

Agenda Item

10.04 Ratify Administration's Response to Santa Clara County Civil Grand Jury Report: Santa Clara County Schools, Inventory Practices – Dan Moser, Acting Superintendent

Meeting: 09/17/2009 ESUHSD REGULAR BOARD MEETING - 4:30 P.M.
Category: 10. Superintendent/Board of Trustees - Operational Items/Board Discussion and/or Action
Agenda Type: Action, Discussion
Public Access: Yes

Agenda Item Content



EAST SIDE UNION HIGH SCHOOL DISTRICT

FILED

OCT 28 2009

TO: Board of Trustees
FROM: Dan Moser, Acting Superintendent

DAVID H. YAMASAKI
Chief Executive Officer/Clerk
Superior Court of CA County of Santa Clara
BY D. ALDYCKI *[Signature]*

SUBJECT: Ratify Administration's Response to Santa Clara County Civil Grand Jury Report: Santa Clara County Schools, Inventory Practices

California Penal Code section 933(c) requires that a governing body of the particular public agency or department, which has been the subject of a Grand Jury final report shall respond within 90 days to the Presiding Judge of the Superior Court on the findings and recommendations pertaining to matters under the control of the governing body. California Penal Code section 933.05 contains guidelines for responses to Grand Jury findings and recommendations. Attached is the District's response to the Grand Jury's report: Santa Clara County Civil Grand Jury Report: Santa Clara County Schools, Inventory Practices.

RECOMMENDATION: It is recommended that the Board of Trustees ratify the administration's response to the Santa Clara County Civil Grand Jury Report: Santa Clara County Civil Grand Jury Report: Santa Clara County Schools, Inventory Practices.



10_04 Grand Jury Response Inventory Practices.pdf

Additional Executive Content

Created on Today at 09:42 AM by Mary Guillen. Last update on 09/11/2009 by Mary Guillen.

East Side Union High School District
Approved
Board of Trustees
September 17, 2009 *[Signature]*



East Side Union High School District

830 North Capitol Avenue • San José, California 95133-1316 • 408-347-5000

Academic, personal and social success for each and every student.

Dan Moser, Acting Superintendent

September 10, 2009

VIA FAX (408.882.2795) AND U.S. MAIL

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

Re: Response to Grand Jury Report Dated June 9, 2009

Dear Judge Jacobs-May:

As Acting Superintendent of the East Side Union High School District ("District"), I am responding on behalf of the District to the above-referenced Grand Jury Report entitled, "Santa Clara County Schools Inventory Practices -- \$300M+ Taxpayer Investment -- But Who's Counting?" These responses are being presented for ratification to the District's Governing Board at its next Regular Meeting scheduled for September 17, 2009. The responses set forth below are submitted in compliance with the California Penal Code section 933.05.

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 with first sentence. Disagree that the District board president during the relevant investigation period was unaware that the District was responsible for inventory control. The District lacks insufficient knowledge and information to provide a response to the second sentence as to school districts other than the East Side Union High School District.

RECOMMENDATION 1:

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

Response to Recommendation 1:

Agree. The District's Purchasing Department ("Purchasing") will provide the Board of Trustees ("Board") with training on the Education Code requirements and all relevant District Board Policies and Administrative Regulations ("ARs") as they relate to inventory control in K-12 school districts. This training will be conducted during the 2009-2010 school year and thereafter on a biennial basis.

BOARD OF TRUSTEES: Frank Biehl, Eddie Garcia, J. Manuel Herrera, Patricia Martinez-Roach, Lan Nguyen

It is the policy of the East Side Union High School District not to discriminate on the basis of sex, age, religion, race or national origin, sexual orientation, or handicapping condition in its educational programs and activities or in the recruitment and employment of personnel.

Honorable Judge Jamie Jacobs-May
Presiding Judge
Santa Clara County Superior Court
Re: Response to Grand Jury Report Dated June 9, 2009
September 10, 2009

Page 2

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 of many districts.

Response to Finding 2:

Agree that inventory control training for board members and superintendents is not mandated by the State, and that the Governing Board and the Superintendent of the District have not been trained in inventory control. The District lacks sufficient knowledge and information to respond as to the practices of any other district.

RECOMMENDATION 2:

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

For K-12 districts, the Santa Clara County Office of Education ("SCCOE") 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 ("QSS") spearheaded by the SCCOE.

Response to Recommendation 2:

Agree that the Governing Board and the Superintendent should receive training and background information in required inventory control practices under State law. Purchasing will provide the District Superintendent and Assistant Superintendants with training on the Education Code requirements and all relevant District Board Policies and ARs as they relate to inventory control in K-12 school districts. This training will be implemented during the 2009-2010 school year and, thereafter, as required by law.

Purchasing will coordinate training efforts with SCCOE.

The District's Purchasing Department currently uses QSS to track inventory.

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 to Finding 3:

Agree that for the 2008/2009 school year the District Administration did not provide any inventory information to its Governing Board. The District does not have knowledge or information about the practices of other school districts in the in Santa Clara County.

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 proposed plan to resolve discrepancies.

Honorable Judge Jamie Jacobs-May
Presiding Judge
Santa Clara County Superior Court
Re: Response to Grand Jury Report Dated June 9, 2009
September 10, 2009

Page 3

Response to Recommendation 3:

Agree. The District will implement a district-wide physical inventory during the 2009-10 school year and thereafter as required by law. A report will be generated and presented to the Board. The report will include total value, variances resulting from the reconciliation between previous and current inventory and a plan addressing the process in which the discrepancies, if any, will be addressed.

The District's Board Policies will be modified and/or amended, and Administrative Regulations adopted, that will relate to variances resulting from reconciliation between past and current contentions and resolving discrepancies will be updated and presented to the Superintendent and Board in the 2009-10 school year.

FINDING 4:

With the exception of Santa Clara Unified and Los Gatos Unified School District, all K-12 districts failed 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 to Finding 4:

Agree that the District has not reconciled inventories from previous years to the latest inventory update. The District does not have knowledge or information about other districts' practices in Santa Clara County.

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 districts to implement safeguards to prevent future losses.

Response to Recommendation 4:

Agree. District will implement a district wide physical inventory during the 2009-10 school year and thereafter as required by law to reconcile inventories from previous years to the latest inventory update. A report will be generated and presented to the Board. The report will include total value, variances resulting from the reconciliation between previous and current inventory, and a plan addressing the process in which the discrepancies, if any, will be addressed.

Board Policies and the District's Administrative Regulations concerning reconciling inventories will be updated and presented to the Superintendent and Board in the 2009-10 school year. The ARs will include clear language regarding roles and responsibilities for lost and/or stolen property.

FINDING 5(B):

Many K-12 districts are not following requirements for inventory control as stated in Education Code section 35168, and/or their own policies and procedures.

The following districts lack Board Policy or Administrative Regulations regarding inventory, and/or they failed to delegate inventory responsibility:

- East Side Union High School District ("ESUHSD") [one of several districts identified in this Finding 5(B) in the Grand Jury report]

Honorable Judge Jamie Jacobs-May
Presiding Judge
Santa Clara County Superior Court
Re: Response to Grand Jury Report Dated June 9, 2009
September 10, 2009

Page 4

Response to Finding 5(B):

Disagree. The District's Governing Board adopted Board Policy 3400. The District has no knowledge or information about the practices of other districts in Santa Clara County.

RECOMMENDATION 5(B):

Board Policies/Administrative Regulations should be implemented by the Boards of Trustees in all districts listed in Finding 5(B), assigning inventory control responsibilities and training to the superintendent, business manager, or appropriate designee. All districts should ensure that their policies remain current and in compliance. CSBA provides a good template for Board Policies in the area of inventory control conforming to Education Code section 35168. These districts should provide training for staff responsible for inventory.

Response to Recommendation 5(B):

Agree. The District's Governing Board adopted Board Policy 3400. The District's Purchasing Department has been designated by the Superintendent as responsible for the inventory function within the District. Furthermore, Purchasing will draft policies and ARs addressing the areas of inventory and the delegation of inventory responsibility. Purchasing will provide the Board, Superintendent, and all District staff with training on all Board Policies and ARs related to monetary control.

Purchasing will oversee the performance of the biennial inventory and reconciliation of the inventory. A Board report will include recommendations as to how the obsolete/broken/outdated inventory will be disposed of and will present issues of lost or stolen property to the Superintendent and/or the Board as deemed necessary. All actions and required forms will be clearly described in the ARs.

ARs will be drafted/updated and presented to the Superintendent in the 2009-10 school year.

FINDING 5(D):

The following districts do not conduct inventory on a biennial basis as required by Education Code:

- ESUHSD [one of several school districts identified in this item in the Grand Jury report]

Response to Finding 5(D):

Disagree that the Education Code requires that an inventory be conducted on a biennial basis. The District has no knowledge of the practices of other districts in Santa Clara County.

RECOMMENDATION 5(D):

The Boards of Trustees for districts listed in Finding 5(D) should conduct inventory at least biennially and track all parameters as specified in Education Code section 35168. These districts should provide training for staff responsible for inventory.

Response to Recommendation 5(D):

Disagree that the Education Code requires that an inventory be conducted on a biennial basis. The District will implement a district wide physical inventory during the 2009-10 school year and thereafter as required by law.

Honorable Judge Jamie Jacobs-May
Presiding Judge
Santa Clara County Superior Court
Re: Response to Grand Jury Report Dated June 9, 2009
September 10, 2009

Page 5

Purchasing will oversee the performance of the inventory and reconciliation of the inventory.

A report to the Board will include recommendations as to how the obsolete/broken/outdated inventory will be disposed of and all present issues of lost or stolen property to the Superintendent and/or the Board as deemed necessary.

All actions and required forms related to conducting physical inventories biennially and tracking all parameters as specified in Education Code section 35168 will be clearly described in Board Policy and District ARs.

The above described Board Policies and ARs will be drafted/updated and presented to the Superintendent in the 2009-10 school year.

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:

Disagree that this is a finding of fact; Agree that this is a conclusion drawn by the Grand Jury. Agree that there is a potential for abuse under such circumstances.

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 respective boards of trustees prior to purchase. In the event an immediate purchase is required, post-approval by the board of trustees would ensure no conflicts of interest or abuses occur.

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

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

Response to Recommendation F7:

Disagree. Incidental purchases made by the Superintendent will continue to follow the established policies and procedures of the District which set forth a process for purchases. A summary of the District's current policies regarding purchase requirements is appended hereto as Attachment 1.

To require that all purchases by the Superintendent be approved by the Board before the purchases are made could delay necessary daily operations. Under current Board Policies and ARs all purchases are presented to the Board for ratification within 60 days after purchase. Therefore, the District believes sufficient safeguards exist to safeguard against possible improper purchases by the Superintendent.

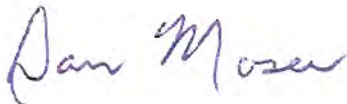
Honorable Judge Jamie Jacobs-May
Presiding Judge
Santa Clara County Superior Court
Re: Response to Grand Jury Report Dated June 9, 2009
September 10, 2009

Page 6

Agree. All expenditures being made by the Superintendent including credit card statements should be on the Board agenda as a separate item just as the purchase order list, contracts, and memorandums of understanding are presented to the Board of Trustees.

If you require a further or additional responses form the District regarding any of the foregoing responses please notify me.

Sincerely,

A handwritten signature in blue ink that reads "Dan Moser". The signature is written in a cursive style with a large, stylized "D" and "M".

Dan Moser
Acting Superintendent

East Side Union High School District Current Guidelines for Contracts and Purchasing 2009/2010

The following regulations are a combination of Board Policy and responses to the Harvey Rose General Services audit. These bidding and procurement regulations must be followed in all cases.

For purchase of supplies and equipment:

Under \$5,000 :	no requirement
\$5,000 - \$24,999:	3 oral quotes. The quotes must be documented and submitted with the purchase order.
\$25,000 - \$76,699:	3 written quotes: The quotes must be submitted with the purchase order.
\$76,700 and above	Formal bid process required.

Public Works Projects: (All projects not considered to be routine maintenance)

Under \$5,000:	No bid requirement. (3 verbal quotes documented)
\$5,000 - \$15,000	3 written quotes
Over \$15,000:	Formal bid process required.

Routine Maintenance Definition:

- Jobs performed by ESUHSD staff where materials cost less than \$5,000 and less than 350 hours spent on the job.
- Contracted jobs with a total cost up to \$5,000.
- Equipment purchases up to \$76,699 where the cost of labor is less than 10% of the total job.

Professional Services Contracts:

- Professional services contracts are not subject to bidding requirements.
- If over \$25,000, obtain three written proposals and accept the one that best meets the requirements for the least cost.
- Board must approve contract prior to work being performed.
- Contract must list specific costs, pay rates, services performed in detail.
- Consultant shall submit a detailed final report of work performed.

EAST SIDE UNION HIGH SCHOOL DISTRICT
Regular Meeting of the Board of Trustees
830 N. Capitol Avenue
San Jose, CA 95133

AMENDED

AGENDA
September 17, 2009

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting of the Board of Trustees, please contact the office of the District Superintendent at (408) 347-5010. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability.

Closed Session will begin at 4:30 P.M.

The Regular Board Meeting will begin at 4:30 p.m. in the Board Room of the Education Center. Anyone wishing to address the Board regarding Closed Session items may speak at this time. The Board will then adjourn to Closed Session in the Superintendent's Conference Room.

1. **Call to Order/ Roll Call**

- 1.01 Roll Call
- 1.02 Announcement and Public Comment regarding Items to be discussed in Closed Session
(*Government Code §54957.7*)
- 1.03 Recess to Closed Session (Open Session will resume at the end of Closed Session
in the Board Room at approximately 6:00 p.m.)
SEE ITEM 2 ON AGENDA (CLOSED SESSION)

2. **Closed Session**

- 2.01 EXPULSIONS – NONE
- 2.02 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINTS/
ADMINISTRATIVE LEAVE (*Government Code Section 54957*)
- 2.03 CONFERENCE WITH LABOR NEGOTIATORS
(*Government Code Section 54957.6*)

Agency Designated Representatives:

Dan Moser, Acting Superintendent
Jerry Kurr, Associate Superintendent of Administration and Business Services
Cathy Giammona, Director of Human Resources
Vida Branner-Siders, Director of Compensation and Classified Employee Relations

Employee Organizations:

American Federation of Teachers (AFT)
California School Employees Association (CSEA)
East Side Teachers Association (ESTA)

- 2.04a CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Subdivision (b) of Section 54956.9 of the Government Code
- 2.04b CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 of the Government Code: Three (3) potential cases
- 2.05 CONFERENCE WITH REAL PROPERTY NEGOTIATORS
- Property: ESUHSD Educational Center, or portion thereof
830 N. Capitol Avenue
San Jose, CA 95133
- District Negotiators: Dan Moser, Acting Superintendent
Jerry Kurr, Associate Superintendent of Administration
and Business Services
Rogelio Ruiz, Legal Counsel
Real Estate Representatives Sam Swan, Bob Hunt and Andre Hunt
- Negotiating Parties: ESUHSD and Party To Be Determined
- Under Negotiation: Price and Terms
- 2.06 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(Government Code Section 54957)
- 2.07 PUBLIC EMPLOYMENT/PUBLIC EMPLOYEE APPOINTMENT
(Government Code Section 54957)

Open Session 6:00 P.M. – Education Center Board Room

3. **Pledge of Allegiance**
4. **Welcome and Explanation to Audience**
Information explaining Board meeting procedures and how citizens can address the Board will be read. Written information is located near the entrance to the Board Room.
5. **Consideration of Proposed Amendments to Agenda**
6. **Board Special Recognition(s)**
6.01 Mel Goertz
6.02 Robert Enright
7. **Student Board Liaisons**
None – Scheduled for October Board Meeting
8. **Public Members who wish to Address the Board of Trustees**
Persons wishing to address the Board must fill out a “gold” request form, which is located at the entrance of the Board Room.

9. **Instructional Services - Operational Items/Board Discussion and/or Action**

- 9.01 James Lick High School Presentation – Dan Moser, Acting Superintendent and Glenn VanderZee, Principal
- 9.02 Mt. Pleasant High School Presentation – Dan Moser, Acting Superintendent and Teresa Marquez, Principal
- 9.03 Accept the Second Valenzuela/CASHEE and Williams Settlement Uniform Complaints Quarterly Report for Period Covering April 1, 2009 through June 30, 2009 as required by EC 35186 (Williams Settlement Legislation SB550 and AB2727) – Dan Moser, Acting Superintendent and Robert Ibarra, Coordinator of Professional Development
- 9.04 Adopt Resolution #2009/2010-06 to Authorize Signature for the Department of Rehabilitation Contract – Dan Moser, Acting Superintendent and Carole Hersom, Coordinator of Special Services
- 9.05 Adopt Resolution #2009/2010-07 and Contract -CSPP-9585 California State Preschool Program - Dan Moser, Acting Superintendent and Deborah Barnes, Coordinator of Child Development
- 9.06 Adopt Resolution #2009/2010-09 and Contract - CCTR-9321 General Child Care & Development Program - Dan Moser, Acting Superintendent and Deborah Barnes, Coordinator of Child Development

10. **Superintendent/Board of Trustees - Operational Items/Board Discussion and/or Action**

- 10.01 Presentation on Oakland Raiders Fundraising – Paul Engl, Premium Sales and Fundraising Manager and Patricia Martinez-Roach, Board President
- 10.02 Receive First Reading to Amend Board Policy #3350 Travel Expenses – Patricia Martinez-Roach, Board President
- 10.03 Update/Discussion/Action regarding Ad Hoc Board Audit Committee - Frank Biehl, Board Clerk and J. Manuel Herrera, Board Vice President
- 10.04 Discussion and Ratification on Administration’s Response to Santa Clara County Civil Grand Jury Report: Santa Clara County Schools, Inventory Practices – Dan Moser, Acting Superintendent
- 10.05 Discuss, Consider and Approve Response to Santa Clara County Civil Grand Jury Report re: Board Compensation, Superintendent Compensation and Legal Expenses – Dan Moser, Acting Superintendent
- 10.06 Proposed Compensation and Compensation for Acting Superintendent – Patricia Martinez-Roach, Board President
- 10.07 California School Boards Association (CSBA) Candidate Nomination for Directors-at-Large: American Indian, Black and County

11. **Student Services - Operational Items/Board Discussion and/or Action**

- 11.01 Approve Rates of Pay Increase for Campus Police Officers - Alan Garofalo, Associate Superintendent of Student Services and Facilities

12. **Human Resources - Operational Items/Board Discussion and/or Action**

- 12.01 Approve Variable Term Waiver Request for Certificated Employees - Dan Moser, Acting Superintendent and Cathy Giammona, Director, Human Resources - **ATTACHMENT D**
- 12.02 Approve Provisional Internship Permit Requests for Certificated Employees – Dan Moser, Acting Superintendent and Cathy Giammona, Director, Human Resources - **ATTACHMENT E**
- 12.03 Approve Request for Use of Education Code Section 44258.3 - Teachers on Special Assignment Authorizations for the 2009-2010 School Year - Dan Moser, Acting Superintendent and Cathy Giammona, Director, Human Resources

13. **Business Services - Operational Items/Board Discussion and/or Action**

- 13.01 Hold Public Hearing Approximately at 6:30 p.m. for Gann Spending Limit - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.02 Adopt Resolution #2009/2010-08 Gann Spending Limit - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.03 Hold Public Hearing Approximately at 6:45 p.m. for Cellular and Wireless Internet Installations on School Sites – Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.04 Approve Proceeding with Negotiations for Agreements for Cellular and Wireless Internet Installations on School Sites - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.05 Approve Unaudited Actuals for 2008-2009 - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.06 Approve East Side Union High School District and Metropolitan Education District Master Business Relationship Agreement for 2009/10 - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.07 Request for One-Time Waivers of Board Policy 5142.1 to Allow for a Fireworks Display at Evergreen Valley High School on October 30, 2009 - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.08 Request for One-Time Waivers of Board Policy 5142.1 to Allow for a Fireworks Display at Independence High School on October 9, 2009 - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.09 Request for One-Time Waivers of Board Policy 5142.1 to Allow for a Fireworks Display at Yerba Buena High School on October 16, 2009 - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.10 Acceptance of Donations, Grants and Awards - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.11 Accept Warrant Register for the Month of August 2009 - Jerry Kurr, Associate Superintendent of Administration and Business Services

- 13.12 Approve Budget Transfers Presented September 17, 2009 - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.13 Approve Purchase Orders Presented September 17, 2009 - Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.14 Approve a Five (5) Year Lease/Purchase Agreement with Daimler Truck Finance for the Lease/Purchase of Seven (7) Thomas Built Saf-T-Liner C2 191TS School Buses – Jerry Kurr, Associate Superintendent of Administration and Business Services
- 13.15 Approve Contracts for Professional Services at or below \$50,000 - Jerry Kurr, Associate Superintendent of Administration and Business Services - **ATTACHMENT B-1**
- 13.16 Approve Contracts for Professional Services over \$50,001 - Jerry Kurr, Associate Superintendent of Administration and Business Services - **ATTACHMENT B-2**
- 13.17 Approve Memoranda of Understanding - Jerry Kurr, Associate Superintendent of Administration and Business Services - **ATTACHMENT C**
14. **Facilities - Operational Items/Board Discussion and/or Action**
- 14.01 Approve Participation for Earth Day Network Project at William C. Overfelt High School - Alan Garofalo, Associate Superintendent of Student Services and Facilities, and Vito Chiala, Principal of William C. Overfelt High School
- 14.02 Discussion on Electronic Board Guidelines – Dan Moser, Acting Superintendent and Alan Garofalo, Associate Superintendent of Student Services and Facilities
15. **Adult Education - Operational Items/Board Discussion and/or Action**
None
16. **Attachment A - Consent Calendar Items**
See Attachment A – Administration recommends approval of the consent items shown on Attachment A.
17. **Written Reports/Recommendation**
- 17.01 Quarterly Report on Santa Clara County Treasury Investment Portfolio Status as of June 30, 2009
- 17.02 Extraordinary Audit of the Mexican American Community Services Agency (MACSA's) El Portal Leadership Academy and Academia Calmecac Charter Schools
18. **Board of Trustees/Superintendent Communications/Comments**
- 18.01 Board of Trustees
- J. Manuel Herrera, Vice President
 - Frank Biehl, Clerk
 - MetroED Board Update
 - Lan Nguyen, Member
 - Eddie Garcia, Member
 - Patricia Martinez-Roach, President
- 18.02 Dan Moser, Acting Superintendent

19. Report Closed Session Action(s)

20. Adjournment

Attachment A - Consent Calendar

16. Superintendent asserts that the attached Business Transactions, Personnel Actions, Maintenance of Records, Approvals and Recommendations Requiring Board Action have been carried out to the best of his knowledge in accordance with the law.
 - 16.01 Ratify/Approve Classified Personnel Actions Presented September 17, 2009
 - 16.02 Ratify/Approve Certificated Personnel Actions Presented September 17, 2009
 - 16.03 Ratify/Approve Student Aide Personnel Actions Presented September 17, 2009
 - 16.04 Approve Field Trips
 - 16.05 Award of Bids
 - 16.06 Award the Request for Proposals (RFP), RFP-04-08-09, the Network Infrastructure Upgrade and Telecommunications System, which falls under the District Technology Plan and is a Board approved Measure E Project
 - 16.07 Award the Request for Proposals (RFP), RFP-02-09-10, for Contracts for the Purchase of Stores Warehouse Supplies
 - 16.08 Approve Notice of Completion for Evergreen Valley High School, Building B Kiln Room Project (Rodan Builders, Inc.)
 - 16.09 Approve Minutes of July 31, 2009, Special Board Meeting