

CAMPBELL UNION SCHOOL DISTRICT

EDUCATION BEYOND THE EXPECTED

FILED

SEP 15 2009

DAVID H. YAMASAKI
Chief Executive Officer/Clerk,
Superior Court of CA County of Santa Clara
BY D. ALDYCKI

155 North Third Street
Campbell
California
95008-2086
Ph.: (408)364-4200
Fax: (408)341-7280

Website:
<http://www.campbellusd.k12.ca.us>

Governing Board Members:

Danielle M S. Cohen

Scott Kleinberg

Douglas Moe

Leah K Read

Juliet Tiffany-Morales

Governing Board Phone No.

(408)341-7251

Superintendent

Johanna VanderMolen, Ed D
(408)341-7211

September 3, 2009

Honorable Jamie Jacobs-May, Presiding Judge
Santa Clara County Superior Court
191 N. First Street
San Jose, CA 95113

Dear Judge Jacobs-May,

On behalf of the Campbell Union School District Governing Board, pursuant to California Penal Code §933(c), attached is the Campbell Union School District's response to the 2008-09 Santa Clara County Civil Grand Jury Final Report, Santa Clara County Schools, Inventory Practices - \$300M+ Taxpayer Investment – But Who's Counting?

Thank you for the results of your report. Although the title implies that no one in Education is counting, we, for one district, are and take our responsibilities of spending tax revenues on education very seriously. Our responses to the Report's applicable findings and recommendations, as indicated on the chart (Response(s) Required), are attached.

If you have any questions related to the Board's response, please contact Mary Breshears, Assistant to Superintendent at (408) 341-7232.

Sincerely,

Johanna VanderMolen, Ed D.
Superintendent

cc: CUSD Governing Board

September 3, 2009

CAMPBELL UNION SCHOOL DISTRICT GOVERNING BOARD RESPONSE TO

**SANTA CLARA COUNTY
GRAND JURY REPORT**

**SANTA CLARA COUNTY SCHOOLS, INVENTORY PRACTICES –
\$300m+ Taxpayer Investment – But Who's Counting?**

Finding 1:

Community colleges and K-12 boards of trustees are responsible for inventory control. However, after interviewing ALL board of trustee presidents it was evident they were unaware of their obligations under the law.

Response to Finding 1:

Agree: All K-12 Boards of Trustees are ultimately responsible for inventory control. The Superintendent is the designee to ascertain that the inventory control is accurate and up to date.

Recommendation 1:

Trustees should review and be knowledgeable of Education Code §35168 for K-12 and §81600 for community colleges to ensure complete implementation.

Response to Recommendation 1:

The recommendation has been implemented as follows:

At the June 18, 2009 Governing Board meeting Education Code §35168 was presented and discussed with the Governing Board. (Attachment A: Board Agenda for June 18, 2009)

Finding 2:

No trustees or superintendents/chancellors have been trained in inventory control. Inventory control training for board members and superintendents is not mandated by the State, resulting in a lack of familiarity and inconsistent application of inventory requirements by many districts.

Response to Finding 2:

No opinion. We do not know whether other Boards or Superintendents have been trained nor do we know of the status of inventory control in other districts.

Recommendation 2:

All Santa Clara County school board trustees and superintendents/chancellors should be required to review and understand Education Code §35168 and §81600 and BAM requirements for inventory control.

For K-12 districts, the COE should take the lead in providing comprehensive training on inventory control, in conjunction with the release of the new inventory tracking module within Quintessential Software Systems spearheaded by the COE.

For Community colleges, the CC Board should investigate additional training in the area of inventory control offered through organizations such as the American Association of Community Colleges and the Community College League of California.

Response to Recommendation 2:

The recommendation has been implemented as follows:

At the June 18, 2009 Board meeting, Governing Board Members and the Superintendent were trained in inventory control.

Finding 3:

All district superintendents, chancellors and district staff report incomplete inventory information to their boards. This results in lack of knowledge about the value and size of their inventory.

Response the finding 3:

No opinion. We do not know if all district superintendents, chancellors and district staff report incomplete inventory information to their boards or the result thereof.

Recommendation 3:

All Boards of Trustees should require a presentation on the results of their districts' biennial inventory, including total value, variances resulting from reconciliation between past and current inventories and a proposed plan to resolve discrepancies.

Response the recommendation 3:

The recommendation has not yet been implemented, but will be implemented in the 2009-10 fiscal year as follows:

A biennial review of the results of the district's inventory, including total value, variances resulting from reconciliation between past and current inventories and a proposed plan to resolve discrepancies will be provided to the Board.

Finding 4:

With the exception of Santa Clara Unified and Los Gatos Unified School Districts, all K-12 districts fail to understand the need to reconcile inventories from previous years to the latest inventory update. Without reconciliation, the opportunity to: identify lost, missing or stolen items, take preventive measures, and obtain timely reimbursement may be lost.

Response the finding 4:

No opinion. We are not aware of the practices of other school districts or community colleges. In Campbell Union School District we do understand the need to reconcile inventories from previous years and plan to upgrade our practices.

Recommendation 4:

All K-12 school districts should reconcile the most current, full inventory with prior inventories, to identify missing items and potential losses/thefts. The results will enable the districts to implement safeguards to prevent future losses.

Response to Recommendation 4:

The recommendation has not yet been implemented, but will be implemented in the 2009-10 fiscal year as follows:

On a yearly basis the District will reconcile the most current, full inventory with prior inventories to identify missing items and potential losses, analyze the data from the reconciliation, and plan preventative safeguards as appropriate. Safeguards are also planned as losses become known.

Finding 7:

There is a potential for abuse in K-8 and K-12 districts when those who report to superintendents approve credit card transactions and purchase orders made by their superintendent.

Response to Finding 7:

It is critical that appropriate monitoring of all financial transactions occur.

Recommendation 7:

To strengthen internal controls and ensure fiscal accountability, purchases made by the K-8 and K-12 Superintendents should be approved by the Boards of Trustees prior to purchase. In the event an immediate purchase is required, post-approval by the Board would ensure no conflicts of interest or abuses occur.

Recommendation 7 (continued):

Expenditures should be presented separately from the Board's consent calendar to ensure proper scrutiny.

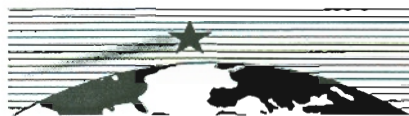
Credit card statements and a listing of disbursements should be provided to the Board for approval.

Response to Recommendation 7:

The recommendation has been implemented as follows:

Credit card statements and listings of disbursements are provided to the Board President on a monthly basis.


Johanna VanderMolen, Ed.D.
Superintendent



CAMPBELL UNION SCHOOL DISTRICT
E D U C A T I O N B E Y O N D T H E E X P E C T E D

GOVERNING BOARD	DATE:	June 18, 2009
	TIME:	Closed Session – 6:00 P.M. Regular Session – 7:00 P.M.
	PLACE:	Administration Building 155 North Third Street Campbell, CA 95008-2044

Visitors are always welcome at meetings of the Governing Board, and their suggestions and comments are encouraged. Those wishing to address the Board may do so when the item appears on the agenda, prior to action being taken by the Board, or under "Communications." Oral Communications will be limited to three (3) minutes per person and twenty (20) minutes per topic.

If you wish to address the Board, it would be helpful if you would complete an "Oral Communications" form giving your name, address, and affiliation, if any, in order that an accurate record can be made in the minutes.

In compliance with Education Code §54957.5, non-exempt documents and writings that have been distributed to a majority or all of the Governing Board in advance of a meeting will be made available for public inspection at the District Office (155 North Third Street, Campbell) during normal business hours.

Individuals, who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent or designee at least two days before the meeting.

A G E N D A

1. **CALL TO ORDER – 6:00 P.M.**
 Anyone wishing to address the Board on closed session matters may do so at this time.

2. **CLOSED SESSION – 6:00 P.M.**
 The Governing Board will review matters pertaining to the following topics as necessary:
 - 2.1 Confer with Labor Negotiator Shelly Viramontez re: C.E.T.A. & C.S.E.A. CH 78 & 768 Negotiations (Govt. Code §3549.1 & 54957.6)
 - 2.2 Public Employee Discipline/Dismissal/Release (Govt. Code §54957)
 - 2.3 Student Discipline (Education Code §48918)
 - 2.4 Existing litigation (one case) (Govt. Code §54956.9(a)) – Legal Counsel will be available by phone.
 - 2.5 Potential litigation (one case) (Govt. Code §54956.9(a))
 - 2.6 Confer with Real Property Negotiator James Crawford concerning rate and terms of lease payment on the following property: Dover School, 1300 Sheffield Ave., San Jose; Lease holder: San Jose Christian School (Govt. Code §54956.8)
 - 2.7 Public Employee Performance Evaluation: Superintendent (Govt. Code §54957)

3. REGULAR SESSION - 7:00 P.M.

The Governing Board will reconvene in regular session.

4. FLAG SALUTE

5. ADOPT AGENDA

Additions to the agenda: Items may be added to the agenda in the event an emergency exists (majority vote), or the need to take action arises after posting of the agenda (two-thirds vote of the Board), or by unanimous vote of those present if less than full Board.

Motion:_____Second:_____Vote:_____

6. REPORT OF ACTION TAKEN IN CLOSED SESSION

7. REPORTS OF THE GOVERNING BOARD

Reports on visits to schools, conferences/meetings attended, subcommittee meetings and other activities.

8. PUBLIC HEARING/ACTION ITEM

8.1 Public Hearing and Adoption of 2009-10 Budget

8.1.1 2009-10 Budget Presentation

The Deputy Superintendent of Administrative Services will present an overview of the proposed 2009-10 Budget.

8.1.2 Public Hearing

Comments will be received from the public regarding the budget for the fiscal year 2009-10.

8.1.3 2009-10 Budget Adoption

It is recommended that the Governing Board adopt the final budget for the fiscal year 2009-10.

Motion:_____Second:_____Vote:_____

9. **INFORMATION AND POSSIBLE ACTION ITEMS**

9.1 Presentation: Capri Garden Project

Representatives from Capri School will present information about the new garden that was created through community grants and volunteers.

9.2 School Uniform Evaluation Report: Rosemary Elementary and Monroe Middle Schools

The Principals of Rosemary Elementary and Monroe Middle Schools will report on the effectiveness of uniforms at their schools.

9.3 Strategic Plan: Update on Action Plans for Year Two, Part VI

An update as to the following Strategic Plan strategies will be given:

- Strategy I: Creative Learning Community
- Strategy V: Provide Professional Development based on Proven Methods and Brain-based Research

9.4 Grading Taskforce Update

The Director of Curriculum and Instruction and the Director of Response to Intervention will present an update on the work of the Grading Taskforce.

9.5 Review of Inventory Control Regulations

Superintendent VanderMolen will present the Education Code regulations concerning school district inventories.

10. **COMMUNICATIONS**

10.1 Written Communications

10.2 Oral Communications

Members of the audience may address the Board regarding matters not on the agenda; the Board shall take no action on these matters.

11. ACTION ITEMS - CONSENT AGENDA

Items may be removed from the consent agenda by consensus of the Governing Board:

11.1 Minutes of Regular Meeting, May 21, 2009

It is recommended that the Governing Board approve the minutes of the regular meeting of May 21, 2009.

11.2 Personnel Report

It is recommended that the Governing Board approve the Personnel Report as submitted.

11.3 Proposed New and Revised Board Policies and Administrative Regulations

It is recommended that the Governing Board adopt the proposed new and revised Board Policies and Administrative Regulations as presented.

BP/AR 0520.2	Title I Program Improvement Schools
BP 3280	Sale or Lease of District-Owned Real Property
BP 3312	Contracts
BP/AR 3320	Claims and Actions Against the District
BP/AR 4111.2	Legal Status Requirement
BP/AR 4113	Assignment
AR 5116.1	Intradistrict Open Enrollment
BP/AR 5125	Student Records
BP/AR 5125.1	Release of Directory Information
BP/AR 5145.7	Sexual Harassment
BP/AR 5148	Child Care and Development
BP/AR 5148.3	Preschool/Early Childhood Education
BP/AR 6145	Extracurricular and Cocurricular Activities
AR 6146.5	Promotion/Standards of Proficiency
BP/AR 6159.1	Procedural Safeguards and Complaints for Special Education
BP/AR 6163.4	Student Use of Technology
AR 6164.4	Identification and Evaluation for Special Education
AR 6164.6	Identification and Education Under Section 504
BP 6300	Preschool/Early Childhood Education

11.4 Resolution 2008-09-37, Resolution in Opposition to Further Cuts to Public Education

It is recommended that the Governing Board adopt Resolution 2008-09-37, Resolution in Opposition to Further Cuts to Public Education.

11. ACTION ITEMS - CONSENT AGENDA (continued)**11.5 Resolution 2008-09-38, Resolution in Support of Senate Constitutional Amendment (SCA) 6 (Simitian)**

It is recommended that the Governing Board adopt Resolution 2008-09-38, Resolution in Support of Senate Constitutional Amendment (SCA) 6 (Simitian) to reduce the two-thirds vote requirement on parcel taxes.

11.6 Donations

It is recommended that the Governing Board accept the following donations:

- \$9,188.95 donated by the Forest Hill PTA to benefit the instructional program at Forest Hill Elementary School;
- \$1,000 donated by Global Impact through Cisco Systems Foundation to benefit the instructional program at Forest Hill Elementary School;
- \$60.00 donated by Adobe Systems, Inc. through their Matching Gifts program to benefit the instructional program at Forest Hill Elementary School;
- \$1,000 donated by Cisco Systems Foundation through their Volunteering Matching Grants program to benefit the instructional program at Rolling Hills Middle School;
- \$10.00 donated by Vladimir Radchenko to benefit the art program at Campbell Middle School;
- \$25.00 donated by Douglas Koshiyama to benefit the art program at Campbell Middle School;
- \$100.00 donated by Vadym Dubovyk and Nelya Pashchenko to benefit the instructional program at Forest Hill Elementary School;
- \$100.00 donated by Synopsys Silicon Valley Science & Technology Outreach Foundation to benefit the instructional program at Campbell Middle School;
- \$250.00 donated by Douglas and Barbara Spreng to benefit the Mayock Fitness Center at Rolling Hills Middle School;
- \$687.96 donated by the Marshall Lane PTA for the purchase of color printer cartridges for the Marshall Lane Computer Lab.

11.7 Overnight Field Trip Request: Sherman Oaks Elementary School 5th Grade Students, Camp Campbell, YMCA of the Redwoods, Boulder Creek

It is recommended that the Governing Board approve the request for approximately sixty-six 5th grade students from Sherman Oaks Elementary School to participate in an overnight field trip to YMCA of the Redwoods, Camp Campbell Outdoor Science program, in Boulder Creek from November 17-20, 2009.

11. ACTION ITEMS - CONSENT AGENDA (continued)

11.8 Agreement between District and Citizen Schools

It is recommended that the Governing Board approve the agreement between CUSD and Citizen Schools to run the after school program at Campbell Middle School.

11.9 Agreement between District and After School All Stars

It is recommended that the Governing Board approve the agreement between CUSD and After School All Stars to run the after school programs at Monroe Middle, Sherman Oaks Elementary and Rosemary Elementary schools.

11.10 Agreement between District and Lozano Smith for Legal Services for 2009-10

It is recommended that the Governing Board approve the agreement between CUSD and Lozano Smith for legal services for the 2009-10 fiscal year.

11.11 2009-10 Lease Payment Schedule

It is recommended that the Governing Board approve the 2009-10 lease payment schedule on the following properties:

<u>Site</u>	<u>Address</u>	<u>Lessee</u>
Parkway School	1800 Fruitdale Ave. San Jose, CA	Santa Clara County
Hazelwood School	775 Waldo Road Campbell, CA	Canyon Heights Academy
Rosemary School	401 W. Hamilton Ave. Campbell, CA	Child Development Center
Dover School	1300 Sheffield Drive San Jose, CA	San Jose Christian
Land	480 Hamilton Ave. Campbell, CA	Home Depot

11.12 Consolidated Application, Part I

It is recommended that the Governing Board approve the submission of the Application for Funding of Consolidated Categorical Aid Programs, Part I for 2009-2010.

11. **ACTION ITEMS - CONSENT AGENDA (continued)**

11.13 Expenditure Reports – May 2009

It is recommended that the Governing Board ratify the General Fund and Building Funds Expenditure Reports as follows:

- 1) Payroll Report for May 2009
- 2) Warrant Report for May 2009

11.14 Declaration of Need for Fully Qualified Educators for the 2009–10 School Year

It is recommended that the Governing Board adopt the Declaration of Need for Fully Qualified Educators for the 2009–10 School Year. Effective July 1, 2009, and ending June 30, 2010.

11.15 Resolution 2008-09-39, Reduction of Classified Positions

It is recommended that the Governing Board adopt Resolution 2008-09-39 for Reduction of Classified Positions.

11.16 Notice of Recommendation for Release of Probationary I Certificated Employees at the end of the 2008-2009 school year.

It is recommended that the Governing Board direct the Administration to notify the appropriate employees of its decision to release them from service effective June 12, 2009.

11.17 Resolution 2008-09-40, Resolution to Decrease the Number of Certificated F.T.E. Due to a Reduction or Discontinuance of Particular Kinds of Services

It is recommended that the Governing Board adopt Resolution 2008-09-40, Resolution to Decrease the Number of Certificated F.T.E. Due to a Reduction or Discontinuance of Particular Kinds of Services.

11.18 Resolution 2008-09-41, Resolution of Determination of 2008-09 Tie-Breaking Criteria for Same Seniority Date

It is recommended that the Governing Board adopt Resolution 2008-09-41, Resolution of Determination of 2008-09 Tie-Breaking Criteria for Same Seniority Date.

11. **ACTION ITEMS - CONSENT AGENDA (continued)**

11.19 Campbell Union School District Contract Proposal to Campbell Elementary Teachers Association (CETA) for 2008-2009 School Year

It is recommended that the Governing Board:

1. direct the Superintendent to enter into negotiations with the Campbell Elementary Teachers Association regarding Article 6 - Class Size.
2. schedule a public hearing on July 9, 2009, for the purpose of receiving public response to the contract proposal.

Motion: _____ Second: _____ Vote: _____

12. **ACTION ITEMS - REGULAR AGENDA**

12.1 Adoption of Mathematics Instructional Materials for Grades K-5

The Director of Curriculum and Instruction and representatives from the Mathematics Adoption Committee will provide an overview of recommended K-5th grade mathematics instructional materials for adoption.

It is recommended that the Governing Board adopt the mathematics instructional materials presented for use in grades K-5.

Motion: _____ Second: _____ Vote: _____

12.2 Award of Bid – Horizontal Slides

It is recommended that the Governing Board award the bid for Horizontal Slides to the lowest responsive and responsible bidder. The bids will be presented to the Board on June 18, 2009.

Motion: _____ Second: _____ Vote: _____

12.3 Award of Bid – Vinyl Covered Tackboard and Channels

It is recommended that the Governing Board award the bid for Vinyl Covered Tackboard and Channels to the lowest responsive and responsible bidder. The bids will be presented to the Board on June 18, 2009.

Motion: _____ Second: _____ Vote: _____

13. REPORTS OF THE SUPERINTENDENT**14. CLOSED SESSION**

The Governing Board will review matters pertaining to topics specified under Item 2, as required.

15. UPCOMING CALENDAR DATES

Meetings may be scheduled, rescheduled and/or cancelled as required to conduct District business.

- July 9, 2009 (hold) 7:00 P.M. Regular Session
- August 13, 2009 7:00 P.M. Regular Session
- Sept. 3, 2009 7:00 P.M. Regular Session
- Sept. 24, 2009 7:00 P.M. Regular Session

16. FUTURE AGENDA ITEMS: FOLLOW-UP FROM PREVIOUS MEETINGS

- Governing Board Self-Evaluation

17. ADJOURNMENT

Adjourned at: