09012011</b>				
TOWABLE MANLIFT RENTAL	010-5600-8150-0000-8110-000-00 -	\$1,099.62	Check Amount	\$1,099.62	
<b>SYSCO FOOD SERVICES OF S.F (000565/2)</b>	<b>Check # 50050395, Dated 09/01/2011, Printed (RG000154), PO# P12-00413, Batchld AP09012011</b>				
FOOD	130-4700-5310-0000-3700-000-00 -	\$3,795.40			
SUPPLIES	130-4710-5310-0000-3700-000-00 -	\$690.72			
FOOD	130-4700-5310-0000-3700-000-00 -	\$82.44			
FOOD	130-4700-5310-0000-3700-000-00 -	\$27,344.21			
SUPPLIES	130-4710-5310-0000-3700-000-00 -	\$599.28			
FOOD	130-4700-5310-0000-3700-000-00 -	(\$47.61)	Check Amount	\$7,814.44	
<b>TEACHERS' CURRICULUM INSTITUTE (002048/2)</b>	<b>Check # 50050396, Dated 09/01/2011, Printed (RG000154), PO# P12-00325, Batchld AP09012011</b>				
AMS HISTORY BOOKS	010-4100-0156-1110-1000-016-16 -	\$2,390.33	Check Amount	\$2,390.33	
<b>TROPICANA CHILLED (007385/1)</b>	<b>Check # 50050397, Dated 09/01/2011, Printed (RG000154), PO# P12-00417, Batchld AP09012011</b>				
2011/12 BEVERAGES	130-4700-5310-0000-3700-000-00 -	\$483.44			
2011/12 BEVERAGES	130-4700-5310-0000-3700-000-00 -	\$96.48	Check Amount	\$579.92	
<b>Verizon Wireless (004236/3)</b>	<b>Check # 50050398, Dated 09/01/2011, Printed (RG000154), PO# P12-00288, Batchld AP09012011</b>				
2011/12 CELL PHONE SERVICE	010-5930-0000-0000-8200-000-00 -	\$135.03			
2011/12 CELL PHONE SERVICE	010-5930-6502-5050-2200-069-00 -	\$135.40	Check Amount	\$270.43	
<b>WESTERN PSYCHOLOGICAL SERVICES (000717/2)</b>	<b>Check # 50050399, Dated 09/01/2011, Printed (RG000154), PO# P12-00505, Batchld AP09012011</b>				
SPECIAL EDUCATION TESTING MATERIALS	010-4300-6500-5001-3120-000-65 -	\$70.58			
SPECIAL EDUCATION TESTING MATERIALS	010-4300-0000-0000-3120-000-00 -	\$70.57	Check Amount	\$141.15	
<b>WILLIAMS SCOTSMAN, INC. (005507/2)</b>	<b>Check # 50050400, Dated 09/01/2011, Printed (RG000154), PO# P12-00430, Batchld AP09012011</b>				
11/12 MARIN PORTABLE RENT	010-5621-0000-1110-8700-003-00 -	\$443.94	Check Amount	\$443.94	
<b>WORTHINGTON DIRECT INC (002924/2)</b>	<b>Check # 50050401, Dated 09/01/2011, Printed (RG000154), PO# P12-00379, Batchld AP09012011</b>				
FURNITURE FOR NEW CORNELL CLASSROOM	140-4300-0000-0000-8110-001-00 -	\$6,867.78			
3 BOOKCASES FOR CORNELL CLASSROOMS	140-4300-0000-0000-8110-001-00 -	\$1,289.85	Check Amount	\$8,157.63	
<b>Aramark Uniform Service (007442/2)</b>	<b>Check # 50050756, Dated 09/06/2011, Printed (RG000155), PO# P12-00244, Batchld AP09062011A</b>				
DUST MOP & TOWEL SERVICE	010-5800-0000-0000-8200-000-00 -	\$28.00	Check Amount	\$28.00	
<b>BAILEY FENCE COMPANY INC (003407/1)</b>	<b>Check # 50050757, Dated 09/06/2011, Printed (RG000155), PO# P12-00388, Batchld AP09062011A</b>				
INSTALL NETTING/COUGAR FIELD	140-5670-0000-0000-8110-000-00 -	\$2,346.00	Check Amount	\$2,346.00	

SEPTEMBER 2011 WARRANT LISTING					
BEAR COM. (005782/2)	Check # 50050758, Dated 09/06/2011, Printed (RG000155), PO# P12-00309, Batchld AP09062011A				
DISTRICT WIDE COMMUNICATION SYSTEM	010-4300-0100-0000-7200-000-00- -	\$12,350.13			p 54
DISTRICT WIDE COMMUNICATION SYSTEM	010-4300-0100-0000-7200-000-00- -	\$202.28			
2 WAY RADIOS FOR OCEAN VIEW	010-4300-1100-1110-2700-004-04- -	\$651.86	Check Amount	\$13,204.27	
Cal Live Scan (007741/1)	Check # 50050759, Dated 09/06/2011, Printed (RG000155), PO# P12-00450, Batchld AP09062011A				
2011/12 LIVE SCAN FEES	010-5838-0000-0000-7400-000-00- -	\$200.00	Check Amount	\$200.00	
CDW GOVERNMENT INC (003267/2)	Check # 50050760, Dated 09/06/2011, Printed (RG000155), PO# P12-00559, Batchld AP09062011A				
17 SPECIAL EDUCATION COMPUTERS	010-4300-0077-0000-7700-000-00- -	\$8,788.19	Check Amount	\$8,788.19	
HSBC BUSINESS SOLUTIONS (006700/1)	Check # 50050761, Dated 09/06/2011, Printed (RG000155), PO# P12-00423, Batchld AP09062011A				
FOOD	130-4700-5310-0000-3700-000-00- -	\$513.38			
SUPPLIES	130-4710-5310-0000-3700-000-00- -	\$50.48	Check Amount	\$563.86	
CURRICULUM ASSOCIATES INC (000595/2)	Check # 50050762, Dated 09/06/2011, Printed (RG000155), PO# P12-00518, Batchld AP09062011A				
QUICK-WORD HANDBOOKS MARIN	010-4300-6300-1110-1000-003-03- -	\$190.20	Check Amount	\$190.20	
DOUBLETREE BY HILTON HOTEL (006718/3)	Check # 50050763, Dated 09/06/2011, Printed (RG000155), PO# P12-00508, Batchld AP09062011A				
ONE NIGHT HOTEL STAY DURING SPED CONF	010-5200-6500-5001-2100-000-65- -	\$93.17	Check Amount	\$93.17	
Electro Acoustics Company, Inc. (005737/2)	Check # 50050764, Dated 09/06/2011, Printed (RG000155), PO# P12-00453, Batchld AP09062011A				
AUDIOMETER CALIBRATION	010-5600-6500-5001-3140-000-65- -	\$107.66	Check Amount	\$107.66	
ETA/CUISENAIRE (001654/2)	Check # 50050765, Dated 09/06/2011, Printed (RG000155), PO# P12-00434, Batchld AP09062011A				
CALCULATORS FOR OCEAN VIEW	010-4300-1100-1110-1000-004-04- -	\$1,609.70	Check Amount	\$1,609.70	
FIVE GRAIN GRAPHICS (005512/2)	Check # 50050766, Dated 09/06/2011, Printed (RG000155), PO# P12-00471, Batchld AP09062011A				
AMS STUDENT PASSES	010-4300-1100-1110-1000-016-16- -	\$280.58	Check Amount	\$280.58	
GANDER PUBLISHING (002788/2)	Check # 50050767, Dated 09/06/2011, Printed (RG000155), PO# P12-00463, Batchld AP09062011A				
LINDAMOOD PHONEME SEQUENCING KIT (SPED)	010-4300-6500-5001-3120-000-65- -	\$401.32			
LINDAMOOD PHONEME SEQUENCING KIT (SPED)	010-4300-0000-0000-3120-000-00- -	\$401.32	Check Amount	\$792.49	
GRAYBAR ELECTRIC COMPANY INC. (000544/2)	Check # 50050768, Dated 09/06/2011, Printed (RG000155), PO# P12-00366, Batchld AP09062011A				
AQUATIC CENTER DATA SET-UP	210-6285-1711-0000-8500-005-00- -	\$627.52	Check Amount	\$627.52	
HILLYARD/SAN FRANCISCO (007392/1)	Check # 50050769, Dated 09/06/2011, Printed (RG000155), PO# P12-00242, Batchld AP09062011A				
DISTRICT SANITARY SUPPLIES	010-4300-0000-0000-8200-000-00- -	\$7,953.19	Check Amount	\$7,953.19	
LEARNING RESOURCE SERVICE (001793/1)	Check # 50050770, Dated 09/06/2011, Printed (RG000155), PO# P12-00435, Batchld AP09062011A				
OCEAN VIEW CLASSROOM SUPPLIES	010-4300-1100-1110-1000-004-04- -	\$641.14	Check Amount	\$641.14	
THE MCGRAW-HILL COMPANIES (001630/2)	Check # 50050771, Dated 09/06/2011, Printed (RG000155), PO# P12-00395, Batchld AP09062011A				
EVERYDAY MATH MATERIALS FOR CORNELL	010-4100-0156-1110-1000-000-00- -	\$23,457.47	Check Amount	\$23,457.47	
MOORE TRACTOR CO (001292/2)	Check # 50050772, Dated 09/06/2011, Printed (RG000155), PO# P12-00289, Batchld AP09062011A				
REPAIR TWO COUGAR FIELD TRACTORS	010-5670-8150-0000-8110-000-00- -	\$1,430.27	Check Amount	\$1,430.27	
MARGARET MOWRY EVANS (006754/1)	Check # 50050773, Dated 09/06/2011, Printed (RG000155), PO# P12-00541, Batchld AP09062011A				
CASE MANAGEMENT & SPECIALIZED ACADEMIC INSTRUCTION	010-5825-6500-5750-1180-000-65- -	\$517.50	Check Amount	\$517.50	
OFFICE DEPOT (000048/1)	Check # 50050774, Dated 09/06/2011, Printed (RG000155), PO# P12-00510, Batchld AP09062011A				
ACC SUPPLIES	120-4300-0000-8500-1000-000-00- -	\$1,073.91	Check Amount	\$1,073.91	
RICOH AMERICAS CORP.. (001524/6)	Check # 50050775, Dated 09/06/2011, Printed (RG000155), PO# P12-00403, Batchld AP09062011A				
2011/12 LEASE FOR DISTRICT COPIERS	010-5610-0000-0000-7200-000-00- -	\$1,603.34			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-1100-1110-2700-001-00- -	\$376.55			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-1100-1110-2700-003-00- -	\$364.63			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-1100-1110-2700-004-00- -	\$456.19			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-1100-1110-2700-038-00- -	\$460.74			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-1100-1110-2700-016-00- -	\$395.30			
2011/12 LEASE FOR DISTRICT COPIERS	120-5611-0000-8500-5000-000-00- -	\$117.84			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-0000-0000-7200-000-00- -	\$360.78			



SEPTEMBER 2011 WARRANT LISTING					
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-0000-3200-2700-033-00 -	\$79.65			
2011/12 LEASE FOR DISTRICT COPIERS	110-5611-0000-4110-2700-000-00 -	\$110.47	Check Amount	\$4,325.49	
APPLE COMPUTER INC. (000139/2)	Check # 50050911, Dated 09/08/2011, Printed (RG000156), PO# P12-00501, BatchId AP09082011				
1 MACKBOOK AIR FOR SPECIAL EDUCATION	010-4400-6500-5001-3120-000-65 -	\$1,667.66			
IPOD TOUCH (3) FOR TECH	010-4300-0077-0000-7700-000-00 -	\$999.41	Check Amount	\$2,667.07	
Aramark Uniform Service (007442/2)	Check # 50050912, Dated 09/08/2011, Printed (RG000156), PO# P12-00244, BatchId AP09082011				
DUST MOP & TOWEL SERVICE	010-5800-0000-0000-8200-000-00 -	\$62.42	Check Amount	\$62.42	
PARENTS (007869/1)	Check # 50050913, Dated 09/08/2011, Printed (RG000156), PO# P12-00571, BatchId AP09082011				
REIMB TO PARNETS PER COMPROMISE & RELEASE	010-5827-6500-5001-7100-000-65 -	\$2,415.00	Check Amount	\$2,415.00	
BARNES & NOBLE INC (001667/2)	Check # 50050914, Dated 09/08/2011, Printed (RG000156), PO# P12-00296, BatchId AP09082011				
AMS CLASSROOM BOOKS	010-4300-6300-1110-1000-016-16 -	\$1,286.70	Check Amount	\$1,286.70	
BEAR COM. (005782/2)	Check # 50050915, Dated 09/08/2011, Printed (RG000156), PO# P12-00460, BatchId AP09082011				
PORTABLE RADIOS FOR CORNELL	010-4300-9020-1110-1000-001-01 -	\$651.86	Check Amount	\$651.86	
NICHOLAS BERGER C/O SPECIAL EDUCATION (002318/1)	Check # 50050916, Dated 09/08/2011, Printed (RG000156), PO# P12-00492, BatchId AP09082011				
2011/12 MILEAGE REIMBURSEMENT	010-5200-6500-5001-2100-000-65 -	\$65.13	Check Amount	\$65.13	
BERKELEY FARMS (006683/1)	Check # 50050917, Dated 09/08/2011, Printed (RG000156), PO# P12-00416, BatchId AP09082011				
2011/12 DAIRY	130-4700-5310-0000-3700-000-00 -	\$1,137.59	Check Amount	\$1,137.59	
BEST EQUIPMENT CO. (000090/1)	Check # 50050918, Dated 09/08/2011, Printed (RG000156), PO# P12-00454, BatchId AP09082011				
ANNUAL SERVICE OF DISTRICT FIRE EXTINGUISHERS	010-5670-8150-0000-8110-000-00 -	\$2,804.85	Check Amount	\$2,804.85	
BOLLO CONSTRUCTION INC. (006579/1)	Check # 50050919, Dated 09/08/2011, Printed (RG000156), PO# P08-00979, BatchId AP09082011				
POOL PROJECT	210-6265-1711-0000-8500-005-00 -	\$32,493.47	Check Amount	\$32,493.47	
DAVID BURKE, AICP/LEED AP (007216/1)	Check # 50050920, Dated 09/08/2011, Printed (RG000156), PO# P12-00292, BatchId AP09082011				
SEISMIC EVALUATION SERVICES	010-5800-0000-0000-7100-000-00 -	\$2,000.00			
CORNELL PORTABLE CLASSROOM	140-5825-0000-0000-8100-000-00 -	\$3,000.00	Check Amount	\$5,000.00	
CAPITOL VALLEY CONSTRUCTION (007236/1)	Check # 50050921, Dated 09/08/2011, Printed (RG000156), PO# P12-00369, BatchId AP09082011				
INSTALL AUDIO/VIDEO SYSTEM AT AQUATIC CENTER	210-5825-1711-0000-8500-005-00 -	\$11,840.00	Check Amount	\$11,840.00	
JEFFERY CASTLE C/O ALBANY HIGH SCHOOL (005373/1)	Check # 50050922, Dated 09/08/2011, Printed (RG000156), PO# , BatchId AP09082011				
REIMB FOR WEBSITE HOSTING FOR AHS510.ORG	010-4300-1100-1110-2700-038-38 -	\$107.40	Check Amount	\$107.40	
Challenge Success - Stanford School of Education (007816/1)	Check # 50050923, Dated 09/08/2011, Printed (RG000156), PO# , BatchId AP09082011				
REG FOR 11/12 FALL & SPRING CHALLENGE SUCCESS CONF	010-5200-1100-1110-1000-038-38 -	\$2,250.00	Check Amount	\$2,250.00	
CONTRA COSTA CO OFFICE OF EDU (001943/2)	Check # 50050924, Dated 09/08/2011, Printed (RG000156), PO# , BatchId AP09082011				
07/26 AB430 MODULE 3 TRAINING-RITCHIE	010-5200-0325-1110-2700-000-00 -	\$500.00	Check Amount	\$500.00	
DANIELSEN (000512/1)	Check # 50050925, Dated 09/08/2011, Printed (RG000156), PO# P12-00412, BatchId AP09082011				
FOOD	130-4700-5310-0000-3700-000-00 -	\$1,588.92			
SUPPLIES	130-4710-5310-0000-3700-000-00 -	\$65.15	Check Amount	\$1,654.07	
THE DAVEY TREE EXPERT CO (002789/2)	Check # 50050926, Dated 09/08/2011, Printed (RG000156), PO# , BatchId AP09082011				
STUMP REMOVAL AT OCEAN VIEW	010-5670-8150-1110-8110-004-00 -	\$150.00	Check Amount	\$150.00	
DELTA EDUCATION (000193/4)	Check # 50050927, Dated 09/08/2011, Printed (RG000156), PO# P12-00311, BatchId AP09082011				
CORNELL SCIENCE MATERIALS	010-4100-0156-1110-1000-000-00 -	\$19.26	Check Amount	\$19.26	
DESIGN SPACE MODULAR BUILDINGS (007355/3)	Check # 50050928, Dated 09/08/2011, Printed (RG000156), PO# P12-00236, BatchId AP09082011				
2011/12 DISTRICT OFFICE LEASE	140-5621-0000-0000-8100-000-00 -	\$4,131.73	Check Amount	\$4,131.73	
EAGLE GRAPHICS (004777/4)	Check # 50050929, Dated 09/08/2011, Printed (RG000156), PO# , BatchId AP09082011				
AMS STUDENT PASSES	010-4300-1100-1110-2700-016-16 -	\$140.50	Check Amount	\$140.50	
EAST BAY PAINT & DECORATOR CTR (000369/2)	Check # 50050930, Dated 09/08/2011, Printed (RG000156), PO# P12-00462, BatchId AP09082011				
PAINT/MATERIALS	010-4300-8150-0000-8110-000-00 -	\$308.56	Check Amount	\$308.56	
FAGEN FRIEDMAN & FULFROST, LLP (006437/1)	Check # 50050931, Dated 09/08/2011, Printed (RG000156), PO# , BatchId AP09082011				
11/12 SPECIAL EDUCATION SYMPOSIUM	010-5200-6502-5050-2200-069-00 -	\$480.00	Check Amount	\$480.00	

SEPTEMBER 2011 WARRANT LISTING					
FOOD 4 THOUGHT, LLC (007143/1)	Check # 50050932, Dated 09/08/2011, Printed (RG000156), PO# P12-00415, Batchld AP09082011				
2011/12 PRODUCE	130-4700-5310-0000-3700-000-00 -	\$354.55	Check Amount	\$354.55	
GOPHER SPORTS (005247/2)	Check # 50050933, Dated 09/08/2011, Printed (RG000156), PO# P12-00556, Batchld AP09082011				
INFLATOR FOR MARIN BALLS	010-4300-1100-1110-1000-003-03 -	\$314.73	Check Amount	\$314.73	
HOUGHTON MIFFLIN GRT SOURCE (003562/2)	Check # 50050934, Dated 09/08/2011, Printed (RG000156), PO# P12-00527, Batchld AP09082011				
WRITERS EXPRESS HANDBOOKS FOR MARIN	010-4100-0156-1110-1000-001-01 -	\$441.58	Check Amount	\$441.58	
HILLYARD/SAN FRANCISCO (007392/1)	Check # 50050935, Dated 09/08/2011, Printed (RG000156), PO# P12-00242, Batchld AP09082011				
DISTRICT SANITARY SUPPLIES	010-4300-0000-0000-8200-000-00 -	\$440.06	Check Amount	\$440.06	
HOBART SERVICE (007867/1)	Check # 50050936, Dated 09/08/2011, Printed (RG000156), PO# P12-00542, Batchld AP09082011				
FOOD SERVICE EQUIPMENT SERVICE	130-5670-5310-0000-3700-000-00 -	\$295.29	Check Amount	\$295.29	
HOME DEPOT CREDIT SERVICES (000495/3)	Check # 50050937, Dated 09/08/2011, Printed (RG000156), PO# P12-00240, Batchld AP09082011				
HARDWARE	010-4300-8150-0000-8110-000-00 -	\$594.23	Check Amount	\$594.23	
HOUGHTON MIFFLIN COMPANY (000158/2)	Check # 50050938, Dated 09/08/2011, Printed (RG000156), PO# P12-00382, Batchld AP09082011				
INSTRUCTIONAL MATERIALS FOR OCEAN VIEW K PROG	010-4100-0156-1110-1000-004-04 -	\$9,528.13	Check Amount	\$9,528.13	
THE MCGRAW-HILL COMPANIES (001630/2)	Check # 50050939, Dated 09/08/2011, Printed (RG000156), PO# P12-00526, Batchld AP09082011				
INSTRUCTIONAL MATERIALS FOR MARIN CLASSROOM	010-4100-0156-1110-1000-000-00 -	\$2,199.26	Check Amount	\$2,199.26	
MZ Chinese (007507/1)	Check # 50050940, Dated 09/08/2011, Printed (RG000156), PO# P11-00266, Batchld AP09082011				
Books for Chinese school	120-9508-0000- - - - -	\$757.32	Check Amount	\$757.32	
Nasco Modesto (000845/5)	Check # 50050941, Dated 09/08/2011, Printed (RG000156), PO# P12-00297, Batchld AP09082011				
AMS ART SUPPLIES	010-4300-1100-1110-1000-016-16 -	\$798.61	Check Amount	\$798.61	
NATIONAL ELEVATOR CO (004187/1)	Check # 50050942, Dated 09/08/2011, Printed (RG000156), PO# P12-00230, Batchld AP09082011				
2011/12 AMS ELEVATOR SERVICE	010-5610-8150-1110-8110-016-00 -	\$135.00	Check Amount	\$135.00	
OFFICE DEPOT (000048/1)	Check # 50050943, Dated 09/08/2011, Printed (RG000156), PO# P12-00512, Batchld AP09082011				
CORNELL SUPPLIES	010-4300-1100-1110-1000-001-01 -	\$1,137.68			
CORNELL SUPPLIES	010-4300-1100-1110-1000-001-01 -	\$17.55			
AMS SUPPLIES	010-4300-1100-1110-1000-016-16 -	\$697.46			
CORNELL SUPPLIES	010-4300-1100-1110-1000-001-01 -	\$75.76			
CORNELL SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$46.07			
CORNELL SUPPLIES	010-4300-1100-1110-1000-001-01 -	\$23.03			
CORNELL SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$14.01			
CORNELL SUPPLIES	010-4300-1100-1110-1000-001-01 -	\$23.04			
CORNELL SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$14.00			
D.O. SUPPLIES	010-4300-0000-0000-7200-000-00 -	\$206.78			
MARIN SUPPLIES	010-4300-1100-1110-1000-003-03 -	\$336.62			
MARIN SUPPLIES	010-4300-9020-1110-1000-003-03 -	\$216.37			
TECH SUPPLIES	010-4300-0077-0000-7700-000-00 -	\$12.53	Check Amount	\$2,820.90	
PASTIME ACE HARDWARE (000035/1)	Check # 50050944, Dated 09/08/2011, Printed (RG000156), PO# P12-00451, Batchld AP09082011				
2011/12 HARDWARE	010-4300-8150-0000-8110-000-00 -	\$646.97			
CORNELL HARDWARE	010-4300-1102-1110-8200-001-01 -	\$159.26			
OCEAN VIEW HARDWARE	010-4300-1102-1110-8200-004-04 -	\$106.46	Check Amount	\$912.69	
PG&E (000029/1)	Check # 50050945, Dated 09/08/2011, Printed (RG000156), PO# ,Batchld AP09082011				
07/07-08/26 SERVICE	010-5520-0000-1110-8200-001-00 -	\$1,753.19			
07/07-08/26 SERVICE	010-5520-0000-1110-8200-003-00 -	\$1,208.25			
07/07-08/26 SERVICE	010-5520-0000-1110-8200-004-00 -	\$2,272.43			
07/07-08/26 SERVICE	010-5520-0000-3200-8200-033-00 -	\$388.68			
07/07-08/26 SERVICE	120-5520-0000-8500-8200-000-00 -	\$486.21			
07/27-08/24 SERVICE	010-5520-0000-1110-8200-001-00 -	\$66.42	Check Amount	\$6,175.18	



<b>SEPTEMBER 2011 WARRANT LISTING</b>				
<b>PRUDENTIAL OVERALL SUPPLY (005371/1)</b>	Check # 50050946, Dated 09/08/2011, Printed (RG000156), PO# P12-00227, Batchld AP09082011			
2011/12 UNIFORM SERVICE	010-5800-0000-0000-8200-000-00- -	\$180.82	Check Amount	\$180.82
<b>REX KEY &amp; SECURITY (000455/1)</b>	Check # 50050947, Dated 09/08/2011, Printed (RG000156), PO# P12-00458, Batchld AP09082011			
RE-KEY ACC DUE TO VANDALISM	140-5670-0000-0000-8100-029-00- -	\$1,001.85	Check Amount	\$1,001.85
<b>RICOH AMERICAS CORP.. (001524/6)</b>	Check # 50050948, Dated 09/08/2011, Printed (RG000156), PO# P12-00403, Batchld AP09082011			
2011/12 LEASE FOR DISTRICT COPIERS	120-5611-0000-8500-5000-000-00- -	\$210.21	Check Amount	\$210.21
<b>SCHOOL SPECIALTY INC (003770/7)</b>	Check # 50050949, Dated 09/08/2011, Printed (RG000156), PO# P12-00443, Batchld AP09082011			
MARIN CLASSROOM FURNITURE	140-4300-0000-0000-8100-003-00- -	\$774.08	Check Amount	\$774.08
<b>SEIS (007871/1)</b>	Check # 50050950, Dated 09/08/2011, Printed (RG000156), PO# , Batchld AP09082011			
SEIS ANNUAL MAINT FEES & REPORTING (SELPA)	010-5825-6502-5050-2200-069-00- -	\$14,728.25	Check Amount	\$14,728.25
<b>STARFISH THERAPIES (006664/1)</b>	Check # 50050951, Dated 09/08/2011, Printed (RG000156), PO# P12-00482, Batchld AP09082011			
PHYSICAL THERAPY SERVICES	010-5825-6500-5750-1180-000-65- -	\$105.00	Check Amount	\$105.00
<b>STENHOUSE PUBLISHERS (003218/3)</b>	Check # 50050952, Dated 09/08/2011, Printed (RG000156), PO# P12-00520, Batchld AP09082011			
LITERACY ASSESSMENT & INSTRUCTION BOOKS FOR MARIN	010-4300-1100-1110-1000-003-03- -	\$169.08	Check Amount	\$169.08
<b>SYSCO FOOD SERVICES OF S.F. (000565/2)</b>	Check # 50050953, Dated 09/08/2011, Printed (RG000156), PO# P12-00413, Batchld AP09082011			
2011/12 FOOD & SUPPLIES	130-4700-5310-0000-3700-000-00- -	\$41.68	Check Amount	\$41.68
<b>THE KEY SHACK LOCKSMITH (000381/1)</b>	Check # 50050954, Dated 09/08/2011, Printed (RG000156), PO# P12-00587, Batchld AP09082011			
DISTRICT KEYS/LOCKS	010-4300-8150-0000-8110-000-00- -	\$598.64	Check Amount	\$598.64
<b>TROPICANA CHILLED (007385/1)</b>	Check # 50050955, Dated 09/08/2011, Printed (RG000156), PO# P12-00417, Batchld AP09082011			
2011/12 BEVERAGES	130-4700-5310-0000-3700-000-00- -	\$422.88	Check Amount	\$422.88
<b>UC REGENTS-CAL PERFORMANCES (000070/3)</b>	Check # 50050956, Dated 09/08/2011, Printed (RG000156), PO# , Batchld AP09082011			
11/12 CAL PERFORMANCES (CORNELL 4TH GR)	010-5810-0108-1110-1000-001-01- -	\$870.00		
11/12 CAL PERFORMANCES (CORNELL 5TH GR)	010-5810-0108-1110-1000-001-01- -	\$1,620.00		
11/12 CAL PERFORMANCES (O.V. 3RD GR)	010-5810-0108-1110-1000-004-04- -	\$300.00	Check Amount	\$2,790.00
<b>STACY UYEDA C/O ALBANY MIDDLE (005886/1)</b>	Check # 50050957, Dated 09/08/2011, Printed (RG000156), PO# P12-00285, Batchld AP09082011			
2011/12 REIMB FOR CLASSROOM SUPPLIES	010-4300-1100-1110-1000-016-16- -	\$47.93	Check Amount	\$47.93
<b>RICHARD WALKER (001054/1)</b>	Check # 50050958, Dated 09/08/2011, Printed (RG000156), PO# P12-00481, Batchld AP09082011			
COMMUNICATION ACCESS REALTIME TRANSLATION SERVICES	010-5825-6500-5750-1180-000-65- -	\$2,040.00	Check Amount	\$2,040.00
<b>WASTE MANAGEMENT OF ALAMEDA (001541/4)</b>	Check # 50050959, Dated 09/08/2011, Printed (RG000156), PO# , Batchld AP09082011			
09/11 SERVICE	010-5515-0000-0000-8200-000-00- -	\$299.87	Check Amount	\$299.87
<b>WILLIAMS SCOTSMAN, INC. (005507/2)</b>	Check # 50050960, Dated 09/08/2011, Printed (RG000156), PO# P12-00429, Batchld AP09082011			
11/12 CORNELL PORTABLE RENT	250-5621-0000-0000-8700-001-00- -	\$596.94		
11/12 CORNELL PORTABLE RENT	250-5621-0000-0000-8700-001-00- -	\$608.94	Check Amount	\$1,205.88
<b>A Unitech Electronics (007742/1)</b>	Check # 50051948, Dated 09/15/2011, Printed (RG000157), PO# P12-00674, Batchld AP09152011A			
2011/12 LIVE SCAN FEES	010-5838-0000-0000-7400-000-00- -	\$340.00	Check Amount	\$340.00
<b>ABBEY CARPET &amp; FLOOR (002719/1)</b>	Check # 50051949, Dated 09/15/2011, Printed (RG000157), PO# P12-00426, Batchld AP09152011A			
AMS FLOORS	140-5670-0000-0000-8100-016-00- -	\$16,417.00	Check Amount	\$16,417.00
<b>ALAMEDA COUNTY ENVIRONMENTAL HEALTH (004038/2)</b>	Check # 50051950, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
ENVIRONMENTAL HEALTH FEES FOR MAINT SHOP	010-5800-8150-0000-8110-000-00- -	\$395.00	Check Amount	\$395.00
<b>ALAMEDA CO BEHAVIORAL HEALTH CARE (007878/1)</b>	Check # 50051951, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
03/23/11-06/30/11 IN STATE MENTAL HEALTH CARE SERVICES	010-5825-6500-5750-1110-000-65- -	\$13,180.10	Check Amount	\$13,180.10
<b>ALAMEDA UNIFIED SCHOOL DIST. (001037/1)</b>	Check # 50051952, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
9TH FINAL- 09/10 PRESCHOOL GRANT	010-9508-3319- - - - -	\$3,477.00	Check Amount	\$3,477.00
<b>ALBANY HILL MINI MART (002305/1)</b>	Check # 50051953, Dated 09/15/2011, Printed (RG000157), PO# P12-00233, Batchld AP09152011A			
2011/12 FUEL / MAINT	010-4300-8150-0000-8110-000-00- -	\$358.85		
2011/12 FUEL / ATHLETICS	010-4300-9021-1110-4200-038-38- -	\$185.57	Check Amount	\$544.42
<b>ANNE ALCOTT C/O CORNELL SCHOOL (003326/1)</b>	Check # 50051954, Dated 09/15/2011, Printed (RG000157), PO# P12-00045, Batchld AP09152011A			

SEPTEMBER 2011 WARRANT LISTING				
11/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01- -	\$50.00	Check Amount	\$50.00
ARCO AM/PM (006071/1)	Check # 50051955, Dated 09/15/2011, Printed (RG000157), PO# P12-00231, Batchld AP09152011A			
2011/12 FUEL FOR TRANSPORTATION VANS	010-4300-7230-5001-3600-000-00- -	\$375.19	Check Amount	\$375.19
AT&T (000037/3)	Check # 50051956, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
08/28-09/27 SERVICE	010-5930-6502-5050-2200-069-00- -	\$45.44	Check Amount	\$45.44
AT&T (005220/6)	Check # 50051957, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
08/11 SERVICE	010-5930-0000-0000-8200-000-00- -	\$68.17	Check Amount	\$68.17
THEODORE BARONE C/O ALBANY HIGH SCHOOL (006608/1)	Check # 50051958, Dated 09/15/2011, Printed (RG000157), PO# P12-00521, Batchld AP09152011A			
REIMB FOR PROFESSIONAL DEVELOPMENT SUPPLIES	010-5200-1100-1110-2700-038-38- -	\$446.00	Check Amount	\$446.00
BATTALION ONE FIRE PROTECTION (007277/2)	Check # 50051959, Dated 09/15/2011, Printed (RG000157), PO# P12-00572, Batchld AP09152011A			
RESET CORNELL FIRE ALARM	010-5670-8150-1110-8110-001-00- -	\$125.00	Check Amount	\$125.00
BERKELEY FARMS (006683/1)	Check # 50051960, Dated 09/15/2011, Printed (RG000157), PO# P12-00416, Batchld AP09152011A			
2011/12 DAIRY	130-4700-5310-0000-3700-000-00- -	\$1,105.85	Check Amount	\$1,105.85
BERKELEY UNIFIED SCHOOL DIST. (000600/2)	Check # 50051961, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
9TH FINAL- 09/10 PRESCHOOL GRANT	010-9508-3319- - - - -	\$1,806.00	Check Amount	\$1,806.00
CIVT (003804/3)	Check # 50051962, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
VOLLEYBALL INVITATIONAL (ATHLETICS)	010-5811-9021-1110-4200-038-38- -	\$750.00	Check Amount	\$750.00
CLARK ELECTRICAL CONTRACTORS (007293/1)	Check # 50051963, Dated 09/15/2011, Printed (RG000157), PO# P12-00457, Batchld AP09152011A			
CHECK SECURITY CAMERAS	010-5670-8150-0000-8110-000-00- -	\$495.93		
TROUBLESHOOT ACC SECURITY CAMERAS	140-5670-0000-0000-8100-029-00- -	\$285.00		
TROUBLESHOOT AHS SECURITY CAMERAS	140-5670-0000-0000-8110-038-00- -	\$190.00	Check Amount	\$970.93
CDW GOVERNMENT INC (003267/2)	Check # 50051964, Dated 09/15/2011, Printed (RG000157), PO# P12-00559, Batchld AP09152011A			
MICROSOFT OFFICE 2010 PRO FOR 17 SPED COMPUTERS	010-4300-0077-0000-7700-000-00- -	\$906.44		
HP PROCURVE GIGABIT-LX-LC MINI-GBIC (TECH)	010-4400-0077-0000-7700-000-00- -	\$816.73	Check Amount	\$1,723.17
CHEF'S CORNER (003925/1)	Check # 50051965, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
FOOD	130-4700-5310-0000-3700-000-00- -	\$2,537.85	Check Amount	\$2,537.85
COMMUNITY PRODUCTS LLC (006251/2)	Check # 50051966, Dated 09/15/2011, Printed (RG000157), PO# P12-00557, Batchld AP09152011A			
TABLE FOR ACC CLASSROOM	120-4300-0000-8500-1000-000-00- -	\$277.31	Check Amount	\$277.31
CONSOLIDATED ENGINEERING LABS (007596/1)	Check # 50051967, Dated 09/15/2011, Printed (RG000157), PO# P11-00443, Batchld AP09152011A			
Special testing & inspection services/Pool	210-6261-1711-0000-8500-005-00- -	\$12,528.48	Check Amount	\$12,528.48
JENNIFER CORIELL C/O AMS (007874/1)	Check # 50051968, Dated 09/15/2011, Printed (RG000157), PO# P12-00657, Batchld AP09152011A			
REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-1100-1110-1000-016-16- -	\$50.00	Check Amount	\$50.00
CRISIS PREVENTION INSTITUTE, I (006299/2)	Check # 50051969, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
NCI PARTICIPANT WORKBOOKS	010-4300-6502-5050-2200-069-00- -	\$428.94	Check Amount	\$428.94
MARYWIN DEEGAN (006906/1)	Check # 50051970, Dated 09/15/2011, Printed (RG000157), PO# P12-00480, Batchld AP09152011A			
ALTERNATIVE & AUGMENTATIVE COMMUNICATION SERVICES	010-5825-6500-5750-1180-000-65- -	\$332.50	Check Amount	\$332.50
DELL MARKETING L.P. (003086/1)	Check # 50051971, Dated 09/15/2011, Printed (RG000157), PO# P12-00502, Batchld AP09152011A			
REPLACEMENT BATTERY FOR SPECIAL ED LAPTOP	010-4300-0000-5001-3160-000-65- -	\$127.23	Check Amount	\$127.23
EBMUD (000224/2)	Check # 50051972, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
07/02-08/30 SERVICE	010-5555-0000-3200-8200-033-00- -	\$633.90		
07/02-08/30 SERVICE	010-5555-0000-1110-8200-038-00- -	\$176.64	Check Amount	\$810.54
EMERY UNIFIED SCHOOL DISTRICT (005835/1)	Check # 50051973, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
9TH FINAL-09/10 PRESCHOOL GRANT	010-9508-3319- - - - -	\$768.00	Check Amount	\$768.00
FOOD 4 THOUGHT, LLC (007143/1)	Check # 50051974, Dated 09/15/2011, Printed (RG000157), PO# P12-00415, Batchld AP09152011A			
2011/12 PRODUCE	130-4700-5310-0000-3700-000-00- -	\$522.15	Check Amount	\$522.15
GOLD STAR FOODS (002941/2)	Check # 50051975, Dated 09/15/2011, Printed (RG000157), PO# P12-00419, Batchld AP09152011A			
2011/12 FOOD	130-4700-5310-0000-3700-000-00- -	\$1,712.76		

SEPTEMBER 2011 WARRANT LISTING				
2011/12 FOOD	130-4700-5310-0000-3700-000-00 - -	\$2,430.16	Check Amount	\$4,142.92
HOME DEPOT CREDIT SERVICES (000495/3)	Check # 50051976, Dated 09/15/2011, Printed (RG000157), PO# P12-00240, Batchld AP09152011A			
HARDWARE	010-4300-8150-0000-8110-000-00 - -	\$509.79	Check Amount	\$509.79
HYDREX- HAYWARD (006625/1)	Check # 50051977, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
AHS PEST CONTROL	010-5610-8150-1110-8110-038-00 - -	\$300.00		
AMS PEST CONTROL	010-5610-8150-1110-8110-016-00 - -	\$75.00	Check Amount	\$375.00
Inland Leasing (007630/1)	Check # 50051978, Dated 09/15/2011, Printed (RG000157), PO# P12-00446, Batchld AP09152011A			
2011/12 VENDING MACHINE LEASE	130-5610-5310-0000-3700-000-00 - -	\$428.48	Check Amount	\$428.48
CHRISTOPHER KAJIWARA C/O DISTRICT (004023/1)	Check # 50051979, Dated 09/15/2011, Printed (RG000157), PO# , Batchld AP09152011A			
07/01-09/01 MILEAGE REIMBURSEMENT	010-5200-0077-0000-7700-000-00 - -	\$34.71	Check Amount	\$34.71
ADRIENNE KOHN C/O CORNELL ELEM (005299/1)	Check # 50051980, Dated 09/15/2011, Printed (RG000157), PO# P12-00019, Batchld AP09152011A			
11/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 - -	\$46.04	Check Amount	\$46.04
LUNCHBYTE SYSTEMS, INC. (006064/3)	Check # 50051981, Dated 09/15/2011, Printed (RG000157), PO# P12-00537, Batchld AP09152011A			
ANNUAL UPDATE FOR FOOD SERVICE SOFTWARE	130-4300-5310-0000-3700-000-00 - -	\$336.04	Check Amount	\$336.04
MAGGIORA BAKING CO (000577/1)	Check # 50051982, Dated 09/15/2011, Printed (RG000157), PO# P12-00414, Batchld AP09152011A			
2011/12 FOOD	130-4700-5310-0000-3700-000-00 - -	\$316.25	Check Amount	\$316.25
Mail Finance (007465/1)	Check # 50051983, Dated 09/15/2011, Printed (RG000157), PO# P12-00247, Batchld AP09152011A			
2011/12 D.O. POSTAGE MACHINE LEASE	010-5610-0000-0000-7200-000-00 - -	\$183.75		
2011/12 AMS POSTAGE MACHINE LEASE	010-5610-1100-1110-2700-016-16 - -	\$100.12	Check Amount	\$283.87
DIANE MARIE C/O DISTRICT OFFICE (006364/1)	Check # 50051984, Dated 09/15/2011, Printed (RG000157), PO# P12-00469, Batchld AP09152011A			
2011/12 REIMBURESMENT FOR SUPPLIES/PD EXPENSES	010-5200-6500-5001-2100-000-65 - -	\$102.46	Check Amount	\$102.46
McCRARY CONSTRUCTION COMPANY (007599/1)	Check # 50051985, Dated 09/15/2011, Printed (RG000157), PO# P11-00724, Batchld AP09152011A			
Albany Aquatic Center Project	210-6251-1711-0000-8500-005-00 - -	\$678,645.00	Check Amount	\$678,645.00
Borel Private Bank & Trust Co. (007599/2)	Check # 50051986, Dated 09/15/2011, Printed (RG000157), PO# P11-00724, Batchld AP09152011A			
Albany Aquatic Center Project	210-6251-1711-0000-8500-005-00 - -	\$75,405.00	Check Amount	\$75,405.00
THE MCGRAW-HILL COMPANIES (001630/2)	Check # 50051987, Dated 09/15/2011, Printed (RG000157), PO# P12-00396, Batchld AP09152011A			
MARIN EVERYDAY MATH MATERIALS	010-4100-0156-1110-1000-000-00 - -	\$27,131.39	Check Amount	\$27,131.39
MARGARET MOWRY EVANS (006754/1)	Check # 50051988, Dated 09/15/2011, Printed (RG000157), PO# P12-00541, Batchld AP09152011A			
CASE MANAGEMENT & SPECIALIZED ACADEMIC INSTRUCTION	010-5825-6500-5750-1180-000-65 - -	\$575.00	Check Amount	\$575.00
MULTICULTURAL PRESS (006077/1)	Check # 50051989, Dated 09/15/2011, Printed (RG000157), PO# P11-01114, Batchld AP09152011A			
Encyclopedia of African American History	010-9508-1100- - - - -	\$218.40	Check Amount	\$218.40
ELLEN MURFF C/O CORNELL SCHOOL (006793/1)	Check # 50051990, Dated 09/15/2011, Printed (RG000157), PO# P12-00010, Batchld AP09152011A			
11/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 - -	\$47.91		
11/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 - -	\$50.00	Check Amount	\$97.91
WILBUR OBATA C/O MARIN ELEM (001437/1)	Check # 50051991, Dated 09/15/2011, Printed (RG000157), PO# P12-00130, Batchld AP09152011A			
2011/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-003-03 - -	\$50.00	Check Amount	\$50.00
OFFICE DEPOT (000048/1)	Check # 50051992, Dated 09/15/2011, Printed (RG000157), PO# P12-00392, Batchld AP09152011A			
CORNELL SUPPLIES	140-4300-0000-0000-8110-001-00 - -	\$1,565.93		
CORNELL SUPPLIES	140-4300-0000-0000-8110-001-00 - -	\$1,262.54		
CORNELL SUPPLIES	140-4300-0000-0000-8110-001-00 - -	\$107.40		
AMS SUPPLIES	010-4300-1100-1110-1000-016-16 - -	\$57.36		
AMS SUPPLIES	010-4300-0000-1110-1000-045-00 - -	\$56.24		
ACC SUPPLIES	120-4300-0000-8500-1000-000-00 - -	\$356.65		
ACC SUPPLIES	120-4300-0000-8500-1000-000-00 - -	\$48.67		
MAC HIGH SUPPLIES	010-4300-1100-3200-1000-033-33 - -	\$726.50		
AMS SUPPLIES	010-4300-1100-1110-1000-016-16 - -	\$58.51		
AMS SUPPLIES	010-4300-0000-1110-1000-045-00 - -	\$57.36		

SEPTEMBER 2011 WARRANT LISTING					
D.O. SUPPLIES	010-4300-0000-0000-7200-000-00 -	\$21.55			
ACC SUPPLIES	120-4300-0000-8500-1000-000-00 -	(\$21.70)			
CORNELL SUPPLIES	010-4300-1100-1110-1000-001-01 -	\$293.37			
D.O. SUPPLIES	010-4300-0000-0000-7200-000-00 -	\$43.90	Check Amount	\$4,634.28	
<b>NCS PEARSON, INC. (006157/2)</b>					
Check # 50051993, Dated 09/15/2011, Printed (RG000157), PO# P12-00506, Batchld AP09152011A					
SPECIAL EDUCATION TESTING MATERIALS	010-4300-6500-5001-3120-000-65 -	\$163.64			
SPECIAL EDUCATION TESTING MATERIALS	010-4300-0000-0000-3120-000-00 -	\$163.63	Check Amount	\$327.27	
<b>PG&amp;E (000029/1)</b>					
Check # 50051994, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A					
08/05-09/02 SERVICE	010-5520-0000-1110-8200-003-00 -	\$285.11	Check Amount	\$285.11	
<b>PIEDMONT UNIFIED SCHOOL DIST (005594/1)</b>					
Check # 50051995, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A					
9TH FINAL-09/10 PRESCHOOL GRANT	010-9508-3319- - - - -	\$135.00	Check Amount	\$135.00	
<b>BUSINESS CARD (005636/3)</b>					
Check # 50051996, Dated 09/15/2011, Printed (RG000157), PO# P12-00424, Batchld AP09152011A					
SUPPLIES (HOFFMAN)	130-4300-5310-0000-3700-000-00 -	\$1,376.25			
FOOD (HOFFMAN)	130-4700-5310-0000-3700-000-00 -	\$957.58			
TRAVEL EXPENSES (HARDEN)	010-5200-0000-0000-7200-000-00 -	\$15.00			
MANAGEMENT MEETING EXPENSES (STEPHENSON)	010-4300-0000-0000-7100-000-00 -	\$810.00			
AMS MATERIALS (DIST. CC)	010-4300-1100-1110-1000-016-16 -	\$526.90			
AHS TEXTBOOKS (DIST CC)	010-4100-0156-1110-1000-038-38 -	\$14.99			
FASTRAK/TRANSPORTATION (DIST CC)	010-4300-7230-5001-3600-000-00 -	\$151.00			
SUPPLIES FOR CORNELL (DIST CC)	010-4300-9020-1110-1000-001-01 -	\$72.59			
TECH SUPPLIES (DIST CC)	010-4300-0077-0000-7700-000-00 -	\$34.58	Check Amount	\$3,958.89	
<b>Edward Pollard (006661/2)</b>					
Check # 50051997, Dated 09/15/2011, Printed (RG000157), PO# P12-00563, Batchld AP09152011A					
2011/12 MILEAGE REIMBURSEMENT	010-5200-6500-5001-2100-000-65 -	\$20.64	Check Amount	\$20.64	
<b>PROQUEST INFORMATION &amp; LEARN (005384/2)</b>					
Check # 50051998, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A					
RENEW AMS SIRS DISCOVERER ONLINE DATABASE	010-4300-1100-1110-2420-016-16 -	\$575.00	Check Amount	\$575.00	
<b>RICOH AMERICAS CORP., (001524/4)</b>					
Check # 50051999, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A					
STAPLES FOR MARIN COPIER	010-4300-1100-1110-2700-003-03 -	\$168.56	Check Amount	\$168.56	
<b>HOUGHTON MIFFLIN (001087/2)</b>					
Check # 50052000, Dated 09/15/2011, Printed (RG000157), PO# P12-00560, Batchld AP09152011A					
SPECIAL EDUCATION TESTING MATERIALS	010-4300-6500-5001-3120-000-65 -	\$62.94			
SPECIAL EDUCATION TESTING MATERIALS	010-4300-0000-0000-3120-000-00 -	\$63.87	Check Amount	\$126.81	
<b>ROTO-ROOTER (000599/1)</b>					
Check # 50052001, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A					
CLEAN OCEAN VIEW DRAINS	010-5670-8150-1110-8110-004-00 -	\$226.75			
SERVICE TRAILER JET AT OCEAN VIEW	010-5670-8150-1110-8110-004-00 -	\$700.00	Check Amount	\$926.75	
<b>SATPAC SPEECH, LLC (007875/1)</b>					
Check # 50052002, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A					
10/08 SATPAC SPEECH WORKSHOP & SOFTWARE-PAOLI	010-5200-6500-5001-2100-000-65 -	\$230.00	Check Amount	\$230.00	
<b>SchoolOutlet.Com (007645/1)</b>					
Check # 50052003, Dated 09/15/2011, Printed (RG000157), PO# P12-00359, Batchld AP09152011A					
AQUATIC CENTER FURNITURE	210-4300-1711-0000-8500-005-00 -	\$23,001.40	Check Amount	\$23,001.40	
<b>MARTHA SCHULTZ C/O NR SELPA (006368/1)</b>					
Check # 50052004, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A					
REIMB FOR CEC PARAEDUCATOR STANDARDS WORKBOOKS	010-4300-6502-5050-2200-069-00 -	\$328.50	Check Amount	\$328.50	
<b>SCI CONSULTING GROUP (007514/1)</b>					
Check # 50052005, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A					
11/12 PARCEL TAX ADMINISTRATION SERVICES	010-5800-9035-0000-7200-000-00 -	\$5,126.30	Check Amount	\$5,126.30	
<b>ALENE SHIROMOTO C/O CORNELL SCHOOL (004862/1)</b>					
Check # 50052006, Dated 09/15/2011, Printed (RG000157), PO# P12-00023, Batchld AP09152011A					
11/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$48.14			
11/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 -	\$48.57	Check Amount	\$96.71	
<b>SHRED WORKS, INC. (007479/2)</b>					
Check # 50052007, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A					
SHERDDING SERVICE	010-5825-6502-5050-2200-069-00 -	\$40.00	Check Amount	\$40.00	
<b>JUDITH SINCLAIR C/O OCEAN VIEW (004398/1)</b>					
Check # 50052008, Dated 09/15/2011, Printed (RG000157), PO# P12-00253, Batchld AP09152011A					

<b>SEPTEMBER 2011 WARRANT LISTING</b>					
2011/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-004-04 - -	\$50.00			
2011/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-004-04 - -	\$50.00	Check Amount	\$100.00	
<b>SPURR (001012/2)</b>	<b>Check # 50052009, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A</b>				
09/01/11 GAS	010-5520-0000-1110-8200-001-00 - -	\$111.18			
09/01/11 GAS	010-5520-0000-1110-8200-003-00 - -	\$165.69			
09/01/11 GAS	010-5520-0000-1110-8200-004-00 - -	\$310.54			
09/01/11 GAS	010-5520-0000-8100-8200-005-00 - -	\$316.93			
09/01/11 GAS	010-5520-0000-1110-8200-016-00 - -	\$243.45			
09/01/11 GAS	010-5520-0000-3200-8200-033-00 - -	\$41.60			
09/01/11 GAS	010-5520-0000-1110-8200-038-00 - -	\$59.99			
09/01/11 GAS	010-5520-0000-0000-8200-000-00 - -	\$596.01			
09/01/11 GAS	120-5520-0000-8500-8200-000-00 - -	\$38.75			
09/01/11 GAS	010-5520-8150-0000-8200-000-00 - -	\$37.10	Check Amount	\$1,921.24	
<b>SUNBELT RENTALS, INC. (007834/2)</b>	<b>Check # 50052010, Dated 09/15/2011, Printed (RG000157), PO# P11-01458, Batchld AP09152011A</b>				
TOWABLE MANLIFT RENTAL	010-5600-8150-0000-8110-000-00 - -	\$1,958.23	Check Amount	\$1,958.23	
<b>SYSCO FOOD SERVICES OF S.F. (000565/2)</b>	<b>Check # 50052011, Dated 09/15/2011, Printed (RG000157), PO# P12-00413, Batchld AP09152011A</b>				
FOOD	130-4700-5310-0000-3700-000-00 - -	\$2,203.47			
SUPPLIES	130-4710-5310-0000-3700-000-00 - -	\$410.89	Check Amount	\$2,614.36	
<b>TOSHIBA BUSINESS SOLUTIONS CA (004499/2)</b>	<b>Check # 50052012, Dated 09/15/2011, Printed (RG000157), PO# P12-00585, Batchld AP09152011A</b>				
AMS COPIER SUPPLIES	010-4300-1100-1110-2700-016-16 - -	\$90.38			
11/12 AMS COPIES	010-5610-1100-1110-2700-016-16 - -	\$2.33	Check Amount	\$92.71	
<b>TOSHIBA FINANCIAL SERVICES (004499/4)</b>	<b>Check # 50052013, Dated 09/15/2011, Printed (RG000157), PO# P12-00361, Batchld AP09152011A</b>				
11/12 LEASE FOR DISTRICT COPIERS	010-5611-6500-5001-2100-000-00 - -	\$657.87			
11/12 LEASE FOR DISTRICT COPIERS	010-5611-0000-1110-2700-000-00 - -	\$3,947.24	Check Amount	\$4,605.11	
<b>TOTALFUNDS BY HASLER (007610/1)</b>	<b>Check # 50052014, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A</b>				
D.O. POSTAGE	010-5910-0000-0000-7200-000-00 - -	\$2,000.00	Check Amount	\$2,000.00	
<b>DAVID TRACY C/O TECHNOLOGY (007859/1)</b>	<b>Check # 50052015, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A</b>				
08/11 MILEAGE REIMBURSEMENT	010-5200-0077-0000-7700-000-00 - -	\$36.45	Check Amount	\$36.45	
<b>U S POSTMASTER (000264/1)</b>	<b>Check # 50052016, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A</b>				
CORNELL POSTAGE	010-5910-1100-1110-2700-001-01 - -	\$176.00	Check Amount	\$176.00	
<b>UC REGENTS-CAL PERFORMANCES (000070/3)</b>	<b>Check # 50052017, Dated 09/15/2011, Printed (RG000157), PO# ,Batchld AP09152011A</b>				
11/12 O.V. 5TH GRADE CAL PERFORMANCES	010-5810-0108-1110-1000-004-04 - -	\$515.00	Check Amount	\$515.00	
<b>JOAN WICKSTROM C/O CORNELL SCHOOL (004458/1)</b>	<b>Check # 50052018, Dated 09/15/2011, Printed (RG000157), PO# P12-00063, Batchld AP09152011A</b>				
11/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 - -	\$50.00	Check Amount	\$50.00	
<b>CHRISTIANE ZMICH C/O CORNELL ELEMENTARY (003287/1)</b>	<b>Check # 50052019, Dated 09/15/2011, Printed (RG000157), PO# P12-00012, Batchld AP09152011A</b>				
11/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 - -	\$48.90			
11/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 - -	\$49.83	Check Amount	\$98.73	
<b>ACP DIRECT (006358/1)</b>	<b>Check # 50052372, Dated 09/20/2011, Printed (RG000159), PO# P12-00591, Batchld AP09202011A</b>				
STEREO/LISTENING CENTER FOR MARIN CLASSROOM	010-4300-9006-1110-1000-003-03 - -	\$177.02	Check Amount	\$177.02	
<b>ACSA'S (000231/1)</b>	<b>Check # 50052373, Dated 09/20/2011, Printed (RG000159), PO# P12-00600, Batchld AP09202011A</b>				
PERSONNEL INSTITUTE 10/12-10/14 (GONZALEZ)	010-5200-0000-0000-7400-000-00 - -	\$395.00	Check Amount	\$395.00	
<b>ACSA'S (000231/1)</b>	<b>Check # 50052374, Dated 09/20/2011, Printed (RG000159), PO# P12-00601, Batchld AP09202011A</b>				
PERSONNEL WORKSHOP 09/21/11 (ATTIYEH)	010-5200-0000-0000-7400-000-00 - -	\$295.00	Check Amount	\$295.00	
<b>ALAMEDA UNIFIED SCHOOL DIST. (001037/1)</b>	<b>Check # 50052375, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A</b>				
10/11 MENTAL HEALTH	010-7221-6502-5001-9200-069-00 - -201	\$143,586.00	Check Amount	\$143,586.00	
<b>ALBANY FORD-SUBARU (001731/2)</b>	<b>Check # 50052376, Dated 09/20/2011, Printed (RG000159), PO# P12-00432, Batchld AP09202011A</b>				
2011/12 MAINT FOR AUDS VEHICLES	010-5670-7230-5001-3600-000-00 - -	\$79.72	Check Amount	\$79.72	

SEPTEMBER 2011 WARRANT LISTING					
ALBANY HIGH SCHOOL-ASB (000794/1)	Check # 50052377, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
REIMB ASB FOR BASEBALL OFFICIALS	010-5800-9031-1110-4200-038- -	\$241.00	Check Amount	\$241.00	
AT&T (000037/3)	Check # 50052378, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
09/07-10/06 SERVICE	010-5930-0000-0000-8200-000-00- -	\$1,067.04			
09/07-10/06 SERVICE	010-5930-0000-0000-8200-000-00- -	\$3,996.49	Check Amount	\$5,063.53	
AT&T (005220/7)	Check # 50052379, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
08/07-09/06 SERVICE	010-5930-0000-0000-8200-000-00- -	\$93.83	Check Amount	\$93.83	
BATTALION ONE FIRE PROTECTION (007277/2)	Check # 50052380, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
SERVICE OCEAN VIEW FIRE ALARM	010-5670-8150-1110-8110-004-00- -	\$1,086.52			
SERVICE ACC FIRE ALARM	120-5670-0000-8500-8110-000-00- -	\$288.18	Check Amount	\$1,374.70	
BERKELEY FARMS (006683/1)	Check # 50052381, Dated 09/20/2011, Printed (RG000159), PO# P12-00416,Batchld AP09202011A				
2011/12 DAIRY	130-4700-5310-0000-3700-000-00- -	\$966.26	Check Amount	\$966.26	
Berkeley Live Scan (007717/1)	Check # 50052382, Dated 09/20/2011, Printed (RG000159), PO# P12-00449,Batchld AP09202011A				
2011/12 LIVE SCAN FEES	010-5838-0000-0000-7400-000-00- -	\$2,840.00	Check Amount	\$2,840.00	
BERKELEY UNIFIED SCHOOL DIST. (000600/2)	Check # 50052383, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
10/11 MENTAL HEALTH	010-7221-6502-5001-9200-069-00- -202	\$231,551.70	Check Amount	\$231,551.70	
LUCY BRYNDZA C/O ALBANY MIDDLE (005738/1)	Check # 50052384, Dated 09/20/2011, Printed (RG000159), PO# P12-00528,Batchld AP09202011A				
REIMB FOR 11/12 CLASSROOM SUPPLIES	010-4300-1100-1110-1000-016-16- -	\$46.29	Check Amount	\$46.29	
BUDGETTEXT CORP. (006838/3)	Check # 50052385, Dated 09/20/2011, Printed (RG000159), PO# P12-00596,Batchld AP09202011A				
ALG 2 BKS (AHS)	010-4100-0156-1110-1000-038-38- -	\$1,292.30	Check Amount	\$1,292.30	
CAL PERFORMANCES (004866/1)	Check # 50052386, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
01/24/12 CAL PERFORMANCE-MARIN	010-5810-0108-1110-1000-003-03- -	\$375.00	Check Amount	\$375.00	
CENTER FOR EARLY INT. ON DEAFNESS (006336/1)	Check # 50052387, Dated 09/20/2011, Printed (RG000159), PO# P12-00661,Batchld AP09202011A				
SPECIALIZED INSTUCTION FOR DEAF/HEARING IMPAIRED	010-5825-6500-5750-1180-000-65- -	\$3,529.00	Check Amount	\$3,529.00	
HSBC BUSINESS SOLUTIONS (006700/1)	Check # 50052388, Dated 09/20/2011, Printed (RG000159), PO# P12-00423,Batchld AP09202011A				
FOOD	130-4700-5310-0000-3700-000-00- -	\$849.21			
SUPPLIES	130-4710-5310-0000-3700-000-00- -	\$16.30	Check Amount	\$865.51	
DEPARTMENT OF JUSTICE (000604/1)	Check # 50052389, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
08/11 LIVE SCAN FEES	010-5838-0000-0000-7400-000-00- -	\$7,898.00	Check Amount	\$7,898.00	
EBMUD (000224/2)	Check # 50052390, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
07/08-09/02 SERVICE	010-5555-0000-1110-8200-016-00- -	\$598.02	Check Amount	\$598.02	
EMERY UNIFIED SCHOOL DISTRICT (005835/1)	Check # 50052391, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
10/11 MENTAL HEALTH	010-7221-6502-5001-9200-069-00- -203	\$26,922.00	Check Amount	\$26,922.00	
Employment Development Dept. (007101/1)	Check # 50052392, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
2011 2ND QTR LEC SUI	010-3502-0000-0000-7200-000-00- -	\$1,705.95	Check Amount	\$1,705.95	
FAR WEST SANITATION AND STORGAE, INC. (003436/1)	Check # 50052393, Dated 09/20/2011, Printed (RG000159), PO# P12-00243,Batchld AP09202011A				
2011/12 CONTAINER RENTAL (POOL)	210-5600-1711-0000-8500-005-00- -	\$86.46	Check Amount	\$86.46	
JANET FOHNER C/O DISTRICT OFFICE (005615/1)	Check # 50052394, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
08/30/11 MILEAGE REIMB	010-5200-0000-0000-7200-000-00- -	\$27.75	Check Amount	\$27.75	
HANDWRITING WITHOUT TEARS (002597/2)	Check # 50052395, Dated 09/20/2011, Printed (RG000159), PO# P12-00519,Batchld AP09202011A				
STUDENT WORKBOOKS & NOTEBOOKS FOR MARIN	010-4300-6300-1110-1000-003-03- -	\$890.93			
HANDWRITING NOTEBOOKS FOR MARIN 3RD GRADE	010-4300-6300-1110-1000-003-03- -	\$163.28	Check Amount	\$1,054.21	
HIGHSMITH INC. (000145/4)	Check # 50052396, Dated 09/20/2011, Printed (RG000159), PO# P12-00549,Batchld AP09202011A				
LAMINATOR FOR MARIN	010-4300-9006-1110-1000-003-03- -	\$2,805.81	Check Amount	\$2,805.81	
HYATT REGENCY SACRAMENTO (001755/2)	Check # 50052397, Dated 09/20/2011, Printed (RG000159), PO# ,Batchld AP09202011A				
10/10-10/11 HOTEL STAY / WORKABILITY CONF.	010-5200-6520-5770-4000-000-00- -	\$95.73	Check Amount	\$95.73	
LAKESHORE (000214/1)	Check # 50052398, Dated 09/20/2011, Printed (RG000159), PO# P12-00594,Batchld AP09202011A				



<b>SEPTEMBER 2011 WARRANT LISTING</b>				
BACKPACK STORAGE CART FOR MARIN	010-4300-9020-1110-1000-003-03 - -	\$235.09	Check Amount	\$235.09
NATIONAL GEOGRAPHIC SCHOOL (001831/4)	Check # 50052399, Dated 09/20/2011, Printed (RG000159), PO# P12-00313, Batchld AP09202011A			
3 CLASS SETS OF EXPLORER MAGAZINE (MARIN)	010-4300-9020-1110-1000-003-03 - -	\$417.12	Check Amount	\$417.12
SUZANNE NELSON C/O SELPA (001231/1)	Check # 50052400, Dated 09/20/2011, Printed (RG000159), PO# P12-00404, Batchld AP09202011A			
2011/12 REIMB FOR SELPA/ACSA CONF EXPENSES	010-5200-6502-5050-2200-069-00 - -	\$608.92	Check Amount	\$608.92
OAKLAND MUSEUM OF CALIFORNIA (005424/1)	Check # 50052401, Dated 09/20/2011, Printed (RG000159), PO# , Batchld AP09202011A			
CORNELL 04/27/12 OAKLAND MUSEUM TRIP	010-5810-0108-1110-1000-001-01 - -	\$350.00	Check Amount	\$350.00
PIEDMONT UNIFIED SCHOOL DIST (005594/1)	Check # 50052402, Dated 09/20/2011, Printed (RG000159), PO# , Batchld AP09202011A			
10/11 MENTAL HEALTH	010-7221-6502-5001-9200-069-00 - -204	\$43,807.00	Check Amount	\$43,807.00
PITNEY BOWES (001851/7)	Check # 50052403, Dated 09/20/2011, Printed (RG000159), PO# P12-00246, Batchld AP09202011A			
2011/12 AHS POSTAGE MACHINE LEASE	010-5610-1100-1110-2700-038-38 - -	\$388.02	Check Amount	\$388.02
PLEASANTON UNIFIED SCHOOL (000112/1)	Check # 50052404, Dated 09/20/2011, Printed (RG000159), PO# P12-00245, Batchld AP09202011A			
2011/12 QSS SERVICES	010-5832-0077-0000-7700-000-00 - -	\$500.00	Check Amount	\$500.00
QUALITY BEHAVIORAL OUTCOMES (005607/3)	Check # 50052405, Dated 09/20/2011, Printed (RG000159), PO# P12-00665, Batchld AP09202011A			
BEHAVIORAL DIRECT SERVICES AND CONSULT	010-5825-6500-5750-1180-000-65 - -	\$220.00		
BEHAVIORAL DIRECT SERVICES AND CONSULT	010-5825-6500-5750-1180-000-65 - -	\$247.50	Check Amount	\$467.50
SF SYMPHONY CONCERTS FOR KIDS (005952/2)	Check # 50052406, Dated 09/20/2011, Printed (RG000159), PO# , Batchld AP09202011A			
CONCERTS FOR KIDS 01/17/12 MARIN	010-5810-0108-1110-1000-003-03 - -	\$630.00	Check Amount	\$630.00
SF SYMPHONY CONCERTS FOR KIDS (005952/2)	Check # 50052407, Dated 09/20/2011, Printed (RG000159), PO# , Batchld AP09202011A			
CONCERTS FOR KIDS 01/20/12 O.V.	010-5810-0108-1110-1000-004-04 - -	\$660.00	Check Amount	\$660.00
SCHOOL SPECIALTY INC (003770/7)	Check # 50052408, Dated 09/20/2011, Printed (RG000159), PO# P12-00577, Batchld AP09202011A			
LAMINATING FILM (OCEAN VIEW)	010-4300-1100-1110-1000-004-04 - -	\$236.47	Check Amount	\$236.47
SchoolOutlet.Com (007645/1)	Check # 50052409, Dated 09/20/2011, Printed (RG000159), PO# P12-00215, Batchld AP09202011A			
OCEAN VIEW CLASSROOM FURNITURE	010-4300-1100-1110-1000-004-04 - -	\$2,811.78	Check Amount	\$2,811.78
STAR ELEVATOR INC-ATLAS (000998/1)	Check # 50052410, Dated 09/20/2011, Printed (RG000159), PO# P12-00228, Batchld AP09202011A			
2011/12 AHS ELEVATOR SERVICE	010-5610-8150-1110-8110-038-00 - -	\$291.86	Check Amount	\$291.86
PARENT (007189/2)	Check # 50052411, Dated 09/20/2011, Printed (RG000159), PO# P12-00515, Batchld AP09202011A			
REIMB PARENT/EDUCATIONAL EXPENSES PER AGREEMENT	010-5827-6500-5001-7100-000-65 - -	\$1,899.00	Check Amount	\$1,899.00
UNITED PARCEL SERVICE (000033/1)	Check # 50052412, Dated 09/20/2011, Printed (RG000159), PO# , Batchld AP09202011A			
SHIPPING CHARGES	010-5920-0000-0000-2100-000-00 - -	\$52.09		
SHIPPING CHARGES	010-4300-6530-5001-3140-000-65 - -	\$15.61	Check Amount	\$67.70
JOAN WICKSTROM C/O CORNELL SCHOOL (004458/1)	Check # 50052413, Dated 09/20/2011, Printed (RG000159), PO# P12-00064, Batchld AP09202011A			
11/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-001-01 - -	\$40.05	Check Amount	\$40.05
WORKABILITY 1 (004920/3)	Check # 50052414, Dated 09/20/2011, Printed (RG000159), PO# , Batchld AP09202011A			
MARIE TO ATTEND 2011 WORKABILITY 1 TRAINING & MEETING	010-5200-6520-5770-4000-000-00 - -	\$225.00	Check Amount	\$225.00
ALAMEDA UNIFIED SCHOOL DIST. (001037/1)	Check # 50052662, Dated 09/22/2011, Printed (RG000160), PO# , Batchld AP09222011			
FINAL 09/10 SPED PRESCHOOL LOCAL ENTITLEMENT	010-9508-3324 - - - - -	\$1,963.00	Check Amount	\$1,963.00
ALAMEDA UNIFIED SCHOOL DIST. (001037/1)	Check # 50052663, Dated 09/22/2011, Printed (RG000160), PO# , Batchld AP09222011			
FINAL 09/10 SPED LOCAL ASSISTANCE	010-9508-3313 - - - - -	\$186,934.77	Check Amount	\$186,934.77
ALPINE ACADEMY (007336/1)	Check # 50052664, Dated 09/22/2011, Printed (RG000160), PO# P12-00666, Batchld AP09222011			
BASIC ED, MENTAL HEALTH SERVICES & RM & BOARD	010-5825-6500-5750-1180-000-65 - -	\$2,475.00		
BASIC ED, MENTAL HEALTH SERVICES & RM & BOARD	010-5825-6500-5750-1180-000-65 - -	\$13,355.00	Check Amount	\$15,830.00
AMERICAN LEGACY PUBLISHING (004622/2)	Check # 50052665, Dated 09/22/2011, Printed (RG000160), PO# P12-00336, Batchld AP09222011			
CA STUDIES WEEKLY MAGAZINES FOR CORNELL CLASSROOM	010-4300-6300-1110-1000-001-01 - -	\$173.65		
CA STUDIES WEEKLY MAGAZINES FOR CORNELL CLASSROOM	010-4300-9020-1110-1000-001-01 - -	\$2.00	Check Amount	\$175.65
BERKELEY FARMS (006683/1)	Check # 50052666, Dated 09/22/2011, Printed (RG000160), PO# P12-00416, Batchld AP09222011			
2011/12 DAIRY	130-4700-5310-0000-3700-000-00 - -	\$1,767.01	Check Amount	\$1,767.01

SEPTEMBER 2011 WARRANT LISTING					
BERKELEY UNIFIED SCHOOL DIST. (000600/2)	Check # 50052667, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011				
FINAL 09/10 SPED PRESCHOOL LOCAL ENTITLEMENT	010-9508-3324- - - - -	\$1,019.00	Check Amount	\$1,019.00	
BERKELEY UNIFIED SCHOOL DIST. (000600/2)	Check # 50052668, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011				
FINAL 09/10 SPED LOCAL ASSISTANCE	010-9508-3313- - - - -	\$163,567.92	Check Amount	\$163,567.92	
CHEF'S CORNER (003925/1)	Check # 50052669, Dated 09/22/2011, Printed (RG000160), PO# P12-00730, Batchld AP09222011				
FOOD	130-4700-5310-0000-3700-000-00- -	\$2,153.25	Check Amount	\$2,153.25	
EMERY UNIFIED SCHOOL DISTRICT (005835/1)	Check # 50052670, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011				
FINAL 09/10 SPED PRESCHOOL LOCAL ENTITLEMENT	010-9508-3324- - - - -	\$77.00	Check Amount	\$77.00	
EMERY UNIFIED SCHOOL DISTRICT (005835/1)	Check # 50052671, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011				
FINAL 09/10 SPED LOCAL ASSISTANCE	010-9508-3313- - - - -	\$14,249.41	Check Amount	\$14,249.41	
GOLD STAR FOODS (002941/2)	Check # 50052672, Dated 09/22/2011, Printed (RG000160), PO# P12-00419, Batchld AP09222011				
2011/12 FOOD	130-4700-5310-0000-3700-000-00- -	\$2,522.47	Check Amount	\$2,522.47	
HERITAGE SCHOOLS, INC. (007513/1)	Check # 50052673, Dated 09/22/2011, Printed (RG000160), PO# P12-00497, Batchld AP09222011				
2011/12 BASIC EDUCATION SERVICES	010-5825-6500-5750-1180-000-65- -	\$1,785.00			
2011/12 BASIC EDUCATION SERVICES	010-5825-6500-5750-1180-000-65- -	\$8,959.00	Check Amount	\$10,744.00	
WENDY HOLMES C/O CORNELL SCHOOL (006647/1)	Check # 50052674, Dated 09/22/2011, Printed (RG000160), PO# P12-00066, Batchld AP09222011				
11/12 REIMBURSEMENT FOR SUPPLIES	010-4300-9020-1110-1000-001-01- -	\$49.14			
11/12 REIMBURSEMENT FOR SUPPLIES	010-4300-9020-1110-1000-001-01- -	\$50.00	Check Amount	\$99.14	
HM RECEIVABLES CO LLC (000127/3)	Check # 50052675, Dated 09/22/2011, Printed (RG000160), PO# P12-00308, Batchld AP09222011				
CORNELL CLASSROOM INSTRUCTIONAL MATERIALS	010-4100-0156-1110-1000-000-00- -	\$1,819.93			
CORNELL CLASSROOM INSTRUCTIONAL MATERIALS	010-4100-0156-1110-1000-000-00- -	\$288.72			
AMS TEXTBOOKS	010-4100-0156-1110-1000-016-16- -	\$1,162.11	Check Amount	\$3,270.76	
HOUGHTON MIFFLIN COMPANY (000158/2)	Check # 50052676, Dated 09/22/2011, Printed (RG000160), PO# P12-00380, Batchld AP09222011				
INSTRUCTIONAL MATERIALS FOR CORNELL K PROG	010-4100-0156-1110-1000-001-01- -	\$6,352.09	Check Amount	\$6,352.09	
Kidpower (007723/1)	Check # 50052677, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011				
09/22 TEENPOWER WORKSHOP AT AHS	010-5800-9020-1110-1000-001-01- -	\$283.33			
09/22 TEENPOWER WORKSHOP AT AHS	010-5800-9020-1110-1000-003-03- -	\$28.34			
09/22 TEENPOWER WORKSHOP AT AHS	010-5800-9020-1110-1000-004-04- -	\$283.33	Check Amount	\$850.00	
MAGGIORA BAKING CO (000577/1)	Check # 50052678, Dated 09/22/2011, Printed (RG000160), PO# P12-00414, Batchld AP09222011				
2011/12 FOOD	130-4700-5310-0000-3700-000-00- -	\$467.60	Check Amount	\$467.60	
MISSION DOLORES (005319/1)	Check # 50052679, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011				
02/16/12 MARIN TRIP TO MISSION DOLORES	010-5810-0108-1110-1000-003-03- -	\$300.00	Check Amount	\$300.00	
NATIONAL GEOGRAPHIC (006059/4)	Check # 50052680, Dated 09/22/2011, Printed (RG000160), PO# P12-00347, Batchld AP09222011				
NATIONAL GEOGRAPHIC MAGAZINES FOR CORNELL	010-4300-6300-1110-1000-001-01- -	\$351.94	Check Amount	\$351.94	
OAKLAND MUSEUM OF CALIFORNIA (005424/1)	Check # 50052681, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011				
11/04 CORNELL TRIP TO THE OAKLAND MUSEUM	010-5810-0108-1110-1000-001-01- -	\$175.00	Check Amount	\$175.00	
PIEDMONT UNIFIED SCHOOL DIST (005594/1)	Check # 50052682, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011				
FINAL 09/10 SPED PRESCHOOL LOCAL ENTITLEMENT	010-9508-3324- - - - -	\$434.00	Check Amount	\$434.00	
PIEDMONT UNIFIED SCHOOL DIST (005594/1)	Check # 50052683, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011				
FINAL 09/10 SPED LOCAL ASSISTANCE	010-9508-3313- - - - -	\$46,060.35	Check Amount	\$46,060.35	
PABLO E. SANCHEZ (006278/1)	Check # 50052684, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011				
08/11 GROUNDS MAINT	010-5825-0000-0000-8200-000-00- -	\$1,500.00	Check Amount	\$1,500.00	
SYSCO FOOD SERVICES OF S.F. (000565/2)	Check # 50052685, Dated 09/22/2011, Printed (RG000160), PO# P12-00413, Batchld AP09222011				
FOOD	130-4700-5310-0000-3700-000-00- -	\$2,158.77			
SUPPLIES	130-4710-5310-0000-3700-000-00- -	\$716.50			
FOOD	130-4700-5310-0000-3700-000-00- -	\$3,076.38			
SUPPLIES	130-4710-5310-0000-3700-000-00- -	\$880.93	Check Amount	\$6,832.58	



SEPTEMBER 2011 WARRANT LISTING				
TAP PLASTICS INC (000963/2)	Check # 50052686, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011			
ACRYLIC SHEETS FOR CORNELL	010-4300-9020-1110-1000-001-01--	\$107.67	Check Amount	\$107.67
TIME FOR KIDS (004325/2)	Check # 50052687, Dated 09/22/2011, Printed (RG000160), PO# P12-00562,Batchld AP09222011			
CORNELL 4TH GRADE TIME FOR KIDS SUBSCRIPTION	010-4300-9020-1110-1000-001-01--	\$344.76		
CORNELL 5TH GRADE TIME FOR KIDS SUBSCRIPTION	010-4300-6300-1110-1000-001-01--	\$424.32	Check Amount	\$769.08
TOSHIBA BUSINESS SOLUTIONS (004499/5)	Check # 50052688, Dated 09/22/2011, Printed (RG000160), PO# P12-00585,Batchld AP09222011			
AMS COPIER SUPPLIES	010-4300-1100-1110-2700-016-16--	\$97.88	Check Amount	\$97.88
TROPICANA CHILLED (007385/1)	Check # 50052689, Dated 09/22/2011, Printed (RG000160), PO# P12-00417,Batchld AP09222011			
2011/12 BEVERAGES	130-4700-5310-0000-3700-000-00--	\$274.08	Check Amount	\$274.08
WEEKLY READER CORPORATION (000345/1)	Check # 50052690, Dated 09/22/2011, Printed (RG000160), PO# P12-00345,Batchld AP09222011			
2ND GR WEEKLY READER MAGAZINES FOR CORNELL	010-4300-6300-1110-1000-001-01--	\$349.90		
2ND GR WEEKLY READER MAGAZINES FOR CORNELL	010-4300-9020-1110-1000-001-01--	\$4.10	Check Amount	\$354.00
BENJAMIN WHITE (007884/1)	Check # 50052691, Dated 09/22/2011, Printed (RG000160), PO# ,Batchld AP09222011			
STUDENT SUPPLIES	010-4300-6530-5750-1130-000-65--	\$189.99	Check Amount	\$189.99
CHERYL WILLIS C/O OCEAN VIEW (006655/1)	Check # 50052692, Dated 09/22/2011, Printed (RG000160), PO# P12-00258,Batchld AP09222011			
2011/12 REIMBURSEMENT FOR CLASSROOM SUPPLIES	010-4300-9020-1110-1000-004-04--	\$50.00	Check Amount	\$50.00
ALBANY TIRE SERVICE (004582/1)	Check # 50053599, Dated 09/27/2011, Printed (RG000161), PO# P12-00448,Batchld AP09272011			
2011/12 TIRE SERVICE FOR AUSD VEHICLES	010-5670-7230-5001-3600-000-00--	612.34	Check Amount	612.34
AMERICAN MATH. COMPETITIONS (001576/2)	Check # 50053600, Dated 09/27/2011, Printed (RG000161), PO# P12-00688,Batchld AP09272011			
REG. & MATERIALS FOR AMC MATH CONTESTS (AHS)	010-4300-1100-1134-1000-038-38--	257.00	Check Amount	257.00
APPLE COMPUTER INC. (000139/2)	Check # 50053601, Dated 09/27/2011, Printed (RG000161), PO# P12-00517,Batchld AP09272011			
SOFTWARE PURCHASES MADE ON ITUNES ACCOUNT	010-4300-0077-0000-7700-000-00--	300.00		
3 APPLE ADAPTERS FOR AHS	010-4300-1100-1110-1000-038-38--	55.79	Check Amount	355.79
Aramark Uniform Service (007442/2)	Check # 50053602, Dated 09/27/2011, Printed (RG000161), PO# P12-00244,Batchld AP09272011			
DUST MOP & TOWEL SERVICE	010-5800-0000-0000-8200-000-00--	68.27	Check Amount	68.27
ASCD (001651/3)	Check # 50053603, Dated 09/27/2011, Printed (RG000161), PO# P12-00538,Batchld AP09272011			
ASCD MEMBERSHIP RENEWAL	010-5300-1100-1110-1000-016-16--	89.00	Check Amount	89.00
AT&T (000037/3)	Check # 50053604, Dated 09/27/2011, Printed (RG000161), PO# ,Batchld AP09272011			
09/11-10/10 SERVICE	010-5930-0000-0000-8200-000-00--	173.51	Check Amount	173.51
AT&T (005220/7)	Check # 50053605, Dated 09/27/2011, Printed (RG000161), PO# ,Batchld AP09272011			
07/19-08/18 SERVICE	010-5930-0000-1110-8200-001-00--	268.87		
07/19-08/18 SERVICE	010-5930-0000-1110-8200-004-00--	201.43		
07/19-08/18 SERVICE	010-5930-0000-1110-8200-016-00--	233.55		
07/19-08/18 SERVICE	010-5930-0000-0000-8200-000-00--	1061.37	Check Amount	1,765.22
AUSD REVOLVING FUND (000276/2)	Check # 50053606, Dated 09/27/2011, Printed (RG000161), PO# ,Batchld AP09272011			
08/11 FEES	010-5800-0000-0000-7200-000-00--	198.15	Check Amount	198.15
CDW GOVERNMENT INC (003267/2)	Check # 50053613, Dated 09/27/2011, Printed (RG000161), PO# P12-00475,Batchld AP09272011			
2 COMPUTERS & MICROSOFT OFFICE FOR CORNELL	010-4300-9020-1110-1000-001-01--	1,162.73		
4 IMAC HARD DRIVES FOR OCEAN VIEW	010-4300-1100-1110-1000-004-04--	192.19		
1 HARD DRIVE FOR AHS	010-4300-1100-1110-1000-038-38--	59.30		
6 HP PRINTERS FOR CORNELL	010-4300-1100-1110-1000-001-01--	1,103.35	Check Amount	2,517.57
CHEF'S CORNER (003925/1)	Check # 50053614, Dated 09/27/2011, Printed (RG000161), PO# P12-00730,Batchld AP09272011			
FOOD	130-4700-5310-0000-3700-000-00--	384.60	Check Amount	384.60
HSBC BUSINESS SOLUTIONS (006700/1)	Check # 50053616, Dated 09/27/2011, Printed (RG000161), PO# P12-00423,Batchld AP09272011			
FOOD	130-4700-5310-0000-3700-000-00--	719.28	Check Amount	719.28
DANIELSEN (000512/1)	Check # 50053617, Dated 09/27/2011, Printed (RG000161), PO# P12-00412,Batchld AP09272011			
FOOD	130-4700-5310-0000-3700-000-00--	683.65		

SEPTEMBER 2011 WARRANT LISTING					
SUPPLIES	130-4710-5310-0000-3700-000-00 -	139.8			
FOOD	130-4700-5310-0000-3700-000-00 -	1,373.47			
SUPPLIES	130-4710-5310-0000-3700-000-00 -	156.5	Check Amount	2,353.42	
<b>SANDRA DECKER (007887/1)</b>	<b>Check # 50053618, Dated 09/27/2011, Printed (RG000161), PO# ,Batchld AP09272011</b>				
REIMB FOR CANCELLED AAS SPANISH CLASS	110-8671-0000- - - - -	85.00	Check Amount	85.00	
<b>DELL (003086/1)</b>	<b>Check # 50053619, Dated 09/27/2011, Printed (RG000161), PO# P12-00588, Batchld AP09272011</b>				
BATTERY FOR SPECIAL EDUCATION LAPTOP	010-4300-6500-5770-1120-000-65 -	122.14	Check Amount	122.14	
<b>DELTA EDUCATION (000193/4)</b>	<b>Check # 50053620, Dated 09/27/2011, Printed (RG000161), PO# P12-00552, Batchld AP09272011</b>				
CORNELL SCIENCE MATERIALS	010-4100-0156-1110-1000-001-01 -	172.26	Check Amount	172.26	
<b>DEVELOPMENTAL STUDY CENTER (001102/1)</b>	<b>Check # 50053621, Dated 09/27/2011, Printed (RG000161), PO# P12-00400, Batchld AP09272011</b>				
CORNELL CLASSROOM MATERIALS	010-4300-6300-1110-1000-001-01 -	674.25			
CORNELL CLASSROOM MATERIALS	010-4300-9020-1110-1000-001-01 -	55.80	Check Amount	730.05	
<b>EAST BAY RESTAURANT SUPPLY (002339/1)</b>	<b>Check # 50053622, Dated 09/27/2011, Printed (RG000161), PO# P12-00425, Batchld AP09272011</b>				
2011/12 KITCHEN EQUIPMENT	130-4400-5310-0000-3700-000-00 -	245.97			
2011/12 KITCHEN EQUIPMENT	130-4400-5310-0000-3700-000-00 -	394.03	Check Amount	640.00	
<b>EBMUD (000224/2)</b>	<b>Check # 50053623, Dated 09/27/2011, Printed (RG000161), PO# ,Batchld AP09272011</b>				
07/18-09/16 SERVICE	010-5555-0000-1110-8200-003-00 -	1,041.07			
07/06-09/02 SERVICE	010-5555-0000-1110-8200-016-00 -	1,197.25	Check Amount	2,238.32	
<b>FEDEX (000312/1)</b>	<b>Check # 50053625, Dated 09/27/2011, Printed (RG000161), PO# ,Batchld AP09272011</b>				
SHIPPING CHARGES	010-5920-0000-0000-7100-000-00 -	25.13	Check Amount	25.13	
<b>Laidlaw Transit, Inc. (007019/4)</b>	<b>Check # 50053626, Dated 09/27/2011, Printed (RG000161), PO# P12-00554, Batchld AP09272011</b>				
11/12 BUSES/ATHLETICS TRANSPORTATION	010-5810-9021-1110-4200-038-38 -	510.00			
11/12 BUSES/ATHLETICS TRANSPORTATION	010-5810-9021-1110-4200-038-38 -	720.12	Check Amount	1,230.12	
<b>GOLD STAR FOODS (002941/2)</b>	<b>Check # 50053629, Dated 09/27/2011, Printed (RG000161), PO# P12-00419, Batchld AP09272011</b>				
2011/12 FOOD	130-4700-5310-0000-3700-000-00 -	49.20	Check Amount	49.20	
<b>GRANICUS, INC. (007121/2)</b>	<b>Check # 50053633, Dated 09/27/2011, Printed (RG000161), PO# P12-00226, Batchld AP09272011</b>				
2011/12 MINUTES MAKER	010-5825-0077-0000-7700-000-00 -	140.00	Check Amount	140.00	
<b>GREAT AMERICAN LEASING CORP. (007274/1)</b>	<b>Check # 50053634, Dated 09/27/2011, Printed (RG000161), PO# P12-00428, Batchld AP09272011</b>				
11/12 COPIER LEASE/SELPA	010-5611-6502-5050-2200-069-00 -	181.62	Check Amount	181.62	
<b>CARMEN GUO (007888/1)</b>	<b>Check # 50053636, Dated 09/27/2011, Printed (RG000161), PO# ,Batchld AP09272011</b>				
LIVE SCAN REIMBURSEMENT	010-5838-0000-0000-7400-000-00 -	20.00	Check Amount	20.00	
<b>HILLYARD/SAN FRANCISCO (007392/1)</b>	<b>Check # 50053640, Dated 09/27/2011, Printed (RG000161), PO# P12-00242, Batchld AP09272011</b>				
DISTRICT SANITARY SUPPLIES	010-4300-1102-0000-8200-000-00 -	6,045.02			
DISTRICT SANITARY SUPPLIES	010-4300-1102-0000-8200-000-00 -	2,294.79			
DISTRICT SANITARY SUPPLIES	010-4300-1102-0000-8200-000-00 -	575.38	Check Amount	8,915.19	
<b>WENDY HOLMES C/O CORNELL (006647/1)</b>	<b>Check # 50053641, Dated 09/27/2011, Printed (RG000161), PO# P12-00494, Batchld AP09272011</b>				
REIMB FOR PROFESSIONAL DEVELOPMENT EXPENSES	010-4300-9020-1110-1000-001-01 -	138.02	Check Amount	138.02	
<b>HOUGHTON MIFFLIN COMPANY (000158/2)</b>	<b>Check # 50053642, Dated 09/27/2011, Printed (RG000161), PO# P12-00383, Batchld AP09272011</b>				
SOCIAL STUDIES MATERIALS FOR NEW CORNELL	010-4100-0156-1110-1000-001-01 -	737.01			
INSTRUCTIONAL READING MATERIALS FOR OCEAN VIEW	010-4100-0156-1110-1000-004-04 -	2,538.44	Check Amount	3,275.45	
<b>INKWORKS (003839/1)</b>	<b>Check # 50053645, Dated 09/27/2011, Printed (RG000161), PO# ,Batchld AP09272011</b>				
BUSINESS CARDS	010-4300-0000-0000-7100-000-00 -	237.92	Check Amount	237.92	
<b>JIA JANG (007886/1)</b>	<b>Check # 50053647, Dated 09/27/2011, Printed (RG000161), PO# ,Batchld AP09272011</b>				
REFUND FOR 11/12 ACC FALL DEPOSIT	120-8673-0000- - - - -	100.00	Check Amount	100.00	
<b>LAKESHORE (000214/1)</b>	<b>Check # 50053650, Dated 09/27/2011, Printed (RG000161), PO# P12-00670, Batchld AP09272011</b>				
EASEL FOR OCEAN VIEW CLASSROOM	010-4300-1100-1110-1000-004-04 -	270.79	Check Amount	270.79	
<b>LESLIE CERAMICS SUPPLY CO.,INC (000150/1)</b>	<b>Check # 50053652, Dated 09/27/2011, Printed (RG000161), PO# P12-00314, Batchld AP09272011</b>				

<b>SEPTEMBER 2011 WARRANT LISTING</b>					
KILN FOR AHS	010-4300-1100-1137-1000-038-38 - -	3,552.86	Check Amount	3,552.86	
<b>LOZANO SMITH (000057/1)</b>	<b>Check # 50053656, Dated 09/27/2011, Printed (RG000161), PO# ,Batchld AP09272011</b>				
08/11 LEGAL SERVICES	010-5826-0000-0000-7100-000-00 - -	310.00	Check Amount	310.00	
<b>THE MCGRAW-HILL COMPANIES (001630/2)</b>	<b>Check # 50053659, Dated 09/27/2011, Printed (RG000161), PO# P12-00378, Batchld AP09272011</b>				
EVERYDAY MATH RESOURCE PACKAGE FOR CORNELL	010-4100-0156-1110-1000-000-00 - -	285.58			
OCEAN VIEW MATH JOURNALS	010-4100-0156-1110-1000-004-04 - -	1,256.71	Check Amount	1,542.29	
<b>OFFICE DEPOT (000048/1)</b>	<b>Check # 50053665, Dated 09/27/2011, Printed (RG000161), PO# P12-00569, Batchld AP09272011</b>				
MARIN SUPPLIES	010-4300-1100-1110-1000-003-03 - -	240.64			
MARIN SUPPLIES	010-4300-1100-1110-1000-003-03 - -	39.13			
SELPA SUPPLIES	010-4300-6502-5050-2200-069-00 - -	217.49			
SELPA SUPPLIES	010-4300-6502-5050-2200-069-00 - -	251.43			
D.O. SUPPLIES	010-4300-0000-0000-7400-000-00 - -	21.20			
MARIN SUPPLIES	010-4300-1100-1110-1000-003-03 - -	10.34			
MARIN SUPPLIES	010-4300-6300-1110-1000-003-03 - -	29.51			
MARIN SUPPLIES	010-4300-9020-1110-1000-003-03 - -	234.47			
MARIN SUPPLIES	010-4300-1100-1110-1000-003-03 - -	.40			
MARIN SUPPLIES	010-4300-6300-1110-1000-003-03 - -	1.16			
MARIN SUPPLIES	010-4300-9020-1110-1000-003-03 - -	9.17			
SPECIAL SERVICES SUPPLIES	010-4300-6500-5001-2100-000-65 - -	118.42			
D.O. SUPPLIES	010-4300-0000-0000-7200-000-00 - -	14.46			
D.O. SUPPLIES	010-4300-0000-0000-7100-000-00 - -	128.85	Check Amount	1,316.67	
<b>PAR, INC. (007207/1)</b>	<b>Check # 50053666, Dated 09/27/2011, Printed (RG000161), PO# P12-00693, Batchld AP09272011</b>				
SPECIAL EDUCATION MATERIALS	010-4300-6500-5001-3120-000-65 - -	158.19			
SPECIAL EDUCATION MATERIALS	010-4300-0000-0000-3120-000-00 - -	158.2	Check Amount	292.68	
<b>PARAMOUNT ELEVATOR CORPORATION (005841/1)</b>	<b>Check # 50053667, Dated 09/27/2011, Printed (RG000161), PO# P12-00229, Batchld AP09272011</b>				
2011/12 CORNELL ELEVATOR SERVICE	010-5610-8150-1110-8110-001-00 - -	90.00	Check Amount	90.00	
<b>PCI EDUCATIONAL PUBLISHING (004431/1)</b>	<b>Check # 50053668, Dated 09/27/2011, Printed (RG000161), PO# P12-00659, Batchld AP09272011</b>				
MOMENTUM MATH MATERIALS FOR AMS	010-4100-0156-1110-1000-016-16 - -	3,739.54	Check Amount	3,739.54	
<b>NCS PEARSON, INC. (006157/2)</b>	<b>Check # 50053669, Dated 09/27/2011, Printed (RG000161), PO# P12-00506, Batchld AP09272011</b>				
SPECIAL EDUCATION TESTING MATERIALS	010-4300-6500-5001-3120-000-65 - -	65.98			
SPECIAL EDUCATION TESTING MATERIALS	010-4300-0000-0000-3120-000-00 - -	69.08			
SPECIAL EDUCATION KITS, SETS & FORMS	010-4300-6500-5001-3120-000-65 - -	193.56			
SPECIAL EDUCATION KITS, SETS & FORMS	010-4300-0000-0000-3120-000-00 - -	193.56	Check Amount	522.18	
<b>PEARSON PRENTICE HALL (005674/2)</b>	<b>Check # 50053670, Dated 09/27/2011, Printed (RG000161), PO# P12-00323, Batchld AP09272011</b>				
LIFE SCIENCE/AMS TEXTBOOKS	010-4100-0156-1110-1000-016-16 - -	901.43	Check Amount	901.43	
<b>PRUDENTIAL OVERALL SUPPLY (005371/1)</b>	<b>Check # 50053673, Dated 09/27/2011, Printed (RG000161), PO# P12-00227, Batchld AP09272011</b>				
2011/12 UNIFORM SERVICE	010-5800-0000-0000-8200-000-00 - -	178.82			
2011/12 UNIFORM SERVICE	010-5800-0000-0000-8200-000-00 - -	183.81	Check Amount	362.63	
<b>RICOH AMERICAS CORP.. (001524/6)</b>	<b>Check # 50053674, Dated 09/27/2011, Printed (RG000161), PO# P12-00403, Batchld AP09272011</b>				
2011/12 LEASE FOR DISTRICT COPIERS	010-5610-0000-0000-7200-000-00 - -	3,174.59			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-1100-1110-2700-001-00 - -	745.54			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-1100-1110-2700-003-00 - -	721.96			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-1100-1110-2700-004-00 - -	903.24			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-1100-1110-2700-038-00 - -	912.25			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-1100-1110-2700-016-00 - -	782.67			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-0000-0000-7200-000-00 - -	714.32			
2011/12 LEASE FOR DISTRICT COPIERS	010-5611-0000-3200-2700-033-00 - -	157.70			

SEPTEMBER 2011 WARRANT LISTING				
2011/12 LEASE FOR DISTRICT COPIERS	110-5611-0000-4110-2700-000-00 -	218.71	Check Amount	8,330.98
SCHOLASTIC INC (000181/2)	Check # 50053678, Dated 09/27/2011, Printed (RG000161), PO# P12-00344, Batchld AP09272011			
3RD GRADE SCHOLASTIC NEWS MAGAZINES (CORNELL)	010-4300-6300-1110-1000-001-01 -	480.68		
3RD GRADE SCHOLASTIC NEWS MAGAZINES (CORNELL)	010-4300-9020-1110-1000-001-01 -	5.52		
1ST GR SCHOLASTIC NEWS MAGAZINES FOR CORNELL	010-4300-6300-1110-1000-001-01 -	480.68		
1ST GR SCHOLASTIC NEWS MAGAZINES FOR CORNELL	010-4300-9020-1110-1000-001-01 -	5.52	Check Amount	972.40
SCHOOL OUTFITTERS (005909/2)	Check # 50053679, Dated 09/27/2011, Printed (RG000161), PO# P12-00584, Batchld AP09272011			
MARIN CLASSROOM RUG	010-4300-9006-1110-1000-003-03 -	367.74	Check Amount	367.74
HEATHER SKIBBINS (007885/1)	Check # 50053684, Dated 09/27/2011, Printed (RG000161), PO# , Batchld AP09272011			
08/16-08/19 PROJECT GLAD TRAINING/ZMICH	010-5200-0000-0000-2100-000-00 -	650.00	Check Amount	650.00
SOLUTION TREE (007862/1)	Check # 50053686, Dated 09/27/2011, Printed (RG000161), PO# P12-00690, Batchld AP09272011			
1 LEADERS OF LEARNING BOOK	010-4300-0000-0000-2100-000-00 -	30.95	Check Amount	30.95
ST. ALBAN'S CHURCH (000338/1)	Check # 50053687, Dated 09/27/2011, Printed (RG000161), PO# P11-01157, Batchld AP09272011			
facility rental for AAS spring qtr.	110-9508-0000- - - - -	1,056.00	Check Amount	1,056.00
NATIONAL STUDENT CLEARINGHOUSE (007870/2)	Check # 50053688, Dated 09/27/2011, Printed (RG000161), PO# P12-00592, Batchld AP09272011			
STUDENT TRACKER FOR HS ALUMNI TRACKING SERVICE	010-4300-1100-1110-2700-038-38 -	425.00	Check Amount	425.00
TEAM GOLF GEAR (007881/1)	Check # 50053689, Dated 09/27/2011, Printed (RG000161), PO# P12-00716, Batchld AP09272011			
WOMEN'S GOLF SHIRTS	010-4300-9021-1110-4200-038-38 -	386.90	Check Amount	386.90
TOSHIBA BUSINESS SOLUTIONS (004499/5)	Check # 50053690, Dated 09/27/2011, Printed (RG000161), PO# , Batchld AP09272011			
04/02-07/01 AHS COPIES	010-5610-1100-1110-2700-038-38 -	631.89		
SERVICE COPIER	010-5670-6500-5001-8200-000-65 -	150.00	Check Amount	781.89
U S POSTMASTER (000264/1)	Check # 50053691, Dated 09/27/2011, Printed (RG000161), PO# , Batchld AP09272011			
POSTAGE	010-4300-9020-1110-1000-004-04 -	29.00	Check Amount	29.00
Verizon Wireless (004236/3)	Check # 50053692, Dated 09/27/2011, Printed (RG000161), PO# P12-00288, Batchld AP09272011			
2011/12 CELL PHONE SERVICE	010-5930-0000-0000-8200-000-00 -	135.03		
2011/12 CELL PHONE SERVICE	010-5930-6502-5050-2200-069-00 -	134.76	Check Amount	269.79
GISELLA VILLAFUERTE C/O KITCHEN (007564/2)	Check # 50053693, Dated 09/27/2011, Printed (RG000161), PO# , Batchld AP09272011			
08/11-09/09 MILEAGE REIMB	130-5200-5310-0000-3700-000-00 -	6.66	Check Amount	6.66
RETIREE (003578/1)	Check # 50053607, Dated 09/27/2011, Printed (RG000161), PO# P12-00098, Batchld AP09272011			
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00 -	567.51	Check Amount	567.51
RETIREE (000494/1)	Check # 50053608, Dated 09/27/2011, Printed (RG000161), PO# P12-00099, Batchld AP09272011			
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00 -	567.51	Check Amount	567.51
RETIREE (000316/1)	Check # 50053609, Dated 09/27/2011, Printed (RG000161), PO# P12-00074, Batchld AP09272011			
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00 -	460.99	Check Amount	460.99
RETIREE (000288/1)	Check # 50053610, Dated 09/27/2011, Printed (RG000161), PO# P12-00075, Batchld AP09272011			
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00 -	460.99	Check Amount	460.99
RETIREE (001336/1)	Check # 50053611, Dated 09/27/2011, Printed (RG000161), PO# P12-00104, Batchld AP09272011			
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00 -	905.39	Check Amount	905.39
RETIREE (001562/1)	Check # 50053612, Dated 09/27/2011, Printed (RG000161), PO# P12-00105, Batchld AP09272011			
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00 -	567.51	Check Amount	567.51
RETIREE (001049/1)	Check # 50053615, Dated 09/27/2011, Printed (RG000161), PO# P12-00076, Batchld AP09272011			
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00 -	1,243.02	Check Amount	1,243.02
RETIREE (001640/1)	Check # 50053624, Dated 09/27/2011, Printed (RG000161), PO# P12-00077, Batchld AP09272011			
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00 -	567.51	Check Amount	567.51
RETIREE (004337/1)	Check # 50053627, Dated 09/27/2011, Printed (RG000161), PO# P12-00337, Batchld AP09272011			
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00 -	567.51	Check Amount	567.51
RETIREE (000088/1)	Check # 50053628, Dated 09/27/2011, Printed (RG000161), PO# P12-00106, Batchld AP09272011			

SEPTEMBER 2011 WARRANT LISTING			
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00- -	229.88	Check Amount 229.88
RETIREE (001121/1)	Check # 50053630, Dated 09/27/2011, Printed (RG000161), PO# P12-00079, Batchld AP09272011		
10/11 CASH IN LIEU	010-3751-0000-1110-1000-000-00- -	125.00	Check Amount 125.00
RETIREE (000827/1)	Check # 50053631, Dated 09/27/2011, Printed (RG000161), PO# P12-00080, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	460.99	Check Amount 460.99
RETIREE (005452/1)	Check # 50053632, Dated 09/27/2011, Printed (RG000161), PO# P12-00081, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	1,029.98	Check Amount 1,029.98
RETIREE (003888/1)	Check # 50053635, Dated 09/27/2011, Printed (RG000161), PO# P12-00082, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	1,243.02	Check Amount 1,243.02
RETIREE (007519/1)	Check # 50053637, Dated 09/27/2011, Printed (RG000161), PO# P12-00107, Batchld AP09272011		
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00- -	959.43	Check Amount 959.43
RETIREE (000406/1)	Check # 50053638, Dated 09/27/2011, Printed (RG000161), PO# P12-00108, Batchld AP09272011		
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00- -	567.51	Check Amount 567.51
RETIREE (000012/1)	Check # 50053639, Dated 09/27/2011, Printed (RG000161), PO# P12-00083, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	905.39	Check Amount 905.39
RETIREE (005361/2)	Check # 50053643, Dated 09/27/2011, Printed (RG000161), PO# P12-00084, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	347.19	Check Amount 347.19
RETIREE (000085/1)	Check # 50053644, Dated 09/27/2011, Printed (RG000161), PO# P12-00085, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	905.39	Check Amount 905.39
RETIREE (002333/1)	Check # 50053646, Dated 09/27/2011, Printed (RG000161), PO# P12-00086, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	1,029.98	Check Amount 1,029.98
RETIREE (004184/1)	Check # 50053648, Dated 09/27/2011, Printed (RG000161), PO# P12-00087, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	831.28	Check Amount 831.28
RETIREE (000901/1)	Check # 50053649, Dated 09/27/2011, Printed (RG000161), PO# P12-00088, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	567.51	Check Amount 567.51
RETIREE (001005/1)	Check # 50053651, Dated 09/27/2011, Printed (RG000161), PO# P12-00090, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	905.39	Check Amount 905.39
RETIREE (001050/1)	Check # 50053653, Dated 09/27/2011, Printed (RG000161), PO# P12-00091, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	460.99	Check Amount 460.99
RETIREE (001583/3)	Check # 50053654, Dated 09/27/2011, Printed (RG000161), PO# P12-00092, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	460.99	Check Amount 460.99
RETIREE (003986/2)	Check # 50053655, Dated 09/27/2011, Printed (RG000161), PO# P12-00093, Batchld AP09272011		
10/11 CASH IN LIEU	010-3751-0000-1110-1000-000-00- -	125.00	Check Amount 125.00
RETIREE (003433/2)	Check # 50053657, Dated 09/27/2011, Printed (RG000161), PO# P12-00109, Batchld AP09272011		
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00- -	460.99	Check Amount 460.99
RETIREE (001310/1)	Check # 50053658, Dated 09/27/2011, Printed (RG000161), PO# P12-00110, Batchld AP09272011		
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00- -	1,029.98	Check Amount 1,029.98
RETIREE (000082/1)	Check # 50053660, Dated 09/27/2011, Printed (RG000161), PO# P12-00111, Batchld AP09272011		
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00- -	567.51	Check Amount 567.51
RETIREE (001193/2)	Check # 50053661, Dated 09/27/2011, Printed (RG000161), PO# P12-00338, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	1,243.02	Check Amount 1,243.02
RETIREE (000083/1)	Check # 50053662, Dated 09/27/2011, Printed (RG000161), PO# P12-00112, Batchld AP09272011		
10/11 CALPERS REIMB	010-3752-0000-0000-7200-000-00- -	1,165.94	Check Amount 1,165.94
RETIREE (000701/1)	Check # 50053663, Dated 09/27/2011, Printed (RG000161), PO# P12-00095, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	1,243.02	Check Amount 1,243.02
RETIREE (000439/2)	Check # 50053664, Dated 09/27/2011, Printed (RG000161), PO# P12-00096, Batchld AP09272011		
10/11 CALPERS REIMB	010-3751-0000-1110-1000-000-00- -	905.39	Check Amount 905.39



**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP****Regular Meeting of October 4, 2011**

**ITEM:                   RECEIVE THE VALENZUELA/CALIFORNIA HIGH SCHOOL  
EXIT EXAM LAWSUIT SETTLEMENT QUARTERLY  
REPORT ON WILLIAMS UNIFORM COMPLAINTS**

**PREPARED BY:**       Marsha A. Brown, Director of Student Services

**TYPE OF ITEM:**      **REVIEW AND DISCUSS**

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**BACKGROUND INFORMATION:**

The district is required to report to the Alameda County Office of Education any Williams Uniform Complaints received during each calendar quarter of the year. These complaints are specific to: textbooks and instructional materials; teacher vacancy or misassignment; California High School Exit Exam (CAHSEE)/Valenzuela intensive instruction and services; and/or facilities conditions. The district has not received any complaints to report to the Alameda County Office of Education this quarter.

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**FINANCIAL INFORMATION:**

None

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**RECOMMENDATION:**

**RECEIVE THE VALENZUELA/CALIFORNIA HIGH SCHOOL EXIT EXAM  
LAWSUIT SETTLEMENT QUARTERLY REPORT ON WILLIAMS UNIFORM  
COMPLAINTS**

**Valenzuela/CAHSEE Lawsuit Settlement**  
**Quarterly Report on Williams Uniform Complaints**  
 [Education Code § 35186(d)]

District: Albany Unified School District

Person completing this form: Marsha Brown

Title: Director III – Student Services

Quarterly Report Submission Date:  
 (check one)

- ☒ October 2011  
☐ January 2012  
☐ April 2012  
☐ July 2012

Date for information to be reported publicly at governing board meeting: October 4, 2011

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction and Services	0		
TOTALS	0		

Marla Stephenson  
 Superintendent

Signature

October 4, 2011  
 Date



**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of October 4, 2011**

**ITEM:** APPROVE THE MEMORANDUM OF UNDERSTANDING FOR THE  
CONTRA COSTA COUNTY OFFICE OF EDUCATION (CCCOE)  
BTSA INDUCTION

**PREPARED BY:** Cynthia Attiyeh, Human Resources Administrator

**TYPE OF ITEM:** CONSENT

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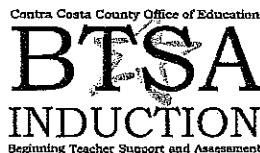
**BACKGROUND INFORMATION:**

The purpose of the MOU is to establish a formal working relationship between (CCCOE) and the Albany Unified School District. The goal of the partnership is to increase student achievement through the implementation of a quality teacher induction program, while nurturing the growth and development of participating teachers in the Albany Unified School District in a sustained and systemic manner. The induction program is a required element for a teacher to clear his/her preliminary credential.

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**FINANCIAL INFORMATION:** CCCOE to allocate in two funding payments the sum \$2,000.00 (Anticipated level of funding for 2011-2012 school year) per participating teacher for purposes of implementing the BTSA Induction Program.

**RECOMMENDATION:** Approve the MOU between Albany Unified School District and CCCOE



**Contra Costa County Office of Education  
BTSA Induction Program and  
Albany Unified School District**

**MEMORANDUM OF UNDERSTANDING (MOU)  
for the CCCOE BTSA Induction Program**

**July 1, 2011 – June 30, 2012**

This is a Memorandum of Understanding (MOU) between the Contra Costa County Office of Education (CCCOE) BTSA Induction Program and the Albany Unified School District, in partnership to carry out the Beginning Teacher Support and Assessment (BTSA) Induction Program and guidelines of SB 2042. The purpose of this MOU is to establish a formal working relationship between the CCCOE and the Albany Unified School District and to set forth the operative conditions that will govern this partnership.

The goal of this partnership is to increase student achievement through the implementation of a quality teacher induction program, while nurturing the growth and development of participating teachers in the Albany Unified School District in a sustained and systemic manner.

The partnership will assess itself biannually, based on the agreed-upon outcomes. It is expected that measurable progress will be demonstrated in order to continue the partnership. Assuming that the partnership demonstrates measurable progress, and receives continued funding, the partnership will be maintained for as long as both parties agree.

**ANTICIPATED OUTCOMES OF THIS AGREEMENT:**

- The CCCOE will partner with the Albany Unified School District in conducting an induction program to support first and second year new teachers that meets all state requirements for BTSA Induction programs and will integrate the program design as outlined in this MOU.
- The Albany Unified School District will create a cadre of experienced new teacher support mentors. These support mentors will possess a high level of training and leadership ability and will contribute to the Albany Unified School District as instructional leaders.
- The Albany Unified School District's teacher evaluation and professional development programs will reflect the *California Standards for the Teaching Profession (CSTP)*.
- The Albany Unified School District will fully implement the program design incorporating all the necessary support and resources to ensure that participating teachers have every opportunity to successfully complete the induction program to receive their professional credential.

**THE CCCOE BTSA INDUCTION PROGRAM AGREES TO:**

1. Provide a BTSA Induction Coordinator who fulfills the roles and responsibilities outlined in the Induction Program Handbook.
2. Consult with the Albany Unified School District (including administration, teacher representatives and other stakeholders) in reviewing the district's needs and resources in relation to new teacher induction.
3. Consult with the Albany Unified School District in *developing* and/or revising program design and interfacing with the CA Commission on Teacher Credentialing to support participating teachers to receive a Professional Clear Credential.
4. Assist the Albany Unified School District in the recruitment and selection of new teacher mentors according to the Induction Program selection and hiring guidelines.
5. Work with the Albany Unified School District and its other partners to insure that its efforts are coordinated with and complementary to other school improvement initiatives.
6. Provide ongoing training and coaching to mentors, four and one half days of initial training (*Foundations in Instructional Mentoring, Coaching and Observation Skills, Analyzing Student Work and Inquiry into Practice*). Provide three full days of advanced coaching skills focused on coaching for English Language Learners, Diversity and Equity and Coaching for Special Populations' Success.
7. Assist the Albany Unified School District in the design and delivery of seminars for participating teachers insuring that those seminars are rigorous, tied to the CSTP and to content-based, research-based, and grade-level specific approaches to instruction in academic content areas. The seminars are also designed to assist teachers in using technology to support student learning, supporting equity, diversity and access to core curriculum, creating a supportive and healthy environment for student learning, and teaching English Learners and Special Populations of students.
8. Consult with the Albany Unified School District in the design of teacher recruitment and professional development programs.
9. Train district office management, human resources leaders, site administrators and other stakeholders in new teacher support and the CSTP.
10. Facilitate a network of Induction Program school districts in support of teacher induction programs.
11. Provide new teachers with networking and professional development opportunities within the Alameda and Contra Costa regions.
12. Provide the training programs, materials and publications to support the above.
13. Facilitate research and evaluation activities in order to inform the partnership.
14. Provide a linkage for state and local BTSA/Induction Programs and fulfill state requirements for an Induction Program.

15. Allocate in two funding payments the sum of \$2,000\* per participating teacher for purposes of implementing the BTSA Induction Program. An allocation sheet will be provided with the contract in December indicating the total amount of funding for the 2011-2012 school year, and how those funds may be used.

\*(Anticipated level of funding for 2011-2012)

#### ALBANY UNIFIED SCHOOL DISTRICT AGREES TO:

1. Designate a district coordinator (who holds an administrative position) and a liaison. The coordinator and liaison will represent the district at all Leadership Team meetings and facilitate an orientation, new teacher portfolio mid-year review, and end of the year colloquium in their district.
2. Identify and notify teachers that qualify for participation in the CCCOE BTSA Induction Program.
3. Support each qualified BTSA Induction new teacher with a trained mentor.
4. Insure that the Albany Unified School District's new teacher support program includes the following elements or the equivalent:
  - Weekly site visits by mentors
  - Deliberately designed coaching activities congruent with the *CSTP* and the *Developmental Continuum of Teacher Ability*
  - A focus on grade-level and content-specific approaches to raising student achievement
  - An Individual Learning Plan for each participating teacher
  - Ongoing formative assessment of participating teacher development
  - The use of multiple data sources, including professional portfolios and teacher and student case studies, as formative assessment and professional development tools.
5. Insure full cooperation and participation of its teachers in program activities to include:
  - Trainings for mentors
  - Attendance at three mentor seminars per year
  - Individual coaching of mentors and other program-related personnel
  - Trainings and meetings for district office administrators and site administrators
  - Professional development for participating teachers
  - On-line communication and coordination
6. Insure that all participating teachers and all district leaders in the following roles sign the appropriate program commitment form: district coordinator, district liaison, site administrator, and mentor.
7. Take full advantage of CCCOE consulting expertise in the design of professional development, formative assessment, and teacher evaluation strategies
8. Conduct and participate in program evaluation and research activities, to include the Induction Program mid-year survey, and the state induction survey.
9. Provide professional and other resources required for program implementation beyond those provided by the Induction Program. The Albany Unified School District may direct PAR and other funding sources to support the BTSA Induction program.

10. Take budgetary and organizational action to insure that the program of new teacher support is sustained. Submit a detailed BTSA Induction budget by **June 30, 2012** indicating expenditures for grant funds.

➤ **Hold harmless:** Both parties agree to indemnify, defend, and save harmless the other from any and all claims and losses resulting from the action of either organization's employees for any activity undertaken in this contract.

➤ **Termination:**

- ❑ In the event that either party does not fulfill the terms of this agreement in a timely manner, the other party may terminate this agreement with a 30-day written notice to the breaching party.
- ❑ In the event that either party determines this agreement is no longer to be bound by the terms, termination may be made with a 30-day prior notice to the date of termination.

**SIGNATURES OF AGREEMENT:**

\_\_\_\_\_  
Albany Unified School District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Albany Unified School District BTSA Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Albany Unified School District Human Resources Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Albany Unified School District Bargaining Unit Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jane Blomstrand,  
Coordinator, CCCOE BTSA Induction Program

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bill Clark, Associate Superintendent, CCCOE Business and  
Administrative Services

\_\_\_\_\_  
Date

***Return one signed copy by September 30, 2011 to:***  
***Jane Blomstrand, CCCOE BTSA Induction Program Coordinator***  
***77 Santa Barbara Road***  
***Pleasant Hill, CA 94523***

***Distribution: (Original) CCCOE BTSA Office***  
***(Copy) District Office***

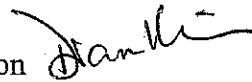


**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of October 4, 2011**

**ITEM: APPROVE INDEPENDENT CONTRACTOR AGREEMENT  
BETWEEN ALBANY UNIFIED SCHOOL DISTRICT AND  
CAROLINE JOHNSON**

**PREPARED BY:** Diane Marie, Director of Special Education



**TYPE OF ITEM: CONSENT – STUDENT SERVICES**

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**BACKGROUND INFORMATION:**

Dates of Service:

October 5, 2011 – June 30, 2012

Description of Services:

Psycho-educational assessments

Number of Students:

Varies as needed

Rate:

\$220/hour

Cost not to exceed:

\$5,000

**X Standard Contract**

     Contract deviates from Standard Contract. Description below.

---

**FINANCIAL INFORMATION:**

Funding Source: Special Education

**RECOMMENDATION:**

Approve the Independent Contractor Agreement between Albany Unified School District and Caroline Johnson.

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of October 4, 2011**

**ITEM:**                   **APPROVE INCREASE TO PURCHASE ORDER NUMBER  
P12-00439 BETWEEN ALBANY UNIFIED SCHOOL DISTRICT  
AND BEYOND THE CLASSROOM**

**PREPARED BY:**     Diane Marie, Director of Special Education 

**TYPE OF ITEM:**     **CONSENT – STUDENT SERVICES**

---

**BACKGROUND INFORMATION:**

Dates of Service:

September 17, 2011 – June 30, 2012

Description of Services:

Audiology – Deaf/Hard of Hearing Services

Number of Students:

1 additional student

Rate:

\$84/hour

Cost not to exceed:

\$1,260.00

**X Standard Contract**

       Contract deviates from Standard Contract. Description below.

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**FINANCIAL INFORMATION:**

Funding Source: Special Education

**RECOMMENDATION:**

Approve increase to Purchase Order #P12-00439 between Albany Unified School District and Beyond the Classroom.

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of October 4, 2011**

ITEM: Fall 2011 Park & Recreation Commission Report  
PREPARED BY: Marla Stephenson, Superintendent  
TYPE OF ITEM: Staff Report

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**BACKGROUND INFORMATION:**

The Park & Recreation Commission advises the City Council on all matters of public recreation, public park facilities, and public landscaping (including street trees and parkways); formulates (reviews) the Master Plan for recreation; makes recommendations to the City Council regarding the acquisition and maintenance of parks, playgrounds and recreation centers; and promotes recreation and encourages public agencies and private parties to develop recreational facilities and programs that benefit the citizens of Albany. The Board of Education appoints two members to the committee.

Attached is the Fall 2011 Park & Recreation Commission Report submitted by John Kindle, Board of Education appointee.



#### NEW PARK HOURS

Ocean View Park between 11:00 p.m. and 5:00 a.m., Terrace Park or Dartmouth Park between 9:00 p.m. and 7:00 a.m. April 1 through October 31, and 8:00am to 7:00pm November 1 through March 31.

#### ALBANY HILL MASTER PLAN

The Park & Recreation Commission recommended that the City Council approve Cheryl Miller as a consultant to assist in writing the Albany Hill Creekside Master Plan. At the October 2011 meeting, the Park & Recreation Commission will hear the first draft of the vegetation management plan. At the November 2011 meeting, staff will be presenting information on access issues, easement issues, and an evaluation of the access recommendations from the 1991 Albany Hill Creekside Master Plan. The updated Master Plan will incorporate the city's Integrated Pest Management policy as well as contain access information including recommendations for trails, trail maintenance, and signage on city owned property. The updated Master Plan will include recommendations for funding sources. Later this year, city staff will present a comprehensive assessment of Measure R funds as it is expected that Measure R funds will be used to implement the updated Master Plan, but ultimately it will be a City Council decision.

#### MEMORIAL PARK FENCE PROPOSAL

The Park & Recreation Commission approved the installation of a fence running north to south, which will include a concrete mow strip and bullpens that also will create a fenced in area that dog owners can use (when not needed for sports activities). This will keep dogs away from other park users. The future plans include: Field II batting cage with electrical outlets for pitching machines; spectator bleachers; portable outfield fence; bullpen; scorekeepers table; covered dugouts and extended fencing.

#### JEWEL'S TERRACE PARK & DARTMOUTH TOT LOT RUBBER SURFACE:

The Park & Recreation Commission is recommending Measure WW funds for both projects. These projects will improve health, safety, ADA compliance, and maintenance.

#### MODIFICATIONS TO THE TEEN CENTER PROGRAM:

Teens services are one of the least cost recovery divisions in a recreation department with 23-25% cost recovery. On average only 23 teens participate in the after school program. Staff worked with local teen service providers such as the Albany YMCA and the AUSD to discuss how partnering can help continue teen services at the current level. The city, the Albany YMCA, and the AUSD identified three major areas of services for teens: (1) after school care; (2) enrichment programs; and (3) homework/academic support. As a result, the city has turned the Albany Teen Center into an after school enrichment facility offering a number of classes specifically for teens. The YMCA is now the primary provider for after school care and the AUSD is the primary provider for after school homework/academic support. The city will continue to offer Teen Nights. Teen Nights are also being considered as a partnering opportunity with the YMCA in an effort to offer more than one per month.

#### PRIORITY CLASSIFICATION FOR USE OF CITY PARK & RECREATION FACILITIES

1. Activities directly sponsored Recreation & Community Services Department
2. School Sponsored Activities
3. Community Youth Groups
4. Community Disabled/Senior Citizens Groups
5. Community Service Clubs
6. Private Rental for Social Activities

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP****Regular Meeting of October 4, 2011**

**ITEM:** **PUBLIC HEARING ON SUFFICIENCY OR INSUFFICIENCY OF  
TEXTBOOKS AND INSTRUCTIONAL MATERIALS AND  
ADOPTION OF RESOLUTION 2011-12-04 REGARDING THE  
INSUFFICIENCY OF TEXTBOOKS**

**PREPARED BY:** Marsha A. Brown, Director of Student Services

**TYPE OF ITEM:** **HEARING**

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**BACKGROUND INFORMATION:**

The California Education Code and the Williams/Valenzuela Settlement require school districts to hold a public hearing to determine whether each pupil has sufficient standards-aligned textbooks or instructional materials throughout the district in the following areas:

- core areas: reading/language arts, mathematics, history/social science and science;
- foreign language(s);
- health; and
- science laboratory equipment for grades 9 – 12 inclusive, as appropriate.

Principals have submitted documentation regarding the presence of State Board of Education (SBE) adopted standards-aligned textbooks and/or instructional materials that are consistent with the content and cycles of the State curriculum frameworks .

Current State law requires districts to adopt textbooks and instructional materials for students in grades K – 8 from a SBE list of approved textbooks/materials. The district does not currently have records indicating that SBE adopted standards-aligned textbooks/materials were adopted and purchased by the district in the areas of K – 8 English Language Development (ELD) and 6 – 8 English/Language Arts.

This hearing encourages participation by parents, teachers, members of the community, and bargaining unit leaders regarding issues related to the Williams/Valenzuela Settlement.

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**FINANCIAL INFORMATION:**

None

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**RECOMMENDATION:**

**HOLD A PUBLIC HEARING AND ADOPT RESOLUTION 2011-12-04 REGARDING  
THE INSUFFICIENCY OF TEXTBOOKS**

## ALBANY UNIFIED SCHOOL DISTRICT

In the Matter of Sufficiency or Insufficiency of )  
Instructional Materials

) RESOLUTION NUMBER 2011-12-04

### INSUFFICIENCY 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 4, 2011, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours; 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, 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 2012-13 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, information provided at the public hearing and to the governing board at the public meeting detailed that insufficient textbooks or instructional materials were provided to pupils in the following subjects and grade levels at district schools:

Cornell, Marin and Ocean View Elementary Schools: 100% of English Learners

Albany Middle School: 100% of students in grades 6, 7, & 8 in English/Language Arts  
100% of English Learners

WHEREAS, the insufficient textbooks listed above were not provided at each school due to the following reason:

The district has not adopted State Board of Education (SBE) adopted standards-aligned textbooks in the areas of K – 8 English Language Development and 6 - 8 English/Language Arts.

WHEREAS, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language and 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 2011-12 school year, the Albany Unified School District has not 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 4th day of October 2011, 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 4, 2011**

**ITEM:** Approve Appointment of Albany High School Junior Pasang Wangmo to Serve on the City of Albany Sustainability Committee as a Student Member.

**PREPARED BY:** Marla Stephenson, Superintendent

**TYPE OF ITEM:** *Review & Action*

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**BACKGROUND INFORMATION:**

The City of Albany Sustainability Committee was established to advise the City Council on policies, programs, and issues promoting environmental sustainability in the City of Albany; to provide leadership, technical assistance, education and outreach to members of the public, schools, local businesses, and city agencies on innovative programs; and to promote environmental sustainability through energy conservation, solid waste reduction and recycling, water, conservation, pollution prevention, transportation efficiency, and other means.

The Sustainability Committee is composed of seven members, one each appointed by Council members; and a Board of Education appointee: one youth member, preferably a Junior. Members serve for two years until the next Municipal Election.

It is recommended that the Board approve the appointment of Albany High School Junior Pasang Wangmo to serve on the City of Albany Sustainability Committee as a Student Member.

**RECOMMENDATION:** Approve Appointment of Albany High School Junior Pasang Wangmo to Serve on the City of Albany Sustainability Committee as a Student Member.

# Albany USD

## Board Policy

### Assignment

BP 4113

### Personnel

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, professional experience, and aptitude qualify them.

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement or Board policy.

**(cf. 4141/4241 - Collective Bargaining Agreement)**

### Assignment to Courses/Classes

The Superintendent or designee shall assign teachers to courses based on the grade level and subject matter authorized by their credentials.

When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare him/her to provide instruction in that subject.

Teachers who are assigned to teach core academic subjects shall meet the requirements of the No Child Left Behind Act (NCLB) pertaining to qualifications of highly qualified teachers. (20 USC 6319, 7801, 5 CCR 6100-6126)

**(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)**

The Superintendent or designee may assign a teacher, with his/her consent, to a position outside his/her credential authorization when specifically authorized by law or regulation, and in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing's Administrator's Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2, and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall reference in district records the statute or regulation under which the assignment is authorized.

**(cf. 3580 - District Records)**

The Superintendent or designee shall periodically report to the Board on teacher assignments and vacancies, including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or Commission on Teacher

Credentialing, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

#### Equitable Distribution of Qualified Teachers

In order to ensure that highly qualified and experienced teachers are equitably distributed among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students, the Superintendent or designee shall:

1. Verify that all teachers of core academic subjects possess the qualifications of highly qualified teachers as required by NCLB or develop immediate and long-term solutions for ensuring that all core academic classes will be taught by highly qualified teachers
2. Not assign teachers with provisional internship permits, short-term staffing permits, or credential waivers to schools that have 40 percent or higher poverty or are ranked in deciles 1-3 on the statewide Academic Performance Index
3. Not place interns in high-poverty, low-performing schools in greater numbers than in schools with low poverty or higher academic achievement
4. Compare teacher retention rates across district schools and develop strategies to recruit and retain experienced and effective teachers in hard-to-staff schools

(cf. 4111 - Recruitment and Selection)

As needed, the Board may direct the Superintendent to transfer teachers to high-need schools in accordance with law and the collective bargaining agreement, and/or may align district resources to improve the skills and qualifications of teachers at those schools.

(cf. 4114 - Transfers)

(cf. 4131 - Staff Development)

(cf. 4131.1 - Beginning Teacher Support/Induction)

(cf. 4138 - Mentor Teachers)

#### Legal Reference:

##### EDUCATION CODE

- 33126 School accountability report card
- 35035 Additional powers and duties of superintendent
- 35186 Complaint process
- 37616 Assignment of teachers to year-round schools
- 44225.6 Commission report to the legislature re: teachers
- 44250-44277 Credentials and assignments of teachers

44314 Subject matter programs, approved subjects  
44395-44398 Incentives for assigning NBPTS-certified teachers to high-priority schools  
44824 Assignment of teachers to weekend classes  
44955 Reduction in number of employees

GOVERNMENT CODE

3543.2 Scope of representation

CODE OF REGULATIONS, TITLE 5

6100-6126 Teacher qualifications, No Child Left Behind Act

80003-80005 Credential authorizations

80020-80020.5 Additional assignment authorizations

80335 Performance of unauthorized professional services

80339-80339.6 Unauthorized certificated employee assignment

UNITED STATES CODE, TITLE 20

6311 State plan

6319 Highly qualified teachers

6601-6651 Teacher and Principal Training and Recruiting Fund

7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Revised State Plan for the No Child Left Behind Act, rev. September 2008

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

The Administrator's Assignment Manual, rev. September 2007

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006

WEB SITES

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

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

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Santa Clara County Office of Education, Personnel Management Assistance Team:

<http://www.sccoe.org/depts/pmat>

U.S. Department of Education: <http://www.ed.gov>

(3/04 11/04) 3/09,

Board Approval:



# Albany USD

## Board Policy

### Nondiscrimination In Employment

BP 4030

#### Personnel

The Governing Board prohibits discrimination against and/or harassment of district employees and job applicants at any district site or activity on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 4032 - Reasonable Accommodation)  
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)  
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)  
(cf. 4154/4254/4354 - Health and Welfare Benefits)  
(cf. 5145.7 - Sexual Harassment)

Prohibited discrimination or harassment consists of unwelcome conduct, whether verbal, physical, or visual, based on any of the prohibited categories of discrimination listed above, that is so severe and pervasive that it adversely affects an individual's employment opportunities or has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile, or offensive work environment.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages or participates in prohibited discrimination or harassment, or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior, shall be in violation of this policy and shall be subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Board designates the following position(s) as Coordinator(s) for Nondiscrimination in Employment:

Human Resources Administrator  
1051 Monroe St.  
Albany, CA 94706  
510-558-3757

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy or regulation should immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaints.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to his/her supervisor, the Coordinator, or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

#### Training and Notifications

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

(cf. 4131- Staff Development)  
(cf. 4231- Staff Development)  
(cf. 4331- Staff Development)

The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy shall be posted in all schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination

##### CIVIL CODE

51.7 Freedom from violence or intimidation

##### GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act

##### PENAL CODE

422.56 Definitions, hate crimes  
 CODE OF REGULATIONS, TITLE 2  
 7287.6 Terms, conditions and privileges of employment  
 CODE OF REGULATIONS, TITLE 5  
 4900-4965 Nondiscrimination in elementary and secondary education  
 UNITED STATES CODE, TITLE 20  
 1681-1688 Title IX of the Education Amendments of 1972  
 UNITED STATES CODE, TITLE 29  
 621-634 Age Discrimination in Employment Act  
 794 Section 504 of the Rehabilitation Act of 1973  
 UNITED STATES CODE, TITLE 42  
 2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended  
 2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended  
 2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008  
 2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
 12101-12213 Americans with Disabilities Act  
 CODE OF FEDERAL REGULATIONS, TITLE 28  
 35.101-35.190 Americans with Disabilities Act  
 CODE OF FEDERAL REGULATIONS, TITLE 34  
 100.6 Compliance information  
 104.7 Designation of responsible employee for Section 504  
 104.8 Notice  
 106.8 Designation of responsible employee and adoption of grievance procedures  
 106.9 Dissemination of policy  
 COURT DECISIONS  
 Shephard v. Loyola Marymount, (2002) 102 CalApp.4th 837

#### Management Resources:

#### EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

#### U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS

Notice of Non-Discrimination, January 1999

#### WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

(11/01 11/03) 3/10

Board Approval:

# **Albany USD**

## **Board Policy**

### **Temporary Athletic Team Coaches**

BP 4127 4227,4327

#### **Personnel**

The Governing Board desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee may employ a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

(cf. 4121 - Temporary/Substitute Personnel)

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.63 - Steroids)

Noncertificated coaches have no authority to give grades to students. (5 CCR 5591)

(cf. 5121 - Grades/Evaluation of Student Achievement)

#### **Qualifications**

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, possess an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing. (Education Code 49024) or obtain a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)

An individual who obtained both a Department of Justice and Federal Bureau of Investigation criminal background clearance through the district prior to July 9, 2010 shall have satisfied this requirement. (Education Code 49024)

An individual who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4212.5 - Criminal Record Check)

By December 31, 2008, all district coaches, including volunteer coaches, shall have completed a coaching education program that meets the standards developed by the California Interscholastic Federation (CIF). Coaches shall bear the expense of the program. (Education Code 49032)

(cf. 5131.63 - Steroids)

All coaches shall be subject to Board policy and administrative regulation, as well as CIF bylaws and codes of ethical conduct.

(cf. 5131.1 - Bus Conduct)

(cf. 6145.2 - Athletic Competition)

#### Volunteer Coaches

Volunteer athletic team coaches who do not meet the district qualification criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

(cf. 1240 - Volunteer Assistance)

Legal Reference:

EDUCATION CODE

35179-35179.7 Interscholastic athletics  
44010 Sex offense  
44011 Controlled substance offense  
44332-44332.5 Temporary certificates  
44424 Conviction of a crime  
44808 Liability when students are not on school property  
44919 Classification of temporary employees  
45125.01 Interagency agreements for criminal record information  
45347 Instructional aides subject to requirements for classified staff  
45349 Use of volunteers to supervise or instruct students  
49024 Activity Supervisor Clearance Certificate  
49030-49034 Performance-enhancing substances  
49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities  
5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

CTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627  
San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal.App.3d 1376

Management Resources:

CSBA PUBLICATIONS

Steroids and Students: What Boards Need to Know, Policy Brief, July 2005

A School Board Member's Guide to CIF and Interscholastic Sports, 1997

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

Pursuing Victory with Honor, 1999

California Interscholastic Federation Constitution and Bylaws

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

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

California Athletic Trainers' Association: <http://www.ca-at.org>

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

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Athletic Trainers' Association: <http://www.nata.org>

(11/05 3/10) 7/10

Board Approval:

# **Albany USD**

## **Board Policy**

### **Drug And Alcohol-Free Workplace**

BP 4020

#### **Personnel**

The Board of Education believes that the maintenance of drug- and alcohol-free workplaces is essential to school and district operations.

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance as defined in 21 USC 81 at any school district workplace. These prohibitions apply before, during and after school hours. A school district workplace is any place where school district work is performed, any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business. Under the influence means that the employee's capabilities are adversely or negatively affected, impaired, or diminished to an extent that impacts the employee's ability to safely and effectively perform his/her job.

(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)

(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)

The Superintendent or designee shall notify employees of the district's prohibition against drug use and the actions that will be taken for violation of such prohibition. (Government Code 8355; 41 USC 701)

An employee shall abide by the terms of this policy and notify the district, within five days, of any criminal drug or alcohol statute conviction which he/she receives for a violation occurring in the workplace. (41 USC 702)

The Superintendent or designee shall notify the appropriate federal granting or contracting agencies within 10 days after receiving notification, from an employee or otherwise, of any conviction for a violation occurring in the workplace. (41 USC 701)

The Board may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited. A plea or verdict of guilty, a finding of guilt by a court in a trial without a jury, or a conviction following a plea of nolo contendere shall be deemed to be a conviction. (Education Code 44836, 45123)

(cf. 4112 - Appointment and Conditions of Employment)

(cf. 4212 - Appointment and Conditions of Employment)

A classified employee may be reemployed after conviction of such an offense if the Board determines, from the evidence presented, that the person has been rehabilitated for at least five years. (Education Code 45123)

The Board may take appropriate disciplinary action, up to and including termination, or require the employee to satisfactorily participate in and complete a drug assistance or rehabilitation program approved by a federal, state or local health, law enforcement or other appropriate agency.

(cf. 4117.4 - Dismissal)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

The Superintendent or designee shall establish a drug- and alcohol-free awareness program to inform employees about: (Government Code 8355)

1. The dangers of drug and alcohol abuse in the workplace
2. The district policy of maintaining drug- and alcohol-free workplaces
3. Any available drug and alcohol counseling, rehabilitation, and employee assistance programs

(cf. 4159/4259/4359 - Employee Assistance Programs)

4. The penalties that may be imposed on employees for drug and alcohol abuse violations

#### Legal Reference:

##### EDUCATION CODE

44011 Controlled substance offense

44425 Conviction of controlled substance offenses as grounds for revocation of credential

44836 Employment of certificated persons convicted of controlled substance offenses

44940 Compulsory leave of absence for certificated persons

44940.5 Procedures when employees are placed on compulsory leave of absence

45123 Employment after conviction of controlled substance offense

45304 Compulsory leave of absence for classified persons

##### GOVERNMENT CODE

8350-8357 Drug-free workplace

##### UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug Free Schools and Communities Act

##### UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances

##### UNITED STATES CODE, TITLE 41

701-707 Drug-Free Workplace Act

##### CODE OF FEDERAL REGULATIONS, TITLE 21

1308.01-1308.49 Schedule of controlled substances

Policy ALBANY UNIFIED SCHOOL DISTRICT

adopted: June 3, 2009

Albany, California

Update



## Board Policy

### Weapons And Dangerous Instruments

BP 5131.7

#### Students

The Board of Education desires students and staff to be free from the danger presented by firearms and other weapons and recognizes that they have the right to a safe and secure campus free from psychological and physical harm.

(cf. 0450 - Comprehensive Safety Plan)  
 (cf. 5116.1 - Intradistrict Open Enrollment)  
 (cf. 5131 - Conduct)  
 (cf. 5144 - Discipline)

#### Possession of Weapons

The Board prohibits any person other than authorized law enforcement or security personnel from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses district vehicles, at school-related or school-sponsored activities away from school, or while going to or coming from school.

(cf. 3515.3 - District Police/Security Department)

Any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board may set an earlier date for readmission on a case-by-case basis, in accordance with Board policy and administrative regulation. (Education Code 48915; 20 USC 7151)

(cf. 5144.1 - Suspension and Expulsion/Due Process)  
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm are subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public, any school employee is authorized to confiscate a weapon, dangerous instrument, or imitation firearm from any person on school grounds.

(cf. 4158/4258/4358 - Employee Security)

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other dangerous weapon or instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (Education Code 48902; Penal Code 245, 626.9, 626.10; 20 USC 7151)

#### Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

#### Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The strategy shall also provide a method of informing staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

(cf. 5138 - Conflict Resolution/Peer Mediation)

#### Legal Reference:

##### EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

##### PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

653k Soliciting a minor to commit certain felonies

12001 Control of deadly weapons

12020-12036 Unlawful carrying and possession of concealed weapons  
12220 Unauthorized possession of a machine gun  
12401-12404 Tear gas  
12550-12556 BB devices and imitation firearms  
UNITED STATES CODE, TITLE 20  
6301-7941 No Child Left Behind Act; especially:  
7151 Gun-Free Schools Act

Policy ALBANY UNIFIED SCHOOL DISTRICT  
adopted: October 6, 2009 Albany, California  
revised:

DRAFT

# Albany USD

## Board Policy

### Extracurricular And Cocurricular Activities

BP 6145

#### Instruction

The Board of Education recognizes that extracurricular and cocurricular activities enrich the educational and social development and experiences of students. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

No extracurricular or cocurricular program or activity shall be provided or conducted separately and no district student's participation in extracurricular and cocurricular activities shall be required or refused based on the student's sex, gender, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Requirements for participation in extracurricular and cocurricular activities shall be limited to those that are essential to the success of the activity. (5 CCR 4925)

Any complaint regarding the district's extracurricular and cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 6145.21 - Victory with Honor)

No student shall be prohibited from participating in extracurricular and cocurricular activities related to the educational program because of inability to pay fees associated with the activity.

(cf. 3260 - Fees and Charges)

#### Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in the previous grading period including but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale

## 2. Maintenance of minimum progress toward meeting high school graduation requirements

(cf. 6146.1 - High School Graduation Requirements)  
(cf. 6162.52 - High School Exit Examination)

The Superintendent or designee may grant ineligible students a probationary period of not more than one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.

Any decision regarding the eligibility of any child in foster care or a child of a military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

The Superintendent or designee shall provide the necessary assistance to help ineligible students achieve the academic standards required by law.

(cf. 6164.5 - Student Success Teams)  
(cf. 6176 - Weekend/Saturday Classes)  
(cf. 6177 - Summer School)  
(cf. 6179 - Supplemental Instruction)

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

(cf. 5144 - Discipline)

### Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and/or cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulations. When appropriate, the Superintendent or designee shall notify local law enforcement.

### Annual Policy Review

The Board shall annually review this policy and implementing regulations.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

48930-48938 Student organizations

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs  
receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONS

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

Policy ALBANY UNIFIED SCHOOL DISTRICT

adopted: May 19, 2009 Albany, California

revised:

# Albany USD

## Board Policy

### Student Use Of Technology

BP 6163.4  
Instruction

The Board of Education intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

(cf. 0440 - District Technology Plan)  
(cf. 1113 - District and School Web Sites)  
(cf. 4040 - Employee Use of Technology)  
(cf. 5131 - Conduct)  
(cf. 6163.1 - Library Media Centers)

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)  
(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 5145.12 - Search and Seizure)

The Superintendent or designee shall provide age-appropriate instruction regarding the district's acceptable use agreement, including instruction on the safe and appropriate use of social networking sites and other Internet services including, but not limited to, the dangers of posting personal information online, misrepresentation by online predators, and how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

(cf. 6143 - Course of Study)

The Superintendent or designee, with input from students and appropriate staff, shall regularly review this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Use of District Computers for Online Services/Internet Access

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced. (20 USC 6777, 47 USC 254)

The Board desires to protect students from access to inappropriate matter on the Internet. The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. He/she also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

Before a student is authorized to use the district's technological resources, each student and his/her parent/guardian shall sign and return an Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

(cf. 6162.6 - Use of Copyrighted Materials)

Staff shall supervise students while they are using online services and may ask teacher aides, student aides, and volunteers to assist in this supervision.

#### Legal Reference:

##### EDUCATION CODE

51006 Computer education and resources

51007 Programs to strengthen technological skills

51870-51874 Education technology

60044 Prohibited instructional materials

##### PENAL CODE

313 Harmful matter

502 Computer crimes, remedies

632 Eavesdropping on or recording confidential communications

653.2 Electronic communication devices, threats to safety

##### UNITED STATES CODE, TITLE 15

6501-6506 Children's Online Privacy Protection Act



UNITED STATES CODE, TITLE 20

6751-6777 Enhancing Education Through Technology Act, Title II, Part D, especially:

6777 Internet safety

UNITED STATES CODE, TITLE 47

254 Universal service discounts (E-rate)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy Protection Act

CODE OF FEDERAL REGULATIONS, TITLE 47

54.520 Internet safety policy and technology protection measures, E-rate discounts

Policy ALBANY UNIFIED SCHOOL DISTRICT

adopted: January 6, 2009 Albany, California

revised:

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of October 4, 2011**

**ITEM**

- A) Conduct 1<sup>st</sup> Reading; Board Policy 1240 – Volunteer Assistance
- B) Review Administrative Regulation 1240 – Volunteer Assistance
- C) Review Exhibit I – Volunteer Handbook

**PREPARED BY:** Marla Stephenson, Superintendent

**TYPE OF ITEM:** *Review & Discussion*

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**BACKGROUND INFORMATION:**

In an effort to bring Albany Board Policy into legal compliance and to develop clear and consistent volunteer guidelines for staff, parents and community, the Board of Education conducted a review of Board Policy 1240 Volunteer Assistance (Ex. 1) and the accompanying Administrative Regulation (Ex. 2) beginning in 2008 and adopted the final version in 2009.

Members of the Board helped write the Volunteer Assistance Handbook (Ex. 3 [Ex 1-5]) that was developed for distribution to parents and staff. The District began to uniformly enforce the Administrative Regulation in January of 2011. The Human Resources Department created and disseminated a two page Volunteer Information Handout (Ex. 4) and a Question and Answer Handout (Ex. 5) in the spring of 2011.

On July 9, 2010, AB 346 (Ch. 52, Statutes of 2010) amended Education Code 49024 to require any volunteer who works with students in a student activity program as defined below, to obtain an Activity Supervisor Clearance Certificate from the Commission of Teacher Credentialing, unless the district requires the candidate to clear a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning the volunteer duties. Student Activity Programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, drill team, dance team, and marching band. This requirement does not apply to volunteer supervisors or volunteer non-teaching aides under the immediate supervision and direction of certificated personnel (this includes parents/guardians volunteering in a classroom or on a field trip or community members providing non-instructional services).

The AUSD Administrative Regulation 1240, exceeds the minimum requirements of Education Code in the following ways:

1. Requiring all volunteers and field trip drivers to be DOJ and FBI fingerprinted
2. Requiring all volunteers and field trip drivers to be free of active tuberculosis as determined by an examination

I have included what information is available regarding nearby districts and their policies related to volunteer assistance (Ex. 6).

I have also included volunteer information from West Contra Costa USD, San Leandro USD, and Oakland USD (Ex. 7, 8, & 9). This information was readily available on their web sites. Other districts may have similar information, but I could not find them via the internet.

Some additional information to consider:

1. Volunteers are an important part of students' educational experience. Albany has an extremely high parent participation rate. We want and need volunteers in our schools while at the same time we need to put policies in place that protect our children from harm.
2. Monitoring and regulating what volunteers do at a school site falls on the principal. Principals are busy with multiple responsibilities. The current policy of fingerprinting and TB testing all volunteers relieves the principal of monitoring which volunteers can volunteer outside the classroom and which volunteers can only have limited contact with children in the classroom. Parent/community member volunteering is very fluid at our school sites. By this I mean that volunteering duties may start in the classroom and quickly move to supervision duties, informal tutoring duties and driving for field trips.
3. Albany School District reimburses volunteers up to \$20 of the cost of fingerprinting to reduce the financial burden to parents. To assist volunteers in the process, AUSD has an agreement with three vendors to directly bill AUSD for fingerprinting services, and some schools have provided on-site fingerprinting services to prospective volunteers.
4. There is a provision in the Administrative Regulation that allows "visitors" to help in the classroom and not need to be fingerprinted or TB tested. The term "visitor" may be confusing. It could be less confusing by using terms Volunteer I and Volunteer II and providing clear descriptions for each category.
5. Many of our community members test positive for TB because they have been exposed to TB in their native countries. This may result in the individual having to get an x-ray as an alternative to a skin test. There is a provision in the Education Code that could be added to our policy that allows for superintendent discretion.

The Superintendent or designee may exempt from tuberculosis testing requirements those volunteers who serve less than a school year and whose functions do not require frequent or prolonged contact with students. (Education Code 49406)

6. The district purchased three 10 passenger vans to use for transporting students to and from sports activities. They are also available for other student activities (clubs, etc.) When transporting students in district vans, there is a higher level of liability for the district. Parents who drive these vans fall under the Activity Supervisor category and must be fingerprinted.

**RECOMMENDATION:**

- A) Conduct 1<sup>st</sup> Reading; Board Policy 1240 – Volunteer Assistance
- B) Review Administrative Regulation 1240 – Volunteer Assistance
- C) Review Exhibit I – Volunteer Handbook

# Albany USD

(Ex. 1)

## Board Policy

### Volunteer Assistance

BP 1240

### Community Relations

The Board of Education encourages parents/guardians and other members of the community to share their time, knowledge and abilities with students. Volunteer assistance in schools enriches the educational program, enhances supervision of students and contributes to school safety while strengthening the schools' relationships with the community. The Board also encourages community members to serve as mentors providing support and motivation to students.

(cf. 1000 - Concepts and Roles)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall establish procedures to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

Volunteers shall be provided with information about school goals, programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

Volunteers shall act in accordance with district policies, regulations and school rules. At their discretion, employees who supervise volunteers may ask any volunteer who violates school rules to leave the campus. Employees also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and

resolving complaints regarding volunteers.

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

(cf. 3515.2 - Disruptions)

Volunteer maintenance work shall be limited to those projects that do not replace the normal maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads and comply with employee commitments and contracts.

Volunteer aides shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid off. (Education Code 35021)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.

The Superintendent or designee shall periodically report to the Board regarding the district's volunteer assistance program.

#### Legal Reference:

#### EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college methodology faculty

44814-44815 Supervision of students during lunch and other nutrition periods

45125 Fingerprinting requirements

45340-45349 Instructional aides

45360-45367 Teacher aides

49406 Examination for tuberculosis

#### GOVERNMENT CODE

3100-3109 Oath or affirmation of allegiance

3543.5 Prohibited interference with employees' rights

#### HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child day care facility clients

#### LABOR CODE

3364.5 Persons performing voluntary services for school districts

#### PENAL CODE

290 Registration of sex offenders

290.4 Information re sex offenders

#### CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance

101216 Health screening, volunteers in child care centers

UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

COURT DECISIONS

Whisman Elementary School District, 15 Public Employee Reporter for California, 22043

Management Resources:

NATIONAL PTA PUBLICATIONS

National Standards for Parent/Family Involvement Programs, 1997

Building Successful Partnerships: A Guide for Developing Parent and Family Involvement Programs, 2000

WEB SITES

California PTA: <http://www.capta.org>

National PTA: <http://www.pta.org>

California Partners in Education: <http://www.capie.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org>

U.S. Department of Education, Partnership for Family Involvement in Education:  
<http://pfie.ed.gov>

CDE: <http://www.cde.ca.gov>

California Department of Justice, Megan's Law mapping: <http://www.meganslaw.ca.gov>

Policy ALBANY UNIFIED SCHOOL DISTRICT

adopted: June 3, 2009 Albany, California

# **Albany USD**

## **Administrative Regulation**

### **Volunteer Assistance**

(Ex. 2)

AR 1240

#### **Community Relations**

#### **Introduction**

The district recognizes and acknowledges the service volunteers and mentors contribute, and that they provide an array of services that promote the health and well-being of children. The presence of volunteers and mentors in the classroom and on school grounds enhances supervision of students and contributes to a positive school environment.

Volunteers shall be provided with information about school programs and practices and shall receive an orientation and other training related to their specific responsibilities as appropriate. Employees who supervise volunteers shall ensure that visitors and volunteers are assigned meaningful responsibilities that capitalize on their skills and expertise and maximize their contribution to the educational program.

During the school day, volunteers and visitors shall not pass beyond the principal's office or the school's designated sign-in station unless accompanied by a school representative, or authorized by the principal or his/her designee.

#### **Definitions**

1. A visitor is defined as an individual who, with school district approval, assists students, schools, and teachers under the supervision of a teacher or other school employee and is never left alone with students. A visitor may also assist with educational programs or with special events on an occasional or infrequent basis. Therefore, the visitor is not required to complete a State and/or Federal Background Check. During the school day a visitor shall immediately report his or her presence at the school office or at the designated school location upon arrival at the school and sign a guest registry.

Examples of a visitor include, but are not limited to, individuals who participate as a guest reader, assist with class parties or projects or schoolwide or grade level projects such as Grad Night, provide clerical or library help, or individually observe a classroom.

2. A volunteer is defined as an individual who, with school district authorization, voluntarily assists school districts, schools, educational programs, or students on a regular and ongoing basis and who may at times work with students outside the direct supervision of staff. Examples of Volunteers include, but are not limited to, walk-on coaches and mentors, safety patrol coordinators, volunteer band instructors, drivers, and others who may do volunteer work in

isolation with students. A volunteer is required to complete a Volunteer Application and have a Megan's Law Background Check or a State and Federal Background Check (fingerprint check) completed prior to rendering service.

#### Guidelines for School Visitor Security

**School Guest Security:** During the school day, school sites shall require school visitors to sign a guest registry in the school office or at a designated location before visitors can visit classrooms or school grounds. The registry shall include the first and last name of the visitor, the date, the location where they will be, the reason they are visiting the school, the time they reported, and the time they checked out. In addition, the visitor shall provide his or her driver's license and the State where issued or other form of picture identification on their first visit to the school site.

The following statement shall appear at the top of the guest registry:

"It is possible that as a guest/volunteer you may have more than occasional or infrequent contact with students. Under Penal Code 290.95 you are required to disclose to school officials if you are a registered sex offender. Your failure to disclose this fact could result in your arrest, prosecution, and likely fine and imprisonment. By placing your name below, you declare under penalty of perjury, that you are not required, pursuant to Penal Code 290.95, to disclose to school officials that you are a registered sex offender, and that you have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against you."

Parent visitations to their children's classroom are to be approved by the principal in consultation and agreement with the classroom teacher(s). This arrangement should be made in advance to ensure that the visit does not interfere with the learning process or classroom program.

The length and time of visitations must be clearly established by the principal and teacher and should not exceed a single class period. Parents visiting classrooms should not engage in conversations with the teacher during the lesson, nor should they engage in conversation or questioning of students or examining of student work. This is necessary to protect student and parent rights to privacy as well as the basic need to maintain a learning environment which is not constrained by outside influences.

#### Guidelines for School Volunteer Security

School districts shall require school volunteers to complete a Volunteer Application prior to being allowed to participate as a volunteer. All clearances must be obtained prior to service.

1. School volunteers, who may have the opportunity for significant contact with students, shall have a California Department of Justice (DOJ) Background Verification Check conducted.
2. The background reference check should include the last school where the individual volunteered, if applicable.



3. Walk-on coaches shall be required to have a California Department of Justice Background Verification Check.

4. A tuberculosis clearance is required.

As with school employees, volunteers will be reimbursed for \$20 of the cost of the DOJ Fingerprint Background Verification Check. The total cost of the check will be paid by the district if the volunteer has a student and the family qualifies for the Federal Free or Reduce Lunch Program.

All applications and approvals for volunteers will be valid for two years. After that time, new applications must be completed and processed. A Background Verification Check will be valid for any volunteers with continuous services. If services are discontinued for one year or longer, a new Background Verification Check will be required.

#### Dismissal

As volunteer, the decision to release or utilize you as a volunteer lies within the discretion of the Albany Unified School District. Any complaint concerning a volunteer will be considered and reviewed by the principal/supervisor in accordance with the general procedures to respond to complaints.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.3 - Uniform Complaint Procedures)

#### Volunteer Application

1. The Volunteer Application shall include:

a. Proof of Identification: Driver's license or other official identification.

b. If the volunteer has ever been convicted of a serious, violent, or drug crime or if charges are pending, and an explanation of such conviction (if applicable).

c. If the volunteer has ever been required to register as a sex offender.

2. Required statement on the Volunteer Application:

"It is possible that as a volunteer you may have more than occasional or infrequent contact with students. Under Penal Code 290.95 you are required to disclose to school officials if you are a registered sex offender. Your failure to disclose this fact could result in your arrest, prosecution, and likely fine and imprisonment. By placing your name below, you declare under penalty of perjury, that either (1) you are not required, pursuant to Penal Code 290.95, to disclose to school officials that you are a registered sex offender, and that you have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against you, or (2) you have disclosed all relevant information to the district."

### Checking Volunteer Backgrounds

1. The district shall designate and train school district personnel to run Megan's Law checks. This will assist in identifying registered sex offenders in a timely manner prior to individuals serving as school volunteers.
2. The district shall distribute volunteer applications via student information packets at the start of the year to conduct Megan's Law checks.
3. The Volunteer Application shall include a statement that criminal background and personal and professional references may be checked. The volunteer applicant shall sign a release form releasing the district from liability for checking criminal background and references. The individual or organization providing the references shall also be released from liability.
4. Individuals are legally entitled to certain privacy rights. References and background questions shall be directly related to the volunteer's work. Reference checks shall be conducted in the strictest confidence.
5. Any volunteer to be a driver for athletic events, field trips, and other activities, must present a DMV records check, and proof of automobile insurance if driving their own vehicle.

### District Guidelines for Approving the Use of Volunteers

#### Tuberculosis Requirements

School volunteers should not begin work until they have submitted evidence of an examination within the past 60 days to determine that they are free of active tuberculosis. A tuberculin test is valid for four years. Public health departments can administer tuberculin tests without cost.

#### Restricted Use of Volunteers

To the extent prohibited by law or contract, volunteers may not be used instead of district personnel.

#### Workers' Compensation and School Volunteers

1. Pursuant to Education Code 35160.1 and Labor Code 3364.5, by resolution of the Board, volunteer unsalaried workers may be deemed employees of the district for the purpose of bringing such workers within the Workers' Compensation coverage provided by the district when driving their own vehicle for field trips with students as passengers.
2. To qualify for Workers' Compensation, the Principal of the School or the Athletic Director (AHS only) must authorize the volunteer and the volunteer's service. The volunteer must complete a volunteer application.

### School Guidelines for Individuals Monitoring Volunteers

1. All volunteers must attend an orientation before working with students. The district will arrange for opportunities for applicants to complete the orientation. The orientation will cover the information in the handbook.

All school district personnel shall be responsible for reporting to the principal and or his/her designee if they observe a volunteer not following the district-required volunteer code of conduct, or if they believe a volunteer poses a potential threat to students or staff, or the volunteer exhibits a lack of concern for the health or safety of students or staff.

2. Administrators and teachers shall be responsible for supervising and directing volunteers whenever they are working with students at school or at a school-sponsored event.

3. Each school shall post easily visible signs stating that volunteers and visitors must sign in at the office or to report their presence to the appropriate district employee. This requirement shall be strictly enforced.

4. Volunteers may be required to wear an ID name badge.

Regulation ALBANY UNIFIED SCHOOL DISTRICT  
approved: June 3, 2009 Albany, California

**Albany USD**

(Ex. 3 [Ex. 1-5])

**Exhibit****Volunteer Assistance**

E 1240

**Community Relations**

Exhibit 1

Volunteer Application - School \_\_\_\_\_

Name: \_\_\_\_\_

If related to a Child in school

Provide name(s) of students: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Volunteer Activity you would like to have:

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Have you ever been convicted of a serious, violent, or drug crime or do you have charges pending of a serious, violent, or drug crime?    ☐ Yes    ☐ No

Have you ever been required to register as a sex offender?    ☐ Yes    ☐ No

If yes, please explain (use additional pages if needed)

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It is possible that as a volunteer you may have more than occasional or infrequent contact with students. Under Penal Code 290.95, you are required to disclose to school official if you are a registered sex offender. Your failure to disclose this fact could result in your arrest, prosecution, and likely fine and imprisonment. By signing your name below, you declare under penalty of perjury, that either (1) you are not required, pursuant to Penal Code 290.95, to disclose to school officials that you are a registered sex offender, and that you have not suffered convictions for sex or drug related offenses or for crimes of violence, and there are no criminal charges pending against you, or (2) you have disclosed all relevant information to the district.

I hereby waive any responsibility or liability against the Albany Unified School District for

checking criminal background and references, and against persons or organizations providing such references for any statements made in relation to my volunteer work at the district.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

For office use only:

Approved for Visitor Status \_\_\_\_\_ Volunteer Status \_\_\_\_\_ Date: \_\_\_\_\_

cc: Principals

Exhibit ALBANY UNIFIED SCHOOL DISTRICT  
version: June 3, 2009 Albany, California

Exhibit 2

## VOLUNTEER ASSISTANCE

Albany Unified School District  
Volunteer Handbook

Welcome,

I want to thank you for serving as a volunteer in Albany Unified School District. We are grateful for your commitment and interest in public education and in the young people of your community. The school district is fortunate to have you in our community both as a citizen and as a friend. Educating our children to be contributing citizens in a democratic society is an awesome challenge. Your contributions enrich the student experience and help students reach their full potential. The time you spend volunteering with a young person has a huge impact on his or her self-esteem, behavior, and academic achievement. Volunteering is tangible evidence of strong community support. As a district, we are privileged to enjoy strong support. We hope that your volunteer experience will encourage others to join you.

Anne Frank once said, "How wonderful it is that nobody need wait a single moment before starting to improve the world." Thank you for not waiting. Your actions serve as a fine example of the positive contributions individuals can make to public education.

Warm regards,

Superintendent

Board of Education

Charlie Blanchard, President  
Jamie Calloway, Vice President  
Miriam Walden, Member  
David Glasser, Member  
Ron Rosenbaum, Member

Superintendent  
Marla Stephenson

Assistant Superintendent for Business Services

District Office  
904 Talbot Ave.  
Albany, CA 94706  
(510) 558-3766  
Fax (510) 559-6560

Albany Unified School District complies with federal rules and regulations and does not discriminate on the basis of race, creed, color, marital status, sex, age, national origin, disability or membership or non-membership in employee organizations in its educational programs or employment procedures.

Exhibit ALBANY UNIFIED SCHOOL DISTRICT  
version: June 3, 2009 Albany, California

Exhibit 3

## VOLUNTEER ASSISTANCE

### Who Can Volunteer?

Volunteering in a school is a unique and exciting experience and a privilege for both the school and volunteer. It is designed to promote and maintain a supportive relationship for students, teachers and school staff.

The ideal volunteer would:

- \* Be friendly, reliable and flexible
- \* Be any age
- \* Enjoy children

- \* Have a good and professional attitude
- \* Have an interest and enthusiasm for working with young people
- \* Have an ability to work cooperatively with school staff
- \* Have good moral character
- \* Recognize that well-educated children are our greatest natural resource
- \* Feel a deep obligation as a citizen to support and help schools educate each child to their highest potential
- \* Already have or be willing to get the skills that are needed to volunteer in schools
- \* Have talents that can enrich the school program
- \* Have time and a willingness to serve
- \* Understand and appreciate the work of the school staff
- \* Help the larger community understand the work occurring in the public schools

Exhibit ALBANY UNIFIED SCHOOL DISTRICT  
version: June 3, 2009 Albany, California

#### Exhibit 4

### VOLUNTEER ASSISTANCE

#### Volunteer Procedures

##### Application:

All volunteers must complete a volunteer application form. Make sure to note your specific volunteer assignments, and other areas of interest in on your application. After you submit your completed application, it will be reviewed for any special requests. You may choose the school in which you wish to volunteer. Applications can be submitted to the School Principal or to the District Office.

Each applicant's background is checked via Megan's Law Directory and the Department of Justice fingerprint check. Criminal conviction does not necessarily disqualify an applicant from volunteering with the schools; however, conviction as a sex offender does disqualify an applicant as a volunteer. The individual's criminal history will be reviewed on a case-by-case basis. The Albany Unified School District will determine if the individual's volunteer efforts should be declined, if they may be restricted in some way, or if there should be no restriction.

##### Placement:

If you know a position you are interested in, we will make every effort to assign you to that role. If you do not know what you want to do, the school principal or Superintendent will take into

account your interests, skills, and experiences in assigning your placement. The schools make many volunteer requests and they will be discussed with you. If you have no preferences, you will be assigned to the school that has the greatest need for volunteers, taking into account your skills and interest areas. You may request a copy of your volunteer application from the any school or the district office.

#### School Assignment:

Once you have been assigned to a school, a teacher or coordinator will follow up with a phone call or e-mail. Arrangements for volunteering and scheduling will be established at that time, and a meeting time will be arranged to further refine your volunteer role and for orientation to the physical layout of the school.

#### Field Trips/Off-campus Activities:

To serve as a driver for off-campus field trips and other activities, you will need to fill out driving forms and file them with the school. Please see the transportation handbook for more regulations concerning driving students.

#### First Day:

Upon confirming the placement, the teacher or coordinator and you will choose a start date and time. If you have any questions about dress code, the job description, or any expectations, this is a good time to get clarification. On your start day, check in at the main office. The Principal or School Secretary will let you know where to go.

#### Ongoing Visits:

On subsequent visits, always check into the office, sign in and wear a visitor's badge. If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there.

The goal of the volunteer program is to provide support for the educational process. Sometimes a volunteer placement may not be a fit for the volunteer or the school. If your volunteer placement does not work for you, the teacher or the school for whatever reason, your volunteer assignment may be ended or changed to another assignment. You may request a different placement if you wish to continue volunteering.

ExhibitALBANY UNIFIED SCHOOL DISTRICT  
version: June 3, 2009 Albany, California



## VOLUNTEER ASSISTANCE

### Guidelines for Safe Interaction with Students

All interaction with Albany Unified School District students, staff, and volunteers should be professional, and focused on supporting the teaching and learning process. These guidelines are provided for the protection of everyone involved.

### Physical Contact with Students

Volunteers should refrain from physical contact with students unless necessary for the student's health or safety. Safe verbal communication:

- \* Do not make sexist, sexual, racial, or other biased comments.
- \* Avoid innuendo.
- \* Talk to all students in the same manner.

### Safe interaction with students:

- \* Avoid being alone with students.
- \* If alone with a student, be visible and in an open location.
- \* Do not spend too much time with one student or group of students.
- \* Treat all students in the same manner.
- \* Maintain appropriate boundaries between adult and student, including emotional boundaries.
- \* If you sense that a student may be developing a personal interest in you, see the principal immediately.
- \* Limit communications (email, letters, discussions, etc) to the instructional activity. Do not discuss family, friends, other teachers or staff members, or other subjects that is not pertinent to the instructional activity.

### Extra-curricular and Enrichment Activities:

Schools often provide before and after-school programs. All extra-curricular and enrichment activities must be organized under the authority of the Albany Unified School District, sanctioned booster or support groups, or its PTA/PTSA partners.

The Albany Unified School District prohibits volunteers from using their position to solicit contact with students outside the structure of the school day, school building, or school-related activities. When working as a volunteer:

- \* Do not provide your phone number to any student and do not ask for the phone number of any student.
- \* Do not provide your address to any student and do not ask for the address of any student.
- \* Do not offer or agree to transport any student at any time, except when participating in a field

trip or other authorized activity.

- \* Do not discuss other students, parents, staff members with the student(s).
- \* Do not engage in private tutoring sessions outside of the school building, or days and hours of operation.
- \* Do not give any gifts to students or receive gifts from students.
- \* If working one-to-one with a student, always do so in a public area, i.e., a hallway, classroom or library.
- \* If you suspect that a child may be the victim of abuse, report it immediately to the principal, school counselor or another school district employee.
- \* AUSD is not responsible for employees or volunteers outside the school day or school sponsored events.

### Volunteer Expectations

#### Volunteers Are Expected to:

- \* Wear appropriate attire for the type of activity (i.e. athletics, clean-up crew, school wear).
- \* Share concerns about students with the school staff only
- \* Show respect for all staff and students
- \* Not use school equipment for personal purposes
- \* Not share personal religious or political beliefs

#### Ground Rules for School District Facilities:

- \* No smoking allowed
- \* No weapons allowed
- \* No alcohol or drugs allowed
- \* Wear a visitor's badge on school grounds

### Dismissal

As volunteer, the decision to release or utilize you as a volunteer lies within the discretion of the Albany Unified School District. Any complaint concerning a volunteer will be considered and reviewed by the principal/supervisor in accordance with the general procedures to respond to complaints (see 1312.1 - Complaints Concerning District Employees and 1312.3 - Uniform Complaint Procedures)

### IMPORTANT:

All student information **MUST** be kept confidential.

Federal and state law prohibit school districts from releasing student information without parent/guardian permission. This includes all academic, medical, and personal information. Disclosing this information is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and Education Code 49060, et seq.

## You Are Part of an Educational Team

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

Working closely with the classroom teacher and school staff includes:

- \* Following the direction of a school staff member
- \* Accepting direction and suggestions from teachers
- \* Respecting the privacy of teachers and students' learning by not discussing school matters away from the classroom
- \* Understanding that evaluation of a student's learning can only be done by the teacher
- \* Committing to working in a classroom to support and improve education for all students
- \* Seeking help from the teacher when you need additional information or instruction
- \* Sharing ideas and constructive comments with the teacher

Enjoy working with students by:

- \* Finding ways to establish a good rapport with students
- \* Providing help and assistance without doing the work for students
- \* Showing a genuine interest in each student
- \* Accepting each student and encouraging the best from him or her
- \* Using patience and kindness

Exhibit ALBANY UNIFIED SCHOOL DISTRICT

version: January, 1998 Albany, California

revised: September 3, 2008

reviewed: December 2, 2008

revised: June 3, 2009

P124

## VOLUNTEER INFORMATION

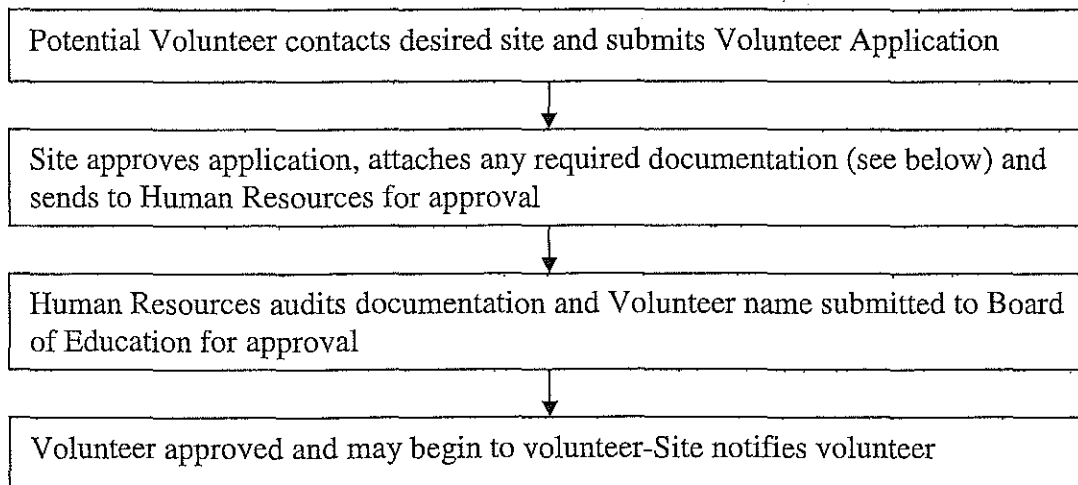
There are three basic types of volunteers:

- Site Volunteer-Classroom, Field Trip
- Driver Volunteer-Field Trip Driver, Driver for sports teams
- Coach Volunteer-Assists sports coach

All volunteers are required to:

- Submit a Volunteer Application
- Submit fingerprints for DOJ and FBI clearance
- Provide a clear TB test (within last 60 days)
- Driver Volunteer and Coach Volunteer have additional requirements

### Volunteer Approval Process



### Site Volunteer Requirements

1. Volunteer Application
2. Clear TB (within last 60 days)
3. FBI and DOJ fingerprint clearance

### Driver Volunteer Requirements:

1. Volunteer Application
2. Clear TB (within last 60 days)
3. FBI and DOJ fingerprint clearance
4. Copy of Driver's License
5. Individual Department of Motor Vehicle Driving Record
6. Insurance policy declaration page
7. Copy of current car registration
8. Volunteer Driver Information Sheet and Declaration

**Coach Volunteer**

1. Volunteer Application
2. Clear TB (within last 60 days)
3. FBI and DOJ fingerprint clearance or Athletic Supervisor Clearance Certificate:  
<http://www.ctc.ca.gov/credentials/CREDS/ASCC.html>
4. Completion of a coaching education program that meets the standards developed by the California Interscholastic Federation (CIF). Volunteers bear the expense. Approved site: Fundamentals of Coaching: [www.nfhslearn.com](http://www.nfhslearn.com) (general course)
5. CPR training: must be a "live" class given by the American Red Cross
6. Read Victory with Honor: <http://www.ausdk12.org/ourpages/auto/2011/1/7/47871822/-victory%20with%20honor.pdf>
- 7.

**FAQ's**

1. **How long is my volunteer status valid?** It depends on the type of volunteer:
  - a. Site Volunteer: TB clearances are valid for four years, so every four years you will be required to provide a TB clearance if you want to continue to volunteer
  - b. Driver Volunteer: Updated Individual Department of Motor Vehicle Driving Record, Insurance policy declaration page, and Copy of current car registration must be submitted annually in order to maintain your volunteer status. In addition, you will be required to provide a TB clearance every four years.
  - c. Coach Volunteer: CPR certification must be submitted annually in order to maintain volunteer status. In addition, you will be required to provide a TB clearance every four year
2. **How recent does the TB test need to be?** The TB test should have been administered and read within 60 days of volunteering.
3. **How much does it cost for fingerprinting?** The LiveScan sites set their own rolling fee. Other fees should be covered by the district if you use the form given to you by the site and there is a billing code on the form. If the form does not have a billing code, please contact the site for a form with a code. You are responsible for paying for the rolling fee and will get reimbursed \$20.00 if you turn in a receipt and are approved by the board.
4. **How do I get reimbursed for fingerprints?** Turn in your receipt with your other paperwork.
5. **If I volunteer as a driver and then want to volunteer in the classroom do I have to submit another volunteer application?** No, the requirements to be a volunteer driver are also valid for classroom volunteers.
6. **How long does the process take?** Please allow one month for the process.
7. **How will I know when I have been approved?**
  - a. The site at which you applied will contact you.

**Albany Unified School District's Volunteer Policy**  
**Frequently Asked Questions**

(Ex. 5)

- Q. What is Albany Unified School District (AUSD) Board of Education's (BOE) and District Superintendent's opinion on a volunteer program?**
- A. A well-managed volunteer program provides for better community relations by enriching educational programs, improving supervision of students, and strengthening school safety and requires policies and procedures to be in compliance with current industry standards and the California Education & Health & Safety Codes. The BOE accomplished this by adopting Board Policy 1240 & Administrative Regulation 1240 on 5/19/09 with a revision date of 6/3/09.
- Q. Why is AUSD requiring compliance beginning in 2011?**
- A. Upon adoption of Board Policy 1240 & Administrative Regulation 1240 on 5/19/09, AUSD required full compliance. Limited resources at the district office hindered efforts to ensure compliance.
- Q. Why does AUSD publish a volunteer handbook.**
- A. Alameda County Schools Insurance Group (ACSIG) recommends the implementation of proper security practices for volunteers acting as agents of the district (*California Labor Code 3364.5*), and the volunteer handbook assists with compliance.
- Q. How does AUSD categorize volunteers?**
- A. AUSD categorizes volunteers in three basic types:
1. Site Volunteer-Classroom, Field Trip
  2. Driver Volunteer-Field Trip Driver, Driver for sports teams
  3. Coach Volunteer-Assists sports coach
- Q. What does AUSD' board polices and administrative regulations require volunteers to do?**
- A. All volunteers are required to: 1) Submit a Volunteer Application; 2) Submit fingerprints for DOJ and FBI clearance; and 3) Provide a clear TB test (within last 60 days).

***Driver Volunteers & Coach Volunteers have the following additional requirements:***

**Driver Volunteer Requirements:**

1. Volunteer Application
2. Clear TB (within last 60 days)
3. FBI and DOJ fingerprint clearance
4. Copy of Driver's License
5. Individual Department of Motor Vehicle Driving Record
6. Insurance policy declaration page
7. Copy of current car registration
8. Volunteer Driver Information Sheet and Declaration

**Coach Volunteer Requirements:**

1. Volunteer Application
2. Clear TB (within last 60 days)
3. FBI and DOJ fingerprint clearance or Athletic Supervisor Clearance Certificate:  
<http://www.ctc.ca.gov/credentials/CREDS/ASCC.html>
4. Completion of a coaching education program that meets the standards developed by the California Interscholastic Federation (CIF). Volunteers bear the expense. Approved site: Fundamentals of Coaching: [www.nfhslearn.com](http://www.nfhslearn.com) (general course)
5. CPR training: must be a "live" class given by the American Red Cross
6. Read Victory with Honor: <http://www.ausdk12.org/ourpages/auto/2011/1/7/47871822/-victory%20with%20honor.pdf>

**VOLUNTEER APPLICATION****Q. Why does AUSD require all volunteers to submit an application?**

- A. To effectively manage AUSD's assets and reduce liability, ACSIG recommends developing a screening process for volunteers that includes submitting an application and verification of information collected on the application.

**FINGERPRINTING****Q. Why does AUSD require volunteers to be fingerprinted?**

- A. This is a California Education Code 45125.01 requirement. Subsequent arrests reports are provided to AUSD.

**Q. How do I get fingerprinted?**

- A. Contact a local LiveScan site (*example: <http://www.berkeleylivescan.com>*) that provides fingerprinting services to make an appointment, and bring the form received from the school site that has the billing code on it.

**Q. What if the form does not have a billing code on it?**

- A. Contact the school site to request one that does.

**Q. What is the fingerprinting fee?**

- A. LiveScan sites that set their own fees.

**Q. Can I be reimbursed for the fees?**

- A. Volunteers will be reimbursed \$20.00 toward the fingerprinting fee.

**Q. What procedures do I need to follow to be reimbursed?**

- A. Turn in a receipt to the school site at which you apply with your application. The site will submit the application with the receipt to the district office for processing and approval, AUSD Board of Education will approve the reimbursement request, and the district office will send reimbursement to the address listed on the application within sixty (60) days.

### **TUBERCULOUS (TB) TESTING**

**Q. Why does AUSD require volunteers to submit a current TB clearance?**

- A. This is a California Education Code 49406 & California Health & Safety Codes 121525 – 121555) requirement.

**Q. Why does the TB Clearance need to be administered and read within the last 60 days?**

- A. This is a California Education Code 49406 & California Health & Safety Codes 121525 – 121555) requirement.

**Q. How long is a TB clearance valid?**

- A. California Education Code 49406 & California Health & Safety Codes 121525 – 121555) requires Level II volunteers to provide an updated TB clearance every four years.

**Q. Is the TB test a new requirement.**

- A. The BOE adopted Board Policy 1240 & Administrative Regulation 1240 on 5/19/09 with a revision date of 6/3/09 to be in compliance with current industry standards and the California Education Code 49406 & California Health & Safety Codes 121525 – 121555.

### **CALIFORNIA DRIVER'S LICENSE**

**Q. Why does AUSD require volunteers to submit a valid California driver's license?**

- A. ACSIG requires AUSD to effectively manage AUSD's assets and reduce liability by developing a screening process for volunteers that includes verification of current California driving privileges within the State of California.

**Q. How often does a volunteer need to submit a valid California driver's license?**

- A. Annually and upon renewal.

### **CALIFORNIA DRIVER'S RECORD REPORT**

**Q. Why does AUSD require volunteers to submit a current DMV issued driver record report?**

- A. The 2010 California Driver's Handbook states that an individual with a total of two (2) or more points (including any pending offenses) will not be allowed to transport students, and verification is an ACSIG recommendation.

**Q. How often does a volunteer need to submit a current DMV issued driver record report?**



- A. Annually.

### **VEHICLE INSURANCE**

- Q. Why does AUSD require volunteers to submit proof of insurance that includes policy limits?**

- A. To effectively manage AUSD's assets and reduce liability, ASIG recommends that volunteers submit proof of insurance coverage with at least \$300,00 per occurrence, \$100,000 per person, and \$25,000 for property damage.

- Q. How often does a volunteer need to submit proof of insurance coverage with required levels?**

- A. Annually.

### **VEHICLE REGISTRATION**

- Q. Why does AUSD require volunteers to provide a copy of current vehicle registration?**

- A. This is an ACSIG recommendation.

- Q. How often does a volunteer need to submit a copy of current vehicle registration?**

- A. Annually.

### **GENERAL QUESTIONS**

- Q. If I volunteer as a driver and then want to volunteer in the classroom do I have to submit another volunteer application?**

- A. The requirements to be a volunteer driver exceed those required for classroom volunteers.

- Q. How long does the volunteer clearance process take?**

- A. Approximately sixty (60) days.

- Q. How will I know when the volunteer clearance process is completed?**

- A. You will be notified if your volunteer clearance is approved by the site at which you applied.

- Q. How long is a volunteer clearance valid?**

- A. The volunteer clearance remains valid as long as the TB clearance, California driver's license, DMV driver's report, and vehicle registration are up-to-date.

- Q. Can a school district set standards higher than both the California Education and the Health & Safety Codes?**

- A. Yes, and many do. However, AUSD does not and requires only what is necessary to meet the moral, ethical, and legal obligation to ensure that when you entrust your child to an AUSD school, we have done everything possible to protect your child both inside and outside of the classroom.

Table 1

Ex. 6

Parent Classroom Volunteer or non-teaching aide	TB	Department of Justice and Federal Bureau of Investigation Fingerprinting	Megan's law check	
Alameda	x			
Dublin	x			
West Contra Costa	x			
Oakland	x			
Berkeley	x			
San Leandro	Over one hour per month x	Over one hour per month X	Over one hour per month X	
Albany	Regular volunteering x	Regular volunteering X	Regular volunteering X	
Emery	x			
Livermore	x			
San Lorenzo	x			
Piedmont	x			
San Ramon	x			

Table 2

Non-Parent Classroom Volunteer or non-teaching aide	TB	Department of Justice and Federal Bureau of Investigation Fingerprinting	Megan's law	
Alameda				Same as parent classroom volunteer or non teaching aide
Dublin				Same as parent classroom volunteer or non teaching aide
West Contra Costa	x	X	x	
Oakland				Same as parent classroom volunteer or non teaching aide
Berkeley				Same as parent classroom volunteer or non teaching aide
San Leandro				Same as parent classroom volunteer or non teaching aide
Albany				Same as parent classroom volunteer or non teaching aide
Emery				Same as parent classroom volunteer or non teaching aide
Livermore				Same as parent classroom volunteer or non teaching aide
San Lorenzo				Same as parent classroom volunteer or non teaching aide
Piedmont				Same as parent classroom volunteer or non teaching aide
San Ramon				Same as parent classroom volunteer or non teaching aide

Table 3

Volunteer, outside of the child's classroom, supervision/activities	TB	Department of Justice and Federal Bureau of Investigation Fingerprinting	Megan's law	
Alameda	x	X	X	Same as parent classroom volunteer or non teaching aide
Dublin	x	X	X	Same as parent classroom volunteer or non teaching aide
West Contra Costa	x	X	X	
Oakland	x	X	X	Same as parent classroom volunteer or non teaching aide
Berkeley	x	X	X	Same as parent classroom volunteer or non teaching aide
San Leandro	x	X	X	Same as parent classroom volunteer or non teaching aide
Albany	x	X	X	Same as parent classroom volunteer or non teaching aide
Emery	x	X	X	Same as parent classroom volunteer or non teaching aide
Livermore	x	X	X	Same as parent classroom volunteer or non teaching aide
San Lorenzo	x	X	X	Same as parent classroom volunteer or non teaching aide
Piedmont	x	X	X	Same as parent classroom volunteer or non teaching aide
San Ramon	x	X	X	Same as parent classroom volunteer or non teaching aide

Table 4

Day Field trips	TB	Department of Justice and Federal Bureau of Investigation Fingerprinting	Megan's law	
Alameda	x			Same as parent classroom volunteer or non teaching aide
Dublin	x			Same as parent classroom volunteer or non teaching aide
West Contra Costa	x	X	X	
Oakland	x			Same as parent classroom volunteer or non teaching aide
Berkeley	x			Same as parent classroom volunteer or non teaching aide
San Leandro	x			Same as parent classroom volunteer or non teaching aide
Albany	x	X	X	Same as parent classroom volunteer or non teaching aide
Emery	x			Same as parent classroom volunteer or non teaching aide

Livermore	x			Same as parent classroom volunteer or non teaching aide
San Lorenzo	x			Same as parent classroom volunteer or non teaching aide
Piedmont	x			Same as parent classroom volunteer or non teaching aide
San Ramon	x			Same as parent classroom volunteer or non teaching aide

Table 5

Overnight Field trips	TB	Department of Justice and Federal Bureau of Investigation Fingerprinting	Megan's law	
Alameda	x			Policy is silent
Dublin	x			Policy is silent
West Contra Costa	x	X	X	
Oakland	x	X	X	
Berkeley	x	X	X	
San Leandro	x	X	X	
Albany	x	X	X	
Emery	x			Policy is silent
Livermore	x			Policy is silent
San Lorenzo	x			Policy is silent
Piedmont	x			Policy is silent
San Ramon	x			Policy is silent

## West Contra Costa Unified School District VOLUNTEER SERVICES REFERENCE GUIDE

The Board of Education adopted Board Policy 1240 Volunteer Assistance, to ensure our students have the right to learn in a safe environment and remain protected from any form of misconduct by adults on our schools' campuses. The Board is cognizant of the critical role parents, guardians and community members play in the education of our students. Parents, guardians and community members are encouraged to share their special knowledge and abilities with our students. At the same time, schools must be able to operate with full confidence that our students are working with adults who are there to serve their needs. The new policy should be viewed as a means to ensure student safety and not as a deterrent for parent/guardian and community involvement in our schools. Please note below the classification of volunteers and the procedures for volunteering in our schools.

<p><b>CATEGORY 'A' VOLUNTEERS</b></p> <p>(Forms: Contact your child's school for this form)</p> <p>Are parents/legal guardians who volunteer with their child <b>ONLY</b> in their child's classroom at a Kinder – 12<sup>th</sup> grade school site <b>ONLY</b></p>	<p><b>CATEGORY 'B' VOLUNTEERS</b></p> <p>(Forms: <u>English</u>   <u>Español</u>)</p> <p>Are parents/legal guardians who volunteer outside of their child's classroom (i.e. yard supervision, field trips- etc).</p> <p style="text-align: center;">OR</p> <p>Are Preschool Parents</p>	<p><b>CATEGORY 'C' VOLUNTEERS</b></p> <p>(Forms: <u>English</u>   <u>Español</u>)</p> <p>Are adults (non-parents) who wish to volunteer at one of our Preschool – 12<sup>th</sup> grade school sites.</p>	<p><b>CATEGORY 'D' VOLUNTEERS</b></p> <p>Are sub-contractors CBO's, non-profits and organizations / businesses providing a service at one of our Preschool – 12<sup>th</sup> grade school sites</p>
<ol style="list-style-type: none"> <li>1. No fingerprints needed.</li> <li>2. Proof of T.B. test clearance (no older than a year and kept current every 4 years) is required.</li> <li>3. Completed school volunteer application with Principal's signature required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Contact the Community Engagement Office at (510) 307-4597 to schedule a fingerprinting appointment.</li> <li>2. The following items must be in hand at the time of your fingerprint appointment:               <ol style="list-style-type: none"> <li>a. Completed volunteer application with Principal's signature</li> <li>b. T.B. test clearance (no older than a year and kept current every 4 years)</li> <li>c. Valid Government Issued Picture I.D.</li> <li>d. \$47 exactly in cash OR \$47 cashier's check or money order</li> </ol> </li> <li>3. The Applicant will be scheduled for an Orientation. (Category C ONLY)</li> <li>4. A WCCUSD Volunteer badge will be given to the applicant after all documentation is received and verified (may take up to 30 calendar days).</li> </ol>		<p><b>Please contact the Community Engagement Department at</b></p> <p><b>(510) 307-4597</b></p>

**Community Relations**

BP 1240(a)

**VOLUNTEER ASSISTANCE**

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with the homes, businesses, industries, public agencies, and private institutions of our community. The Governing Board encourages parents/legal guardians and other members of the community to share their special knowledge and abilities with our students.

The Superintendent or designee may authorize the use of volunteers and shall establish procedures to protect the safety of students and adults in accordance with laws related to tuberculosis testing and fingerprinting and criminal record checks. Volunteers shall work with students under the immediate supervision of certificated employees. (Education Code 35021)

Volunteers shall act in accordance with district policies, regulations, and school rules. The San Leandro Unified School District is under no obligation to accept or place any volunteer. At his/her discretion, a staff member who supervises volunteers may ask any volunteer who violates school rules or volunteer policies to leave campus. Staff members also may confer with the principal or designee regarding any such volunteers. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

Volunteers shall not be used to displace regularly authorized school personnel. (Education Code 35021) Projects assigned to volunteers are those which supplement and enrich the regular school program and which would not be offered without volunteer assistance.

Unsalaries volunteers shall be considered employees of the District for Workers' Compensation Insurance purposes. If injured while serving as volunteers in the District, they should file Workers' Compensation Insurance forms provided by the District office (Labor Code 3364.5)

All Level II volunteers, including parents/legal guardians, and volunteers who serve on overnight events shall fulfill the tuberculosis testing requirement and automated records check pursuant to Penal Code 290.

All volunteer athletic coaches shall fulfill the tuberculosis testing and fingerprinting required of all District employees.

*Legal reference: (see next page)*

**Community Relations**

BP 1240(b)

**VOLUNTEER ASSISTANCE** (continued)

*Legal Reference:*

EDUCATION CODE

35021 Volunteer aides

35021.1 Automated records check

44010 Sex offense; definition

44227.5 Classroom participation by college level teaching methodology faculty

44815 Non-certificated supervisors; compensation

45125 Fingerprint requirements

45340, 45349 Instructional aides

45349 Volunteers

49406 Examination for tuberculosis

LABOR CODE

3364.5 Persons performing voluntary services for school districts

PENAL CODE

290 Registration of sex offenders

290.4 Information re sex offenders

CODE OF REGULATIONS

101170 Criminal record clearance

WEB SITES

California Department of Justice, Megan's Law

<http://www.meganslaw.ca.gov>

Policy

adopted: June 4, 2002

revision adopted: December 2, 2008

**SAN LEANDRO UNIFIED SCHOOL DISTRICT**

San Leandro, California



**Community Relations**

AR 1240 (a)

**VOLUNTEER ASSISTANCE**

1. All volunteers may provide instructional and non-instructional assistance to certificated personnel in the performance of any school-related activity. These duties must be school sponsored or co-sponsored and include before and after school programs. Volunteers shall not assign grades to students.
2. Before authorizing any person to serve as a Level II volunteer, the Superintendent or designee shall conduct an automated records check to determine that the individual is not a registered sex offender (Penal Code 290). Volunteers shall be informed that the District is conducting this records search.

*(cf. 3515.5 – Sex Offender Notification)*

3. Level II volunteers, including parents/legal guardians, shall submit evidence that they are free from active tuberculosis at least once every four years pursuant to Education Code 49404. Level II volunteers who work 20 hours or more in one month's time shall be tested for tuberculosis within 60 days or provide documentation of testing negative within the past 3 years prior to beginning volunteer services. Such testing will be at the volunteer's expense. Staff shall also maintain annual follow-up reports indicating that the volunteer is free from tuberculosis.

**Definitions:**

Level I Volunteers are volunteers who have minimal interaction with students. Minimal interaction is defined as those volunteers who have direct student contact for less than one (1) hour per month and/or no one-on-one student contact (e.g. assisting with day field trips, one-time classroom presentations, fund raising and special events would still constitute minimal interaction). These volunteers will not be subject to Tuberculosis testing, however, an automated records check will be required to complete an application.

**Community Relations**

AR 1240 (b)

**VOLUNTEER ASSISTANCE** (continued)

Level II Volunteers are defined as follows:

- (a) volunteers who are expected to have more than minimal interaction with students;
- (b) volunteers who have ongoing direct one-on-one or small group contact with students.

**Procedures**

1. For Community Volunteers - Each administrator or administrative designee will be responsible for screening community volunteers. Applications will be submitted to and reviewed by an administrator or designee. The application packet will consist of an application form, a supplemental questionnaire and a volunteer commitment/policies form. Once the packet has been completed, Human Resources will be notified and will conduct an automated records check. The Human Resources department will notify the school when the volunteer is approved to volunteer. The school will notify the individual that he/she has received clearance to begin volunteering.
2. Parent/Legal Guardian Volunteers - At the time of enrollment the school site will be responsible for providing each parent/legal guardian with a volunteer application packet that is to be completed by the volunteer and submitted to the principal or administrative designee. The application packet will consist of an application form, supplemental questionnaire and a volunteer commitment/policies form. Once the packet has been completed, the Human Resources department will be notified and will conduct an automated records check. The Human Resources department will notify the school that the volunteer has been cleared. The school will notify the volunteer that he/she has received clearance to begin volunteering.
3. The Human Resources department will be responsible for conducting automated records checks and providing referral information for Tuberculosis testing. The cost of the testing shall be the responsibility of the individual.
4. Upon receiving the results of the automated records check, the Human Resources department will notify the schools. The school will notify the prospective volunteer.

**Community Relations**

AR 1240 (c)

**VOLUNTEER ASSISTANCE** (continued)

5. All volunteers, including parents/legal guardians will be required to sign in and out, in the visitor/sign-in book located in the main office at each school site. Teachers and staff shall refer back to the office any person who did not sign in.
6. Each principal shall agendize the District's volunteer policy at the first staff meeting of the school year.
7. The principal shall monitor the use of volunteers at the site.

Regulation  
reviewed: June 4, 2002  
reviewed: May 3, 2005  
reviewed: December 2, 2008

**SAN LEANDRO UNIFIED SCHOOL DISTRICT**  
San Leandro, California



## **San Leandro Unified School District**

### **Volunteer Level II Requirements**

Dear Applicant,

We are extremely pleased that you are volunteering to assist our students in San Leandro. Your time, your energy and your commitment are greatly appreciated.

Attached is an application you must complete in order to serve as a volunteer in our district. You will need to provide a current TB test if you are a new volunteer. If you have volunteered in the past, your TB test should be on file if it is within the last 3 years.

Please return the completed application to the school site. Once the district has completed the Records Check, you will be contacted by the office manager when you are able to begin volunteering.

Again, thank you and welcome!

Human Resource Department

E(2) 1240



## SAN LEANDRO UNIFIED SCHOOL DISTRICT VOLUNTEER POLICY

Welcome to the new school year!

The Board of Education adopted Board Policy 1240, Volunteer Assistance, to ensure our students have the right to learn in a safe environment and remain protected from any form of misconduct by adults on our schools' campuses. The Board is cognizant of the critical role parents, guardians and community members play in the education of our students. Parents, guardians and community members are encouraged to share their special knowledge and abilities with our students. At the same time, schools must be able to operate with full confidence that our students are working with adults who are there to serve their needs. The new policy should be viewed as a means to ensure student safety and not as a deterrent for parent/guardian and community involvement in our schools. Please note below the classification of volunteers and the procedures for volunteering in our schools.

### **Volunteers shall be classified as Level I or Level II volunteers:**

- Level I volunteers are defined as volunteers who have direct student contact for less than one (1) hour per month and/or no one-on-one student contact, day field trips, one time classroom presentations, fund raising and special events.
- Level II volunteers are volunteers who have more than one (1) hour of direct student contact or have ongoing direct one-on-one or small group contact with students.

### **Procedures for Level I volunteers are as follows:**

1. Level I volunteers are required to sign-in at the school office. Level I volunteers complete volunteer application and agree to an automated records check. Level I volunteers will not require Tuberculosis testing.

### **Procedures for Level II volunteers are as follows:**

1. Complete a volunteer application, a supplemental questionnaire and sign a commitment form. These forms are available in the school office.
2. Agree to an automated records check.
3. Have a Tuberculosis (TB) screening.
4. Sign in at the school office when volunteering.

Please accept these procedures as another measure to provide your child with a safe learning environment. Copies of the Volunteer Assistance Policy are available in the Human Resource Department, located at 14735 Juniper Street, San Leandro, CA 94579.

**Community Relations  
VOLUNTEERS**

E(3) 1240

**SAN LEANDRO UNIFIED SCHOOL DISTRICT  
Application for Volunteers**

For Office Use Only	
ML	Date
	Initials
TB	Date
	Initials

Please Check: Returning \_\_\_\_\_ New: \_\_\_\_\_

Date of Application: \_\_\_\_\_ School: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Name Phone NumberAre you a parent/legal guardian of a student attending San Leandro USD schools? ☐ Yes ☐ No

Organization Represented (if applicable) \_\_\_\_\_

Are you fluent in languages other than English? ☐ Yes ☐ No Language: \_\_\_\_\_

I am available to volunteer (please list hours available):

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Check Grade Level/Program Preferred:

<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> High School
<input type="checkbox"/> Middle School (6-8)	<input type="checkbox"/> After-School Program
<input type="checkbox"/> Special Education	<input type="checkbox"/> Adult School
<input type="checkbox"/> Elementary (K-5)	

Please notify the following school sites of my volunteer status: \_\_\_\_\_

*I hereby certify that all statements in this application are true and correct, and I agree and understand that misstatements or omissions of materials or facts herein may forfeit my rights to volunteer. I agree to allow staff to check the references listed above. I understand that volunteer assignments may be terminated at any time.*

Signature of Applicant: \_\_\_\_\_

**DEMOGRAPHICS (OPTIONAL)**Sex: ☐ Male ☐ FemaleEthnic Group ☐ African American ☐ Asian/Pacific Islander ☐ Latino☐ Caucasian ☐ Multi-Racial ☐ Other \_\_\_\_\_Education Level: \_\_\_\_\_  
Highest Level of Education College Degree (if applicable)

**Community Relations  
VOLUNTEERS**

E(4)1240

San Leandro Unified School District  
**SUPPLEMENTAL QUESTIONNAIRE FOR VOLUNTEERS – LEVEL II**

**Current San Leandro Unified School District students under 18 years of age do not need to complete this form.**

1. Have you ever pleaded guilty or been convicted of a felony or misdemeanor?  
☐ Yes ☐ No

If the answer is yes, please describe the crime for which you pleaded guilty or were convicted, the date of the conviction and the jurisdiction in which you were convicted.

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2. Have you ever been convicted of any crime involving an assault with intent to commit a felony, any crime against a person involving sexual assault, any crime against public decency and good morals, disorderly conduct, annoying or molesting a child under age 18, kidnapping or car jacking.  
☐ Yes ☐ No

If the answer is yes, please describe the crime for which you pleaded guilty or were convicted, the date of the conviction and the jurisdiction in which you were convicted:

---

3. Are you currently released on bail or on your own recognizance for any crime?  
☐ Yes ☐ No

If the answer is yes, please describe the crime for which you pleaded guilty or were convicted, the date of the conviction and the jurisdiction in which you were convicted:

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***(Response to E(4) 1240 will be considered confidential)***

**Community Relations  
VOLUNTEERS**

E(5) 1240

**San Leandro Unified School District  
COMMITMENTS AND POLICIES FOR VOLUNTEERS**

- 1) I agree to volunteer the time and commitment of my particular volunteer job.
- 2) I agree to perform only the duties described in the job description or by the school site supervisor.
- 3) I agree to receive authorization by school or district personnel before working with students.
- 4) I agree to be supervised by school or district personnel whenever I'm working with students.
- 5) I agree to follow school rules.
- 6) I agree to honor confidential information.
- 7) I agree not to be under the influence of alcohol, or illegal drugs or illegal substances while with students on or off school property.
- 8) I agree to never purposefully endanger the life or health of any individual.
- 9) I agree to support school policies and the curriculum.
- 10) I agree to inform the district of any changes in my address, phone numbers or any other changes in the information supplied in my application.
- 11) I agree to inform the supervisor if I will be absent or when I stop volunteering.

I have read the above Commitments and Policies and understand that I may be dismissed as a volunteer if I ever violate any of the policies listed above.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if volunteer is under 18)

*White copy: Human Resources**Yellow copy: Volunteer**Pink copy: School*

Exhibit  
version: June 4, 2002  
version: December 2, 2008

**SAN LEANDRO UNIFIED SCHOOL DISTRICT**  
San Leandro, California





E(6) 1240

**SAN LEANDRO UNIFIED SCHOOL DISTRICT**

Human Resources Department  
Phone 667-0538 FAX 297-6153

**TUBERCULOSIS CLEARANCE FOR VOLUNTEER APPLICANTS**

One of the requirements to become a Level II Volunteer is to provide proof of Tuberculosis clearance. If already done, it should have been done within the past 60 days or provide documentation of testing negative within the past 3 years.

The examination shall consist of an approved intradermal tuberculin test, which, *if positive*, shall be followed by an *X-ray of lungs*. All tests are done at the volunteer's expense. Thereafter, if continuing to volunteer shall be required to undergo the foregoing examination at least once every four years.

You may choose to see your own physician or go to the facility below. Either way, it will be at your own expense.

You must call for an appointment and current charge for the service.

Concentra Occupational Med Centers-LAX  
2587 Merced Street  
San Leandro, CA 94579

Testing: Daily  
8:00 am – 5:00 pm  
Phone 351-3553

# **OUSD Volunteers!**

## **Family and Community Office**

Oakland Unified School District

## **Frequently Asked Questions**

### **What is the process to register a parent or community volunteer?**

All volunteers should register centrally through the Family and Community Office. Find all Volunteer Information at [www.ousd.k12.ca.us](http://www.ousd.k12.ca.us), Click on For our Community & then Become an OUSD Volunteer.

### **Do parents need to register as volunteers?**

If a parent is performing a volunteer role that is beyond the scope of working directly with their child and is unsupervised, they are required to be registered as a general volunteer. These roles include but are not limited to the following: overnight field trip chaperon, unsupervised enrichment class leader, unsupervised yard supervisor.

### **Do field trip chaperons require clearance in addition to the field trip packet provided at school site?**

Volunteers attending an overnight field are required to get fingerprint clearance.

Volunteers for day field trips are not required to get fingerprint clearance. In both cases volunteer chaperones must adhere to all district field trip policies and procedures.

**Do I need to register with OUSD if I plan to volunteer in an outside organization with a program at an OUSD school site?**

If you are planning to register and volunteer in an outside organization, such as but not limited to Reading Partners, Citizen Schools, or BUILD you will **not** require additional screening with the district. You will go directly to the organization for registration and screening requirements.

**Does every volunteer require fingerprint clearance?**

Department of Justice and FBI fingerprint clearance are required of volunteers whose responsibilities may result in unsupervised work with students.

**Unsupervised** refers to situations and/or volunteer roles in which the volunteer will be alone with one or more students. Examples include: one-on-one tutoring in a private space and facilitating yard duty without an OUSD staff member nearby.

**Supervised volunteers**—those that remain in the same room as a teacher and/or OUSD staff member at all times — do not need to be fingerprinted. Examples include: working in a library with a librarian staff member present, one-on-one tutoring at the back of the classroom with teacher present and classroom helpers with teacher present.

**How long does it take to complete volunteer processing steps?**

The entire process takes approximately 1-6 weeks. It depends on if the volunteer requires fingerprint clearance and if they need a new tb test. TB results take 3 days to be read. Fingerprints can be done the same day an application is submitted. However a clearance letter will not be provided to volunteer until the results have returned from DOJ and FBI. The fingerprint results can take up to 6 weeks. **It is recommended that schools plan accordingly for any annual overnight fieldtrips or projects requiring the clearance of unsupervised volunteers.**

**Do I need to be fingerprinted if I am an employee of OUSD or a retired employee of OUSD?**

If you are current employee of OUSD, your clearance status will need to be verified with Human Resources. If you are a recent retired employee of OUSD your clearance status will need to be verified with Human Resources. It is possible in both cases that you will be required to be fingerprinted as an OUSD volunteer.

**Do I need to be fingerprinted if I am a volunteer or employee of another government agency or outside organization?**

Agencies are not allowed to share the confidential information required in a livescan request. OUSD is liable for all volunteers registered through the district and must request a livescan for their own volunteers. So *for example* if you work for or were previously employed by places like but not limited to Contra Costa County, Peralta Colleges or Hayward Unified School District you still require fingerprinting with OUSD.

However, OUSD does have a special agreement with one outside organization that allows OUSD registered volunteers to receive a reduced fingerprint rate of \$38.00.

*We have partnered with Be A Mentor, Inc., to support the registration and screening process of school volunteers. Volunteers will now be able to register on-line through a system hosted by Be A Mentor, Inc. This partnership will allow us to more efficiently register school volunteers and significantly reduce the cost of fingerprinting significantly. OUSD will maintain control of all information collected during the on-line registration process. All information is kept private and is used only by the school district.*

**How often do I need to renew my tb results and get fingerprinted?**

New volunteers must submit proof of negative tb results within the last 6 months and returning volunteers must submit proof of **negative tb** results every **4 years**. Volunteers who continue volunteering beyond one school year will need to get **fingerprint** clearance once every **three** years from the time they begin volunteering with the school district.

**What happens if a parent or community volunteer does not feel comfortable getting fingerprinted?**

If a volunteer does not feel comfortable for any reason getting fingerprint clearance they must be in a **supervised** volunteer role. **Supervised volunteers**—those that remain in the same room as a teacher and/or OUSD staff member at all times — **do not need to be fingerprinted**. Examples include but are not limited to the following: working in a library with a librarian staff member present, one-on-one tutoring at the back of the classroom with teacher present and classroom helpers with teacher present

**Who can I contact for additional questions or concerns?**

Family and Community Office

Oakland Unified School District

510-434-7752 ext. 232 or ext. 213

[www.ousd.k12.ca.us](http://www.ousd.k12.ca.us) *(Click For our Community then Become an OUSD Volunteer)*

## **Volunteer Requirements**

All volunteers shall act in accordance with District policies, regulations and school rules.

### **Fingerprint Clearance**

Department of Justice and FBI fingerprint clearance are required of volunteers whose responsibilities may require unsupervised work with students. Volunteers who continue volunteering beyond one school year will need to get fingerprint clearance once every three years from the time they begin volunteering with the school district.

"Unsupervised" is defined as situations and/or volunteer duties in which the volunteer will be alone with one or more students. Examples include one-on-one tutoring in a private space and facilitating yard duty without an OUSD staff member nearby.

"Supervised" volunteers are those that remain in the same room as a teacher and/or OUSD staff member at all times during their volunteer work. Examples include working in a library with a librarian staff member present, one-on-one tutoring at the back of the classroom with teacher present, and classroom helpers with teacher present.

Volunteers for overnight field trips are required to get fingerprint clearance. Volunteers for day field trips are not required to get fingerprint clearance.

### **Tuberculosis Testing**

Proof of negative TB results are also a requirement of all volunteers. TB results must be within the last six months for new volunteers and are good for four years.

**Last Modified on 8/3/2010 6:35:54 PM**