



ORCHARD SCHOOL DISTRICT

921 Fox Lane San Jose, CA 95131

SCHOOL 408-944-0388 • DISTRICT 408-944-0397 • FAX 408-944-0394 • www.orchardsd.org

To: Don Kawashima
Foreperson
2008-2009 Civil Grand Jury
191 North First Street,
San Jose, Ca 95113

September 14, 2009

FILED

MAR 22 2010

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

Re: Inventory Grand Jury Report June 9, 2009

The following are our responses on the findings and recommendations.

Finding 1

Agree

However, our School Board is aware of the board policy re: inventory process.

Recommendation 1

Trustees will review and be knowledgeable of education code 35168 for k-8 school district.

Finding 2

Disagree

The business manager inventories every 2 years per board policy and keeps the board and Superintendent abreast of all inventories.

Recommendation 2

Agree

Education code 35168 will be used to inform the school board.

We use Associated Valuation Services for inventory control.

Finding 3

Disagree

Our inventory value is reported to the school board on the audited financial statement

Recommendation 3

Agree

This is done on our 2010-11 report to the board

Finding 4

Disagree

We reconcile inventories and add new inventories as they are acquired

Recommendation 4

We reconcile inventories and add new inventories as they are purchased.

Finding 5

Agree

We are not familiar with the districts listed.

Recommendation 5

Not applicable to Orchard School-not listed

Finding 6

Agree

Finding 7

Disagree

Superintendent does not have a credit card and does not make purchase orders

Recommendation 7

This is not applicable to Orchard because the Superintendent does not purchase or have a credit card.

Finding 8/ Recommendation 8/Finding 9/Recommendation 9/Finding 10/11/Recommendation 10/11

Not applicable to Orchard

Sincerely,



Joseph A. Amelio, Superintendent
921 Fox Lane, San Jose, Ca 95131

Cc: Mr. Ken Riley
Board of Trustees