

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

**AGENDA**

***Annual Organizational Meeting***

**December 2, 2004**

**AMENDED**

**Swearing in Ceremony of Two Board Members 4:00 P.M.**

**Closed Session 4:00 P.M.**

The Board Meeting will begin at 4:00 p.m. in the Board Room. 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.

**Open Session 6:30 P.M.**

Board Room

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

- 1.1 Roll Call
- 1.2 Announcement and Public Comment Regarding items to be discussed in Closed Session [*Government Code §54957.7*]
- 1.3 Recess to Closed Session (Open Session will resume at the end of Closed Session in the Board Room at approximately 6:30 P.M.)  
**SEE ITEM 12 ON AGENDA (CLOSED SESSION)**

**Open Session 6:30 P.M.**

**2. Pledge of Allegiance**

**3. 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.

**3.1 Annual Organizational Meeting – Election of Officers**

- 3.1.1 President
- 3.1.2 Vice President
- 3.1.3 Clerk

**3.2 Nominate Representative to CSBA Delegate Assembly**

**4. Board Special Recognition(s)**

- 4.1 JROTC - Oak Grove High School
- 4.2 Student Holiday Art Contest

**5. Consideration of Proposed Amendments to Agenda**

**6. Public Members Who Wish to Address the Board of Trustees**

**7. Student Achievement/Board Discussions and/or Action**

- 7.1 Student Board Presentation

**8. Operational Items/Board Discussion and/or Action**

- 8.1 Approve Variable Term Waiver Requests for Certificated Employees
- 8.2 Policy for Board Organization and Officers – Patricia Martinez-Roach

**9. Attachment A - Consent Calendar Items**

See Attachment A

**10. Written Reports/Recommendations**

- 10.1 Quarterly Report on Santa Clara County Treasury Investment Portfolio Status as of September 30, 2004

**11. Board of Trustees/Superintendent Communications/Comments**

- 11.1 Board of Trustees
  - Patricia Martinez-Roach
    - Metro Ed Update
    - Student Board Relations Report
- 11.2 Superintendent

**12. Closed Session**

- 12.1 Expulsions - A-Q
- 12.2 Public Employee Discipline/Dismissal/Release (*Government Code §Section 54957*)
- 12.3 Conference with Labor Negotiators (*Government Code §Section 54957.6*)  
Agency Designated Representatives: Superintendent Esperanza Zendejas, Ed.D.  
Chief Human Resources Officer Bob Nuñez  
Employee Organizations: East Side Teachers Association (ESTA)  
California School Employees Association (CSEA)  
American Federation of Teachers (AFT)
- 12.4 Anticipated Litigation (*Government Code §Section 54956.9*)  
Conference with Legal Counsel – ANTICIPATED LITIGATION,  
Significant exposure to litigation pursuant to subdivision (b) of  
§Section 54956.9 statement threatening litigation.

- 12.5 Public Employee Performance Evaluation (*Government Code §Section 54957*)
- 12.6 Public Employment/Transfer (*Government Code §Section 54957*)  
- *Director of Special Services*

**13. Report Closed Session Action(s)**

**14. Adjournment**

## **Attachment A - Consent Calendar**

**9. 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 her knowledge in accordance with the law.**

- 9.1 Purchase Orders Dated December 2, 2004
- 9.2 Budget Transfers Dated December 2, 2004
- 9.3 Classified Personnel Actions Dated December 2, 2004
- 9.4 Certificated Personnel Actions Dated December 2, 2004
- 9.5 Minutes of November 4, 2004, Board Meeting
- 9.6 Acceptance of Gifts/Donations
- 9.7 Approve Contracts for Professional Services
- 9.8 Award of Bids
- 9.9 Approve Memorandums of Understanding
- 9.10 Approve School Field Trips
- 9.11 Adopt Resolution #2004/2005-19 an Itemized List of Surplus/Obsolete Equipment for Sale and/or Disposal per Education Code Sections 17545 and 17546
- 9.12 Approve 2004-2005 Community Education Teacher Hourly Salary Schedule for the Adult Education Program
- 9.13 Adopt Resolution #2004/2005-20 to Reduce Classified Management Workforce
- 9.14 Adopt Resolution #2004/2005-21 - Approving Contract FIMS-4655 in the Amount of \$3,851 for Child Development Program Materials and Supplies
- 9.15 Approve Cell Phone Policy
- 9.16 Approve Change Order #1 for Piedmont Hills High School Modernization Project, Wings C, D and E
- 9.17 Approve Job Description and Salary Range for Executive Assistant

## EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004  
Agenda Item: 8.1

TO: Board of Trustees  
FROM: Superintendent  
PREPARED BY: Bob Nuñez – Chief Human Resources Officer  
SUBJECT: APPROVE VARIABLE TERM WAIVER REQUEST FOR  
CERTIFICATED EMPLOYEE

Pursuant to state mandate, the Governing Board must approve variable term waiver request allowing the district to employ and assign teacher(s) or administrator(s) who do not hold appropriate credential authorization.

The district is requesting approval of the following variable term waiver for the 2004-2005 school year.

### Long-Term Substitute

<i>NAME</i>	<i>SUBJECT AREA</i>	<i>LOCATION</i>
Michael Dee	Spec Ed M/M	Santa Teresa High School

### RECOMMENDATION:

It is recommended that the Governing Board approve the variable term waiver request.

BN/bja

EAST SIDE UNION HIGH SCHOOL DISTRICT  
 PO'S FROM OCTOBER 23, 2004 TO NOVEMBER 15, 2004  
 BOARD MEETING, DECEMBER 2, 2004  
 AGENDA, ITEM 9.1  
 ATTACHMENT A

P.O.#	VENDOR NAME	DESCRIPTION	LOCATION	AMOUNT
<b>FUND 3 - GENERAL UNRESTRICTED</b>				
<b>ANDREW HILL HIGH SCHOOL</b>				
502779	DARRTEK.COM	PRINTER CARTRIDGES	ANDREW HILL	382.15
502637	SWIFT INSTRUMENT	MICROSCOPES REPAIRS	ANDREW HILL	1,000.00
<b>TOTAL FUND 3 - ANDREW HILL HIGH SCHOOL</b>				<b>1,382.15</b>
<b>EVERGREEN VALLEY HIGH SCHOOL</b>				
502734	BEE & WASP REMOVAL	EMERGENCY BEE SWARM	EVERGREEN VALLEY	100.00
502733	PARTITION SPECIALTIES INC	MAINTENANCE SUPPLIES	EVERGREEN VALLEY	247.50
502703	PERMA BOUND	LIBRARY MATERIALS	EVERGREEN VALLEY	1,168.80
502597	GALE GROUP	LIBRARY MATERIALS	EVERGREEN VALLEY	3,900.00
<b>TOTAL FUND 3-EVERGREEN VALLEY HIGH SCHOOL</b>				<b>5,416.30</b>
<b>FOOTHILL HIGH SCHOOL</b>				
502720	CAPSTONE PRESS	LIBRARY MATERIALS	FOOTHILL	936.84
502719	PERMA BOUND	LIBRARY MATERIALS	FOOTHILL	3,863.82
<b>TOTAL FUND 3- FOOTHILL HIGH SCHOOL</b>				<b>4,800.66</b>
<b>GENESIS HIGH SCHOOL</b>				
502560	WALL STREET JOURNAL	MAGAZINE SUBSCRIPTION	GENESIS	99.00
<b>TOTAL FUND 3-GENESIS HIGH SCHOOL</b>				<b>99.00</b>
<b>INDEPENDENCE HIGH SCHOOL</b>				
502546	GALE GROUP	LIBRARY MATERIALS	INDEPENDENCE	96.61
502547	GREY HOUSE PUBLISHING	LIBRARY MATERIALS	INDEPENDENCE	148.50
502668	AMERICAN BATTERY CO LLC	TECHNOLOGY SUPPLIES	INDEPENDENCE	193.71
502670	STAPLES	OFFICE SUPPLIES	INDEPENDENCE	300.00
502666	DICK BLICK	CLASSROOM SUPPLIES	INDEPENDENCE	301.69
502521	PITSCO LEGO DACTA INC.	CLASSROOM MATERIALS	INDEPENDENCE	500.00
502669	UNITED RENTALS	INSTRUCTIONAL SUPPLIES	INDEPENDENCE	580.22
502648	TRI-BEST VISUAL DISPLAY	MAINTENANCE MATERIALS	INDEPENDENCE	892.39
502708	WORLD BOOK EDUCATIONAL	LIBRARY MATERIALS	INDEPENDENCE	955.74
502784	DICK BLICK	CLASSROOM MATERIALS	INDEPENDENCE	991.10
502707	FOLLETT LIBRARY BOOK CO	LIBRARY MATERIALS	INDEPENDENCE	7,003.14
<b>TOTAL FUND 3 - INDEPENDENCE HIGH SCHOOL</b>				<b>11,963.10</b>
<b>JAMES LICK HIGH SCHOOL</b>				
502550	RENAISSANCE LEARNING INC	SCANNER EQUIPMENT	JAMES LICK	98.62
502611	OFFICEMAX	OFFICE/CLASS SUPPLIES	JAMES LICK	1,079.34
<b>TOTAL FUND 3-JAMES LICK HIGH SCHOOL</b>				<b>1,177.96</b>
<b>MT. PLEASANT HIGH SCHOOL</b>				
502759	DEMCO INC.	LIBRARY MATERIALS	MT. PLEASANT	264.13
502602	BEARCOM	REPAIR RADIOS	MT. PLEASANT	500.00
502745	MEXICAN HERITAGE CORPORATION	RENTAL OF FACILITY 2003/04	MT. PLEASANT	984.00
502718	MARSHALL CAVENDISH CORPORATION	LIBRARY MATERIALS	MT. PLEASANT	2,485.42
502744	REXEL PACIFIC ELECTR & DATACOM	TELECOM MATERIALS	MT. PLEASANT	3,455.02
<b>TOTAL FUND 3-MT PLEASANT HIGH SCHOOL</b>				<b>7,688.57</b>
<b>OAK GROVE HIGH SCHOOL</b>				
502780	CDW-G	COMPUTER SUPPLIES	OAK GROVE	57.16
502573	AMERICAN BEVERAGE EQUIP INC	ICEMAKER REPAIRS-SCIENCE LAB	OAK GROVE	195.99
502671	3M LIBRARY SYSTEMS	LIBRARY DETECTION AGREEMENT	OAK GROVE	788.00
502709	WORLD BOOK EDUCATIONAL	LIBRARY MATERIALS	OAK GROVE	875.74
502760	BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	OAK GROVE	1,300.00
502710	ATLANTIS SUBSCRIPTIONS	LIBRARY MATERIALS	OAK GROVE	1,602.10
502761	FOLLETT LIBRARY BOOK CO	LIBRARY MATERIALS	OAK GROVE	2,494.90
502634	TELULAR CORPORATION	WIRELESS ALARM SERVICE	OAK GROVE	3,000.00
<b>TOTAL FUND 3-OAK GROVE HIGH SCHOOL</b>				<b>10,313.89</b>
<b>PEGASUS HIGH SCHOOL</b>				
502537	MASTER TEACHER	CLASSROOM SUPPLIES	PEGASUS	63.08
<b>TOTAL FUND 3-PEGASUS HIGH SCHOOL</b>				<b>63.08</b>

\*BOARD APPROVAL

P.O.#	VENDOR NAME	DESCRIPTION	LOCATION	AMOUNT
<b>PIEDMONT HILLS HIGH SCHOOL</b>				
502672	OFFICEMAX	TONER SUPPLIES FOR PRINTER	PIEDMONT HILLS	75.48
502676	EDUCATIONAL SYSTEMS INT'L	CLASSROOM SUPPLIES	PIEDMONT HILLS	292.28
502675	XEROX CORPORATION	COPIER SUPPLIES FOR FAX	PIEDMONT HILLS	503.36
502713	CHELSEA HOUSE PUBLISHERS	LIBRARY MATERIALS	PIEDMONT HILLS	795.44
502711	BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	PIEDMONT HILLS	800.00
502757	GREAT PACIFIC MEDIA	LIBRARY MATERIALS	PIEDMONT HILLS	886.84
502673	WEST COAST MICROSCOPE	REPAIRS/SERVICE-MICROSCOPES	PIEDMONT HILLS	946.16
502712	GALE GROUP	LIBRARY MATERIALS	PIEDMONT HILLS	1,183.58
502674	A J GOLF CAR CENTER	REPAIR OF SECURITY CARTS	PIEDMONT HILLS	1,279.46
<b>TOTAL FUND 3-PIEDMONT HILLS HIGH SCHOOL</b>				<b>6,762.60</b>
<b>SANTA TERESA HIGH SCHOOL</b>				
502701	THOMSON GALE	LIBRARY MATERIALS	SANTA TERESA	190.00
502770	TROXELL COMMUNICATIONS	CLASSROOM MATERIALS	SANTA TERESA	324.64
502706	TEACHER'S VIDEO COMPANY	LIBRARY MATERIALS	SANTA TERESA	486.00
502705	BARNES & NOBLE BOOKSTORE	LIBRARY MATERIALS	SANTA TERESA	500.00
502584	GALE GROUP	LIBRARY SUBSCRIPTIONS	SANTA TERESA	550.00
502704	BARNES & NOBLE ONLINE	LIBRARY MATERIALS	SANTA TERESA	750.00
502702	AMAZON.COM	LIBRARY MATERIALS	SANTA TERESA	2,500.00
<b>TOTAL FUND 3-SANTA TERESA HIGH SCHOOL</b>				<b>5,300.64</b>
<b>W.C. OVERFELT HIGH SCHOOL</b>				
502677	GOVEA'S RESTAURANT	SCHOOL SITE COUNCIL MEETING	W.C. OVERFELT	306.89
502714	MASON CREST PUBLISHING	LIBRARY MATERIALS	W.C. OVERFELT	824.88
502717	WORLD BOOK EDUCATIONAL	LIBRARY MATERIALS	W.C. OVERFELT	1,037.74
502715	BAKER & TAYLOR BOOKS	LIBRARY MATERIALS	W.C. OVERFELT	1,402.86
<b>TOTAL FUND 3-W.C. OVERFELT HIGH SCHOOL</b>				<b>3,572.37</b>
<b>YERBA BUENA HIGH SCHOOL</b>				
502781	CAROLINA BIOLOGICAL	INSTRUCTIONAL MATERIALS	YERBA BUENA	69.48
502764	CLEMENT COMMUNICATIONS	CLASSROOM MATERIALS	YERBA BUENA	79.90
502782	JUNIOR LIBRARY GUILD	INSTRUCTIONAL MATERIALS	YERBA BUENA	819.47
502783	CDW-G	CLASSROOM SUPPLIES	YERBA BUENA	1,008.67
<b>TOTAL FUND 3-YERBA BUENA HIGH SCHOOL</b>				<b>1,977.52</b>
<b>BUSINESS SERVICES</b>				
502542	LITTLER MENDELSON	PROF LEGAL SERVICES RENDERED	BUSINESS SVCS	195.00
502583	CASBO	ANNUAL MEMBERSHIP 2004/05	BUSINESS SVCS	215.00
502607	UNISOURCE MAINTENANCE SUPPLY	SUPPLIES FOR WHSE	BUSINESS SVCS	403.12
502576	TUFT'S OFFICE SUPPLY INC.	OFFICE SUPPLIES FOR WHSE	BUSINESS SVCS	422.05
502033	CALTRONICS BUSINESS SYSTEMS	FAX MACHINE TONER	BUSINESS SVCS	450.17
502606	MONROE SYSTEMS FOR BUSINESS	OFFICE SUPPLIES	BUSINESS SVCS	500.12
502574	LAUDER PHOTOGRAPHIC INC.	PHOTO SUPPLIES FOR WHSE	BUSINESS SVCS	553.89
502599	MARGARET A. CHIDESTER & ASSOC.	PROF LEGAL SERVICES RENDERED	BUSINESS SVCS	665.80
502792	UNISOURCE MAINTENANCE SUPPLY	CUSTODIAL SUPPLIES FOR WHSE	BUSINESS SVCS	911.64
502796	PIONEER CHEMICAL CO	CUSTODIAL SUPPLIES FOR WHSE	BUSINESS SVCS	2,044.39
502795	GUARDIAN/HILLYARD	CUSTODIAL SUPPLIES FOR WHSE	BUSINESS SVCS	2,335.60
502794	UNISOURCE MAINTENANCE SUPPLY	CUSTODIAL SUPPLIES FOR WHSE	BUSINESS SVCS	2,467.67
502575	OFFICE DEPOT	OFFICE SUPPLIES FOR WHSE	BUSINESS SVCS	2,476.37
502797	CALIFORNIA JANITORIAL SUPPLY	CUSTODIAL SUPPLIES FOR WHSE	BUSINESS SVCS	2,673.78
502577	PIONEER STATIONERS INC.	OFFICE SUPPLIES FOR WHSE	BUSINESS SVCS	2,778.04
502791	CALIFORNIA JANITORIAL SUPPLY	CUSTODIAL SUPPLIES FOR WHSE	BUSINESS SVCS	4,668.82
502541	BURKE WILLIAMS & SORENSEN LLP	PROF LEGAL SERVICES RENDERED	BUSINESS SVCS	6,323.83
502727	KEENE SANITARY SUPPLY INC.	CUSTODIAL SUPPLIES FOR WHSE	BUSINESS SVCS	7,386.98
502664	PRx INC	CONSULTATION SERVICES	BUSINESS SVCS	10,000.00
502726	WEST-LITE SUPPLY CO. INC.	CUSTODIAL SUPPLIES FOR WHSE	BUSINESS SVCS	12,844.08
<b>TOTAL FUND 3-BUSINESS SERVICES</b>				<b>60,316.35</b>
<b>EDUCATION CENTER</b>				
502554	BLOSSOM VALLEY ATHLETIC LEAGUE	ADMIN FEE & SUPPLIES-ASEP PRGM	ED CENTER	2,945.00
<b>TOTAL FUND 3-EDUCATION CENTER</b>				<b>2,945.00</b>
<b>INFORMATION SYSTEMS</b>				
502511	DELL COMPUTER CORP	SPARE DRIVE FOR E-MAIL SERVER	INFO SYSTEMS	54.07
502605	DELL COMPUTER CORP	SOFTWARE LICENSES	INFO SYSTEMS	523.89
502632	CETPA CONFERENCE REGISTRATION	REGISTRATION CONFERENCE	INFO SYSTEMS	600.00
502600	INSIGHT	UNINTERRUPTIBLE POWER SUPPLIES	INFO SYSTEMS	1,498.26
502778	AMS.NET	HARDWARE MAINTENANCE	INFO SYSTEMS	1,600.00
502255	FARONICS TECHNOLOGIES USA	SOFTWARE MAINTENANCE	INFO SYSTEMS	2,803.98
<b>TOTAL FUND 3-INFORMATION SYSTEMS</b>				<b>7,080.20</b>

P.O.#	VENDOR NAME	DESCRIPTION	LOCATION	AMOUNT
<b>MAINTENANCE</b>				
502633	MANNEL ELECTRIC	POOL REPAIRS	MAINTENANCE	85.00
502631	AIRGAS	MAINTENANCE SUPPLIES	MAINTENANCE	780.73
502737	CINTAS	MAINTENANCE SUPPLIES	MAINTENANCE	3,000.00
502696	WILCO SUPPLY	MAINTENANCE MATERIALS/LOCK SHOP	MAINTENANCE	3,010.97
502735	HORIZON	MAINTENANCE SUPPLIES	MAINTENANCE	5,000.00
502736	CAL STEAM INC	MAINTENANCE SUPPLIES	MAINTENANCE	5,000.00
<b>TOTAL FUND 3-MAINTENANCE</b>				<b>16,876.70</b>
<b>SAFETY, SECURITY, &amp; STUDENT SERVICES</b>				
502762	LABELCITY USA	OFFICE SUPPLIES	SAFETY, SEC, STUD SVCS	172.67
502532	AGILENT TECHNOLOGIES	TEST EQUIPMENT/CALIBRATION SVC	SAFETY, SEC, STUD SVCS	500.00
502662	SPRINT LONG DISTANCE	LONG DISTANCE SERVICE	SAFETY, SEC, STUD SVCS	1,250.00
502555	RELIZON COMPANY	WINDOW ENVELOPES FOR SARB	SAFETY, SEC, STUD SVCS	1,466.25
502516	ACUFACTS	JUNE ALARM RESPONSES	SAFETY, SEC, STUD SVCS	4,030.00
502535	QUORTECH SOLUTIONS	PAY PHONE SUPPLIES	SAFETY, SEC, STUD SVCS	5,000.00
502640	REXEL PACIFIC ELECTR & DATACOM	TELECOM MATERIALS	SAFETY, SEC, STUD SVCS	5,000.00
<b>TOTAL FUND 3-SAFETY, SECURITY, &amp; STUDENT SERVICES</b>				<b>17,418.92</b>
<b>SPECIAL SERVICES</b>				
502586	MARIA BOTELLO MA CCC-SLP	*BILINGUAL ASSESSMENT, 10/7/04	SPECIAL ED	4,320.00
<b>TOTAL FUND 3-SPECIAL SERVICES</b>				<b>4,320.00</b>
<b>SUPERINTENDENT</b>				
502580	HIGH SCHOOL DISTRICT ASSOC.	MEMBERSHIP SURCHARGE 2003/04	SUPERINTENDENT	733.00
502525	TEXAS ASSOCIATION OF	REGISTRATION-CONF 2004	SUPERINTENDENT	295.00
502524	TEXAS ASSOCIATION OF	REGISTRATION-CONF 2004	SUPERINTENDENT	590.00
<b>TOTAL FUND 3 - SUPERINTENDENT</b>				<b>1,618.00</b>
<b>GRAND TOTAL FUND 3-GENERAL UNRESTRICTED</b>				<b>171,093.01</b>

#### FUND 5 - GENERAL-SPECIAL EDUCATION

##### SANTA TERESA HIGH SCHOOL

502624	WEEKLY READER	SCHOOL MAGAZINE SUBSCRIPTIONS	SANTA TERESA	136.08
502625	SCHOLASTIC BOOK CLUBS INC	SCHOOL MAGAZINE SUBSCRIPTIONS	SANTA TERESA	265.22
<b>TOTAL FUND 5-SANTA TERESA HIGH SCHOOL</b>				<b>401.30</b>

##### YERBA BUENA HIGH SCHOOL

502548	SANTA CLARA COUNTY OFC OF EDUC	BILLING FOR 2 PORTABLES	YERBA BUENA	17,740.80
<b>TOTAL FUND 5-YERBA BUENA HIGH SCHOOL</b>				<b>17,740.80</b>

##### SPECIAL EDUCATION

502681	NATURAL IMPACT INTERNATIONAL	OCCUPATIONAL THERAPY MATERIALS	SPECIAL ED	223.49
502626	VALLEY TRANS AUTHORITY	FLASH PASSES	SPECIAL ED	1,299.00
502627	VALLEY TRANS AUTHORITY	FLASH PASSES	SPECIAL ED	1,299.00
502684	ADNAN & SAHIBA ANSARI	LEGAL SETTLEMENT/SPEC ED	SPECIAL ED	1,500.00
502568	WEST VALLEY CHARTER LINES	FIELD TRIP	SPECIAL ED	1,702.00
502582	SHUPE AND FINKELSTEIN	LEGAL SERVICES RENDERED	SPECIAL ED	11,814.65
502587	SIMONEON PEDIATRIC DEV CENTER	-OCCUPATIONAL THERAPY, 10/7/04	SPECIAL ED	30,000.00
502629	FREMONT UNION HIGH SCHOOL DIST	INTERDISTRICT TRANSFERS SVCS	SPECIAL ED	124,619.00
<b>TOTAL FUND 5-SPECIAL EDUCATION</b>				<b>172,457.14</b>

#### GRAND TOTAL FUND 5-SPECIAL EDUCATION

**190,599.24**

#### FUND 6- GENERAL-UNRESTRICTED

##### ANDREW HILL HIGH SCHOOL

502638	CAW DESKTOP PUBLISHING	INSTRUCTIONAL SUPPLIES	ANDREW HILL	15.00
502612	TUFT'S OFFICE SUPPLY INC.	FAX SUPPLIES	ANDREW HILL	53.45
502758	HEINEMANN LIBRARY (HARCOURT)	SCIENCE MATERIALS	ANDREW HILL	98.81
502589	SAN JOSE REPERTORY THEATRE	PLAY TICKETS-MEDICAL MAGNET	ANDREW HILL	416.00
502774	CASHFLOW TECHNOLOGIES	INSTRUCTIONAL SUPPLIES	ANDREW HILL	592.68
502697	PERFECTION LEARNING CORP.	CLASSROOM MATERIALS	ANDREW HILL	713.79
502621	SCHOOL HEALTH	HEALTH MATERIALS	ANDREW HILL	718.78
502613	SCHOOL HEALTH	WHEELCHAIRS	ANDREW HILL	1,266.53
502693	INDEPENDENT TRAVEL CONSULTANTS	IBNA WORKSHOPS/CONFERENCE	ANDREW HILL	1,966.90
502619	SCHOOL HEALTH	HEALTH MATERIALS AND SUPPLIES	ANDREW HILL	2,343.83
502685	SHERATON VANCOUVER WALL	IBNA CONFERENCE	ANDREW HILL	3,190.10
502740	ASSOCIATED STUDENT BODY - AH	REIMBURSEMENTS	ANDREW HILL	3,763.93
502721	FRY'S ELECTRONICS	COMPUTERS/PRINTERS & SUPPLIES	ANDREW HILL	6,675.74
<b>TOTAL FUND 6 - ANDREW HILL HIGH SCHOOL</b>				<b>21,815.54</b>

\*BOARD APPROVAL



P.O.#	VENDOR NAME	DESCRIPTION	LOCATION	AMOUNT
<b>EAST SIDE CADET ACADEMY</b>				
502517	COLOR I.D.	ID PRINTER AND SUPPLIES	ESC ACADEMY	3,759.67
<b>TOTAL FUND 6-EAST SIDE CADET ACADEMY</b>				<b>3,759.67</b>
<b>EVERGREEN VALLEY HIGH SCHOOL</b>				
502772	MARIPOSA CHARTER	FIELD TRIP / SAN FRANCISCO	EVERGREEN VALLEY	500.00
502595	SAN JOSE REPERTORY THEATRE	PLAY TICKETS-ACCEL PRGM	EVERGREEN VALLEY	624.00
502598	A J GOLF CAR CENTER	PARTS/REPAIRS SECURITY CART	EVERGREEN VALLEY	1,300.00
502661	ADVANCED TOOLWARE	SOFTWARE MAINTENANCE	EVERGREEN VALLEY	1,591.62
502700	THOMSON LEARNING	CLASSROOM MATERIALS	EVERGREEN VALLEY	2,193.54
502788	IKON OFFICE SOLUTIONS	MAINTENANCE AGREEMENT-COPIERS	EVERGREEN VALLEY	20,000.00
502596	HAZMAT DOC	*DAMAGE RESTORATION-EMEG B/A	EVERGREEN VALLEY	30,000.00
502787	IKON FINANCIAL SERVICES	COPIERS LEASE-RENEWAL	EVERGREEN VALLEY	44,075.94
<b>TOTAL FUND 6 - EVERGREEN VALLEY HIGH SCHOOL</b>				<b>100,285.10</b>
<b>FOOTHILL HIGH SCHOOL</b>				
502731	BUGGIES UNLIMITED	SECURITY GOLF CART COVER	FOOTHILL	180.77
502730	LEARNING RESOURCES	INSTRUCTIONAL SUPPLIES	FOOTHILL	210.64
502729	KISS INSTITUTE	BOTBALL '05 PRGM	FOOTHILL	2,250.00
502798	CPO LIMITED	COPIER RENTAL	FOOTHILL	4,047.00
<b>TOTAL FUND 6 - FOOTHILL HIGH SCHOOL</b>				<b>6,688.41</b>
<b>INDEPENDENCE HIGH SCHOOL</b>				
502650	SAFE-T CLASSROOM PRODUCTS	INSTRUCTIONAL MATERIALS	INDEPENDENCE	12.85
502657	EDUCATIONAL RESOURCES	INSTRUCTIONAL MATERIALS	INDEPENDENCE	384.94
502594	SAN JOSE REPERTORY THEATRE	PLAY TICKETS-ACADEMY OF FIN	INDEPENDENCE	455.00
502649	ROYAL COACH TOURS	FIELD TRIP FOR EAST SIDE ACADEMY	INDEPENDENCE	496.22
502655	MICRO CENTER	INSTRUCTIONAL SUPPLIES	INDEPENDENCE	700.00
502716	EVERGREEN SCHOOL DISTRICT	TRANSPORTATION SERVICES	INDEPENDENCE	720.00
502659	CASA AZTECA	WRITING ASSESSMENT STAFF SCORING	INDEPENDENCE	879.53
502563	COSTCO	INSTRUCTIONAL SUPPLIES	INDEPENDENCE	900.00
502564	MICRO CENTER	INSTRUCTIONAL SUPPLIES	INDEPENDENCE	900.00
502616	SCHOOL HEALTH	HEALTH MATERIALS	INDEPENDENCE	906.05
502562	COSTCO	INSTRUCTIONAL SUPPLIES	INDEPENDENCE	950.00
502565	MICRO CENTER	INSTRUCTIONAL SUPPLIES	INDEPENDENCE	950.00
502656	RAND MATERIAL HANDLING	INSTRUCTIONAL MATERIALS	INDEPENDENCE	1,040.60
502658	DELL COMPUTER CORP	INSTRUCTIONAL MATERIALS	INDEPENDENCE	1,084.88
502652	TEACHER'S VIDEO COMPANY	INSTRUCTIONAL MATERIALS	INDEPENDENCE	1,165.82
502766	GLENCOE PUBLISHING CO.	TEXTBOOK MATERIALS	INDEPENDENCE	1,436.13
502654	4IMPRINT	INSTRUCTIONAL MATERIALS	INDEPENDENCE	1,809.09
502765	NATIONAL BOARD FOR PTS	LIBRARY MATERIALS	INDEPENDENCE	2,000.00
502660	RDJ SPECIALTIES INC	TESTING SUPPLIES	INDEPENDENCE	2,367.38
502651	K-LOG INC.	INSTRUCTIONAL SUPPLIES	INDEPENDENCE	5,707.93
<b>TOTAL FUND 6 - INDEPENDENCE HIGH SCHOOL</b>				<b>24,866.42</b>
<b>JAMES LICK HIGH SCHOOL</b>				
502526	WRITE TIME PUBLISHING	REGISTRATION-CONF 2004	JAMES LICK	400.00
502552	EVERGREEN SCHOOL DISTRICT	SCHOOL BUSES FOR TRIP	JAMES LICK	409.32
502615	SCHOOL HEALTH	HEALTH SUPPLIES	JAMES LICK	416.76
502551	MARRIOTT - SAN FRANCISCO	ESSENTIAL SCHOOLS CONFERENCE	JAMES LICK	422.00
502639	LAKESHORE LEARNING MATERIALS	INSTRUCTIONAL SUPPLIES	JAMES LICK	500.00
502527	BUREAU OF EDUCATION & RESEARCH	REGISTRATION -WORKSHOP 2004	JAMES LICK	620.00
502742	FLINN SCIENTIFIC INC	SCIENCE MATERIALS	JAMES LICK	3,213.52
502743	SRA/MCGRAW-HILL	INSTRUCTIONAL MATERIALS	JAMES LICK	7,025.94
<b>TOTAL FUND 6 - JAMES LICK HIGH SCHOOL</b>				<b>13,007.54</b>
<b>MT. PLEASANT HIGH SCHOOL</b>				
502678	ECONOMY LUMBER	INSTRUCTIONAL SUPPLIES	MT. PLEASANT	720.60
502755	GIANT HORSE PRINTING INC	OFFICE SUPPLIES	MT. PLEASANT	118.25
502620	SCHOOL HEALTH	HEALTH MATERIALS	MT. PLEASANT	416.76
502604	CB TOOL	INSTRUCTIONAL SUPPLIES	MT. PLEASANT	1,643.56
502754	BAY AREA CARBIDE	INSTRUCTIONAL SUPPLIES	MT. PLEASANT	1,905.79
502753	OFFICE DEPOT BUSINESS SVCS	INSTRUCTIONAL SUPPLIES	MT. PLEASANT	2,089.01
<b>TOTAL FUND 6 - MT. PLEASANT HIGH SCHOOL</b>				<b>6,893.97</b>
<b>OAK GROVE HIGH SCHOOL</b>				
502553	SCHOOL SPECIALTY	WORK SURFACE TOPS	OAK GROVE	1,189.88
<b>TOTAL FUND 6 - OAK GROVE HIGH SCHOOL</b>				<b>1,189.88</b>
<b>PEGASUS HIGH SCHOOL</b>				
502536	COLOR I.D.	ID PRINTER SUPPLIES	PEGASUS	166.00
<b>TOTAL FUND 6 - PEGASUS HIGH SCHOOL</b>				<b>166.00</b>
*BOARD APPROVAL				

P.O.#	VENDOR NAME	DESCRIPTION	LOCATION	AMOUNT
<b>PIEDMONT HILLS HIGH SCHOOL</b>				
502622	SCHOOL HEALTH	HEALTH MATERIALS	PIEDMONT HILLS	648.42
502514	PATHWAY SOCIETY INC.	*DRUG/ALCOHOL COUNSEL, 12/4/03	PIEDMONT HILLS	4,000.00
<b>TOTAL FUND 6 - PIEDMONT HILLS HIGH SCHOOL</b>				<b>4,648.42</b>
<b>SANTA TERESA HIGH SCHOOL</b>				
502540	CAROLINA BIOLOGICAL	SCIENCE MATERIALS	SANTA TERESA	153.46
502566	WILEY HIGHER EDUCATION	SCIENCE MATERIALS	SANTA TERESA	323.94
502539	FISHER SCIENCE EDUCATION	SCIENCE MATERIALS	SANTA TERESA	370.03
502538	WARDS NATURAL SCIENCE	SCIENCE MATERIALS	SANTA TERESA	374.69
502617	SCHOOL HEALTH	HEALTH MATERIALS	SANTA TERESA	416.76
<b>TOTAL FUND 6 - SANTA TERESA HIGH SCHOOL</b>				<b>1,638.88</b>
<b>SILVER CREEK HIGH SCHOOL</b>				
502680	SANTA CLARA COUNTY OFC OF EDUC	MOCK TRIAL TEAM FEE-LEGAL ACDMY	SILVER CREEK	450.00
502773	DELL COMPUTER CORP	OFFICE SUPPLIES	SILVER CREEK	52.74
502643	SADLIER-OXFORD	INSTRUCTIONAL SUPPLIES	SILVER CREEK	163.19
502557	INDEPENDENT MEANS INC	INSTRUCTIONAL SUPPLIES	SILVER CREEK	200.63
502642	ELD SOFTWARE L.L.C.	SOFTWARE MATERIALS	SILVER CREEK	337.89
502559	LINWORTH PUBLISHING	INSTRUCTIONAL MATERIALS	SILVER CREEK	457.39
502558	OAKRIDGE PRINTING	ELECT ACADEMY BROCHURES	SILVER CREEK	908.22
502752	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	SILVER CREEK	926.77
502618	SCHOOL HEALTH	HEALTH MATERIALS	SILVER CREEK	1,020.80
<b>TOTAL FUND 6 - SILVER CREEK HIGH SCHOOL</b>				<b>4,517.63</b>
<b>W.C. OVERFELT HIGH SCHOOL</b>				
502529	BAY AREA FOREIGN LANGUAGE PROG	REGISTRATION-SEMINAR	W.C. OVERFELT	250.00
502528	ACCU PRINT	INSTRUCTIONAL SUPPLIES	W.C. OVERFELT	284.70
<b>TOTAL FUND 6 - W.C. OVERFELT HIGH SCHOOL</b>				<b>534.70</b>
<b>YERBA BUENA HIGH SCHOOL</b>				
502698	SANTA CLARA COUNTY OFC OF EDUC	REGISTRATION / CONFERENCE	YERBA BUENA	50.00
502645	RACO INDUSTRIES	INSTRUCTIONAL SUPPLIES	YERBA BUENA	76.07
502699	YOLANDA'S BEST PRODUCE	SCHOOL SITE COUNCIL MEETING	YERBA BUENA	100.00
502763	CDW-G	CLASSROOM MATERIALS	YERBA BUENA	316.34
502786	LASER PRINTER TECHNOLOGY	PRINTER REPAIRS	YERBA BUENA	600.00
502644	CARD INTEGRATORS	TECHNICAL SUPPORT	YERBA BUENA	695.00
502623	SCHOOL HEALTH	HEALTH MATERIALS	YERBA BUENA	1,208.07
502570	DELL COMPUTER CORP	COMPUTERS	YERBA BUENA	3,720.02
<b>TOTAL FUND 6 - YERBA BUENA HIGH SCHOOL</b>				<b>6,765.50</b>
<b>CAREER SERVICES</b>				
502588	CALIF DEPT OF EDUCATION	REGISTRATION CONFERENCE 2004	CAREER SVCS	70.00
502751	OFFICE DEPOT BUSINESS SVCS	OFFICE SUPPLIES	CAREER SVCS	150.64
502777	OFFICE DEPOT BUSINESS SVCS	OFFICE SUPPLIES	CAREER SVCS	193.52
<b>TOTAL FUND 6 - CAREER SERVICES</b>				<b>414.16</b>
<b>CHILD DEVELOPMENT CENTERS</b>				
502635	OFFICEMAX	OFFICE SUPPLIES	CHILD DEV CENTERS	284.46
<b>TOTAL FUND 6 - CHILD DEVELOPMENT CENTERS</b>				<b>284.46</b>
<b>EDUCATION CENTER</b>				
502592	NATIONAL HISPANIC UNIVERSITY	RENTAL AGREEMENT/CHARTER SCHL	ED CENTER	234,000.00
<b>TOTAL FUND 6 - EDUCATION CENTER</b>				<b>234,000.00</b>
<b>INSTRUCTIONAL SERVICES</b>				
502630	SAN JOAQUIN COUNTY OFC OF EDUC	CONFERENCE REGISTRATION	INSTRUCTIONAL SVCS	100.00
502544	LOS ANGELES COUNTY OFC OF EDUC	SCIENCE SUPPLIES	INSTRUCTIONAL SVCS	146.58
502789	CSBA REGISTRAR	REGISTRATION CONFERENCE	INSTRUCTIONAL SVCS	155.00
502581	COUNTY SCHOOL SERVICE FUND	REGISTRATION CONF 2004	INSTRUCTIONAL SVCS	297.69
502543	STAPLES	OFFICE SUPPLIES	INSTRUCTIONAL SVCS	500.00
502790	QUALITY REPROGRAPHICS	OFFICE MATERIALS	INSTRUCTIONAL SVCS	1,581.79
500469	PRENTICE HALL	TEXTBOOK MATERIALS	INSTRUCTIONAL SVCS	8,867.22
502686	NATIONAL CONFERENCE FOR	*CONF/CAMP ANYTOWN, 9/16/04	INSTRUCTIONAL SVCS	50,000.00
<b>TOTAL FUND 6 - INSTRUCTIONAL SERVICES</b>				<b>61,648.28</b>
<b>SAFETY, SECURITY, &amp; STUDENT SERVICES</b>				
502641	SCHOOL ADMIN. PUBLISHING CO.	LEGAL REFERENCES	SAFETY, SEC, STUD SVCS	186.94
502556	LEGAL BOOKS DISTRIBUTING	CALIF LAWS RELATING TO MINORS	SAFETY, SEC, STUD SVCS	486.55
502530	STAPLES	OFFICE SUPPLIES	SAFETY, SEC, STUD SVCS	500.00
<b>TOTAL FUND 6 - SAFETY, SECURITY, &amp; STUDENT SERVICES</b>				<b>1,173.49</b>

\*BOARD APPROVAL

P.O.#	VENDOR NAME	DESCRIPTION	LOCATION	AMOUNT
<b>SPECIAL EDUCATION</b>				
502603	QUILL CORPORATION	BADGE HOLDERS	SPECIAL ED	61.10
502601	CRITICAL SKILLS GROUP	UPGRADE SOFTWARE	SPECIAL ED	465.48
502609	NEXTEL COMMUNICATIONS	CELLULAR PHONES	SPECIAL ED	1,124.44
502569	YMCA OF SANTA CLARA VALLEY	STUDENTS MEMBERSHIP	SPECIAL ED	3,150.00
<b>TOTAL FUND 6 - SPECIAL EDUCATION</b>				<b>4,801.02</b>
<b>SUPERINTENDENT</b>				
502579	SANTA CLARA COUNTY OFC OF EDUC	TV PROGRAM	SUPERINTENDENT	440.00
<b>TOTAL FUND 6 - SUPERINTENDENT</b>				<b>440.00</b>
<b>TRANSPORTATION</b>				
502728	UNIVERSAL MAP	WALL MAP OF SC	TRANSPORTATION	385.47
502749	S & M COMMERCIAL BODY	GLASS REPAIRS TO BUS 30	TRANSPORTATION	743.83
502610	WINGFOOT COMMERCIAL TIRE	TIRES AND TUBES	TRANSPORTATION	5,000.00
502578	SPARTAN TANK LINES INC.	DIESEL FUEL	TRANSPORTATION	12,955.12
502776	SPARTAN TANK LINES INC.	DIESEL FUEL	TRANSPORTATION	13,099.69
<b>TOTAL FUND 6 - TRANSPORTATION</b>				<b>32,184.11</b>
<b>GRAND TOTAL FUND 6 - GENERAL RESTRICTED</b>				<b>531,723.18</b>
<b>FUND 11 - ADULT EDUCATION</b>				
<b>INDEPENDENCE ADULT CENTER</b>				
502628	THOMSON LEARNING	OFFICE SUPPLIES	IAC	66.22
502608	AMSCO SCHOOL PUBLICATIONS	INSTRUCTIONAL MATERIALS	IAC	121.01
502785	POSTMASTER	POSTAGE STAMPS	IAC	230.00
502567	21st CENTURY SCHOOLS	CONFERENCE 2004	IAC	479.00
502683	RANCHO DEL PUEBLO GC	GOLF COURSE USAGE	IAC	589.53
502725	PLATO LEARNING INC	COURSEWARE MAINTENANCE	IAC	2,640.00
502534	FRICKE-PARKS PRESS INC	SCHEDULE OF CLASSES WINTER	IAC	21,588.65
<b>TOTAL FUND 11 - INDEPENDENCE ADULT CENTER</b>				<b>25,714.41</b>
<b>OVERFELT ADULT CENTER</b>				
502682	POSTMASTER	POSTAGE STAMPS	OAC	230.00
<b>TOTAL FUND 11 - OVERFELT ADULT CENTER</b>				<b>230.00</b>
<b>GRAND TOTAL FUND 11 - ADULT EDUCATION</b>				<b>25,944.41</b>
<b>FUND 14 - DEFERRED MAINTENANCE</b>				
<b>OAK GROVE HIGH SCHOOL</b>				
502746	MANNEL ELECTRIC	ELECTRICAL SERVICES-KITCHEN	OAK GROVE	10,923.03
<b>TOTAL FUND 14 - OAK GROVE HIGH SCHOOL</b>				<b>10,923.03</b>
<b>W.C. OVERFELT HIGH SCHOOL</b>				
501907	REFRIGERATION SUPPLIES DIST.	COMPORT AIR UNIT HEAT PUMP	W.C. OVERFELT	2,899.74
<b>TOTAL FUND 14 - W.C. OVERFELT HIGH SCHOOL</b>				<b>2,899.74</b>
<b>MAINTENANCE</b>				
502739	BLEACHER WOOD COMPONENTS	CARPENTER SUPPLIES	MAINTENANCE	236.50
502738	PINE CONE LUMBER CO	CARPENTER SUPPLIES	MAINTENANCE	1,500.35
502732	LINCOLN EQUIPMENT INC	MAINTENANCE SUPPLIES	MAINTENANCE	5,755.29
<b>TOTAL FUND 14 - MAINTENANCE</b>				<b>7,492.14</b>
<b>GRAND TOTAL FUND 14 - DEFERRED MAINTENANCE</b>				<b>21,314.91</b>
<b>FUND 21 - BUILDING</b>				
<b>ANDREW HILL HIGH SCHOOL</b>				
502741	ACME & SONS SANITATION	RENTALS: FOR TRACK/FIELD PROJ	ANDREW HILL	170.00
502636	SPORTS-FAB INC	ATHLETIC MATERIALS	ANDREW HILL	10,335.71
<b>TOTAL FUND 21- ANDREW HILL HIGH SCHOOL</b>				<b>10,505.71</b>
<b>EVERGREEN VALLEY HIGH SCHOOL</b>				
502771	AEDIS ARCHITECTURE & PLANNING	REIMBURSE ARCHITECT SHIP COST	EVERGREEN VALLEY	25.52
502513	JBES	SOFTWARE TRAINING SVCS	EVERGREEN VALLEY	900.00
502775	ELECTRICAL DISTRIBUTORS	MAINTENANCE MATERIALS	EVERGREEN VALLEY	1,000.23
<b>TOTAL FUND 21 - EVERGREEN VALLEY HIGH SCHOOL</b>				<b>1,925.75</b>
<b>INDEPENDENCE HIGH SCHOOL</b>				
BOARD APPROVAL				

P.O.#	VENDOR NAME	DESCRIPTION	LOCATION	AMOUNT
502767	DAILY JOURNAL CORPORATION	LEGAL ADVERTISING	INDEPENDENCE	374.50
502768	AEDIS ARCHITECTURE & PLANNING	REIMBURSE SHIPPING COSTS	INDEPENDENCE	7,294.22
502518	SCHOOL SPECIALTY	FURNITURE-GYM MODERNIZATION	INDEPENDENCE	8,165.30
502593	SMITH-EMERY COMPANY	*TESTING/INSPECTION, 10/7/04	INDEPENDENCE	22,000.00
502520	SCHOOL SPECIALTY	FURNITURE-VILLA "A" MODERNIZATION	INDEPENDENCE	142,588.63
<b>TOTAL FUND 21 - INDEPENDENCE HIGH SCHOOL</b>				<b>180,422.65</b>
<b>JAMES LICK HIGH SCHOOL</b>				
502549	HART FLOORING	GYM FLOOR REFINISHED	JAMES LICK	3,500.00
<b>TOTAL FUND 21 - JAMES LICK HIGH SCHOOL</b>				<b>3,500.00</b>
<b>MT. PLEASANT HIGH SCHOOL</b>				
502663	THOMAS M. GRABER ELECTRICAL	MATERIALS AND LABOR PORTABLES	MT. PLEASANT	1,320.00
<b>TOTAL FUND 21 - MT. PLEASANT HIGH SCHOOL</b>				<b>1,320.00</b>
<b>OAK GROVE HIGH SCHOOL</b>				
502747	AEDIS ARCHITECTURE & PLANNING	REIMBURSEMENT-PRINTING COSTS	OAK GROVE	70.26
502748	DYNAMIC CONSULTANTS INC.	PREP FOR POOL RENOVATION PROJ	OAK GROVE	300.00
502590	SALAS O'BRIEN ENGINEERS INC	*ENGINEERING SVCS, 10/7/04	OAK GROVE	57,375.00
<b>TOTAL FUND 21 - OAK GROVE HIGH SCHOOL</b>				<b>57,745.26</b>
<b>SANTA TERESA HIGH SCHOOL</b>				
502769	HMC ARCHITECTURE PLANNING	REIMBURSEMENT CONSULTANT COST	SANTA TERESA	353.53
<b>TOTAL FUND 21 - SANTA TERESA HIGH SCHOOL</b>				<b>353.53</b>
<b>YERBA BUENA HIGH SCHOOL</b>				
502561	PENINSULA DIGITAL IMAGING	PRINTING COSTS	YERBA BUENA	66.18
502722	AMERICAN STEEL & STAIRWAYS	*STRUCTURAL STEEL: YB MOD, 9/16/04	YERBA BUENA	159,348.00
502410	CST ENVIRONMENTAL	*ABATEMENT/DEMO: YB MOD, 10/7/04	YERBA BUENA	219,737.00
502591	ENVIRONMENTAL SYSTEMS INC.	*MECHANICAL: YB MOD, 10/7/04	YERBA BUENA	385,200.00
502647	CASEY-FOGLI CONCRETE	*CONCRETE WORK: YB MOD, 10/7/04	YERBA BUENA	403,717.00
502646	GONSALVES AND STRONCK	*GENERAL TRADES: YB MOD,10/7/04	YERBA BUENA	2,571,477.00
<b>TOTAL FUND 21 - YERBA BUENA HIGH SCHOOL</b>				<b>3,739,545.18</b>
<b>FACILITIES</b>				
502756	AEDIS ARCHITECTURE & PLANNING	REIMBURSE ARCHITECT/TRACK FIELD	FACILITIES	1,419.05
502585	BEALS ALLIANCE INC.	*DESIGN SVCS: JL, OG, YB, 10/7/04	FACILITIES	22,600.00
<b>TOTAL FUND 21 - FACILITIES</b>				<b>24,019.05</b>
<b>MAINTENANCE</b>				
502515	MOBILE STORAGE GROUP	MODIFICATION TO CONTAINERS	MAINTENANCE	51,148.13
<b>TOTAL FUND 21 - MAINTENANCE</b>				<b>51,148.13</b>
<b>SAFETY, SECURITY, &amp; STUDENT SERVICES</b>				
502531	SAN JOSE BLUE	ARCHITECTURAL DRAWINGS ONTO CD	SAFETY, SEC, STUD SVCS	1,500.00
502533	SAN JOSE BLUE	ARCHITECTURAL DRAWINGS ONTO CD	SAFETY, SEC, STUD SVCS	5,000.00
<b>TOTAL FUND 21 - SAFETY, SECURITY, &amp; STUDENT SERVICES</b>				<b>6,500.00</b>
<b>SUPERINTENDENT</b>				
501890	JOEL J GONZALEZ	SOUND SYSTEM FOR BOARD ROOM	SUPERINTENDENT	3,451.08
<b>TOTAL FUND 21 - SUPERINTENDENT</b>				<b>3,451.08</b>
<b>GRAND TOTAL FUND 21 - BUILDING</b>				<b>4,080,436.34</b>
<b>FUND 35 - SCHOOL FACILITIES</b>				
<b>INDEPENDENCE HIGH SCHOOL</b>				
502724	ROBERT A BOTHMAN INC	*VILLA B & C MOD PROJ, 10/4/04	INDEPENDENCE	5,417,000.00
<b>TOTAL FUND 35 - INDEPENDENCE HIGH SCHOOL</b>				<b>5,417,000.00</b>
<b>GRAND TOTAL FUND 35 - SCHOOL FACILITIES</b>				<b>5,417,000.00</b>
<b>FUND TOTALS RECAP</b>				
3	GENERAL FUND - UNRESTRICTED			171,093.01
5	GENERAL FUND - SPECIAL EDUCATION			190,599.24
6	GENERAL FUND - RESTRICTED			531,723.18
11	ADULT EDUCATION FUND			25,944.41
14	DEFERRED MAINTENANCE FUND			21,314.91
21	BUILDING FUND			4,080,436.34
35	SCHOOL FACILITIES FUND			5,417,000.00
<b>TOTAL DISTRICT</b>				<b>10,438,111.09</b>

**EAST SIDE UNION HIGH SCHOOL DISTRICT**

Board Meeting of 12/02/04  
 Agenda item 9.2  
 Attachment A

TO: Board of Trustees  
 FROM: Superintendent  
 PREPARED BY: Jack Mahrt / Nancy Siu  
 SUBJECT: Budget Transfer

**FD03 General Fund - Unrestricted**

										DEBIT	CREDIT
<b>Andrew Hill</b>											
03	25	485	0000	2700	4310	0000	0	125	Classroom/office supplies	\$100.00	
03	25	485	0000	2700	5711	0000	0	125	Repro. - Interprog Serv		\$100.00
03	25	854	1110	1000	2917	0000	0	000	Student Aides	\$301.14	
03	25	854	1110	1000	1110	0000	0	000	Teachers Salaries		\$237.19
03	25	854	0000	2700	3302	0000	0	000	OASDI - Classified		\$18.99
03	25	854	1110	1000	3311	0000	0	000	Mandated Medicare-CE		\$13.76
03	25	854	0000	2700	3312	0000	0	000	Mandated Medicare-CL		\$4.44
03	25	854	1110	1000	3501	0000	0	000	SUI - CE		\$6.17
03	25	854	0000	2700	3502	0000	0	000	SUI - CL		\$1.99
03	25	854	1110	1000	3601	0000	0	000	Workers' Comp. - CE		\$9.80
03	25	854	0000	2700	3602	0000	0	000	Workers' Comp. - CL		\$8.80
03	25	900	1110	1000	4390	0000	0	125	Reserve	\$1,000.00	
03	25	481	0000	2700	5710	0000	0	125	Postage - Interprog Serv		\$1,000.00
<b>YTD Andrew Hill totals as of 11/10/04:</b>										<b>\$142,006.81</b>	
<b>Oak Grove</b>											
03	50	900	1110	1000	4390	0000	0	150	Reserve	\$2,530.00	
03	50	481	0000	2700	5650	0000	0	150	Agreements - Maint		\$2,530.00
<b>YTD Oak Grove totals as of 11/10/04:</b>										<b>\$183,886.00</b>	
<b>Independence</b>											
03	65	900	1110	1000	4390	0000	0	165	Reserve	\$100.00	
03	65	481	0000	2700	5713	0000	0	165	Field Trips - Interprog Serv		\$100.00
<b>YTD Independence totals as of 11/10/04:</b>										<b>\$186,636.91</b>	
<b>Information Systems</b>											
03	13	714	0000	7700	5650	0000	0	113	Agreements - Maint	\$2,343.00	
03	13	714	0000	7700	4490	0000	0	113	Equipment		\$2,343.00
<b>YTD Info Syst totals as of 11/10/04:</b>										<b>\$43,853.63</b>	
<b>FD06 General Fund - Restricted</b>											
<b>Foothill</b>											
06	05	335	1110	1000	4390	7140	0	807	Reserve	\$1,962.00	
06	05	335	0000	3900	5880	7140	0	807	Field Trips		\$1,962.00
<b>YTD Foothill totals as of 11/10/04:</b>										<b>\$328,433.72</b>	
<b>Andrew Hill</b>											
06	25	335	1110	1000	4390	7140	0	807	Reserve	\$4,500.00	
06	25	335	1110	1000	1152	7140	0	807	Teachers - Subs., Non-Illness		\$2,000.00

06	25	335	0000	2490	1901	7140	0	807 Extra Time		\$1,500.00	
06	25	335	0000	3900	5713	7140	0	807 Field Trips - Interprog Serv		\$1,000.00	
06	25	551	4760	3160	2410	4203	4	007 Clerical Personnel	\$2,905.17		
06	07	551	4760	1000	4220	4203	4	007 Other Books			\$2,905.17
06	25	584	3800	2490	5895	3550	5	207 Other Operating Expenses	\$7,930.00		
06	25	584	3800	1000	1152	3550	5	207 Teachers - Subs., Non-Illness			\$330.00
06	25	584	3800	2490	1901	3550	5	207 Extra Time			\$300.00
06	25	584	3800	3900	2917	3550	5	207 Student Aides			\$4,000.00
06	25	584	3800	1000	4220	3550	5	207 Other Books			\$1,600.00
06	25	584	3800	1000	4310	3550	5	207 Classroom/office supplies			\$1,700.00
06	25	882	1110	1000	4310	9010	0	125 Classroom/office supplies	\$500.00		
06	25	882	0000	3900	5713	9010	0	325 Field Trips - Interprog Serv			\$500.00

**YTD Andrew Hill totals as of 11/10/04: \$2,536,244.91**

**James Lick**

06	30	565	0000	2490	1901	3010	4	130 Extra Time	\$1,500.00		
06	30	565	1110	1000	4310	3010	4	130 Classroom/office supplies			\$1,500.00
06	30	565	1110	1000	4310	3010	4	130 Classroom/office supplies	\$1,500.00		
06	30	565	1110	1000	1152	3010	4	130 Teachers - Subs., Non-Illness			\$1,500.00
06	30	594	3800	1000	4390	5810	4	207 Reserve	\$7,000.00		
06	30	594	3800	2490	5210	5810	4	207 Travel, Conf., & Mileage			\$4,000.00
06	30	594	3800	1000	5713	5810	4	207 Field Trips - Interprog Serv			\$1,500.00
06	30	594	3800	1000	5880	5810	4	207 Field Trips			\$1,500.00
03	30	907	0000	2490	1901	0000	0	007 Extra Time	\$3,000.00		
03	30	907	0000	2490	3101	0000	0	007 STRS - Certificated	\$393.60		
03	30	907	0000	2490	4310	0000	0	007 Classroom/office supplies	\$13,500.00		
03	07	907	0000	3900	5310	0000	0	007 Dues			\$16,893.60

**YTD James Lick totals as of 11/10/04: \$786,075.74**

**Mt. Pleasant**

06	35	555	3800	2490	5840	7220	0	207 Contracted Services	\$3,000.00		
06	35	555	3800	2490	4310	7220	0	207 Classroom/office supplies			\$3,000.00
06	35	555	3800	2490	5840	7220	0	207 Contracted Services	\$5,000.00		
06	35	555	3800	1000	4310	7220	0	207 Classroom/office supplies			\$5,000.00
06	35	555	3800	1000	4390	7220	0	207 Reserve	\$1,237.43		
06	35	555	3800	2700	2410	7220	0	207 Clerical Personnel			\$700.00
06	35	555	3800	2490	1901	7220	0	207 Extra Time			\$537.43
06	35	584	3800	2490	5895	3550	5	207 Other Operating Expenses	\$7,000.00		
06	35	584	3800	1000	1152	3550	5	207 Teachers - Subs., Non-Illness			\$1,300.00
06	35	584	3800	2490	1901	3550	5	207 Extra Time			\$300.00
06	35	584	3800	3900	2110	3550	5	207 Instructional Aides			\$2,000.00
06	35	584	3800	7200	2410	3550	5	207 Clerical Personnel			\$250.00
06	35	584	3800	1000	4310	3550	5	207 Classroom/office supplies			\$150.00
06	35	584	3800	1000	4490	3550	5	207 Equipment			\$3,000.00

**YTD Mt. Pleasant totals as of 11/10/04: \$738,444.89**

**Apollo**

06	41	596	1110	1000	4390	9010	0	241 Reserve	\$1,000.00		
06	41	596	3200	1000	5713	9010	0	241 Field Trips - Interprog Serv			\$1,000.00

**YTD Apollo totals as of 11/10/04: \$9,640.00**

**Piedmont Hills**

06	45	335	1110	1000	4390	7140	0	807 Reserve	\$5,450.00	
06	45	335	1110	1000	1152	7140	0	807 Teachers - Subs., Non-Illness		\$450.00
06	45	335	0000	3900	5840	7140	0	807 Contracted Services		\$2,000.00
06	45	335	0000	3900	5880	7140	0	807 Field Trips		\$3,000.00
06	45	584	3800	2490	5895	3550	5	207 Other Operating Expenses	\$10,280.00	
06	45	584	3800	2490	1901	3550	5	207 Extra Time		\$6,280.00
06	45	584	3800	1000	2111	3550	5	207 Overtime-Instructional Aides		\$1,400.00
06	45	584	3800	1000	4310	3550	5	207 Classroom/office supplies		\$2,600.00

**YTD Piedmont Hills totals as of 11/10/04: \$242,186.94**

**Oak Grove**

06	50	540	4760	1000	4390	7091	0	150 Reserve	\$75,877.09	
06	50	540	4760	1000	2110	7091	0	150 Instructional Aides		\$53,935.09
06	50	540	4760	1000	3202	7091	0	150 PERS - Classified		\$4,168.00
06	50	540	4760	1000	3302	7091	0	150 OASDI - Classified		\$2,480.00
06	50	540	4760	1000	3312	7091	0	150 Mandated Medicare-CL		\$580.00
06	50	540	4760	1000	3402	7091	0	150 Health & Welfare - CL		\$12,020.00
06	50	540	4760	1000	3502	7091	0	150 SUI - CL		\$260.00
06	50	540	4760	1000	3602	7091	0	150 Workers' Comp. - CL		\$1,247.00
06	50	540	4760	1000	3802	7091	0	150 PERS Reduction - CL		\$1,040.00
06	50	540	4760	1000	3902	7091	0	150 Other Benefits - CE		\$147.00
06	50	554	1110	1000	4390	4035	4	150 Reserve	\$45,943.00	
06	50	554	1110	1000	1152	4035	4	150 Teachers - Subs., Non-Illness		\$13,108.00
06	50	554	0000	2490	3101	4035	4	150 STRS - Certificated		\$1,500.00
06	50	554	0000	2490	3311	4035	4	150 Mandated Medicare-CE		\$500.00
06	50	554	0000	2490	3501	4035	4	150 SUI - CE		\$200.00
06	50	554	0000	2490	3601	4035	4	150 Workers' Comp. - CE		\$831.00
06	50	554	0000	2490	5210	4035	4	150 Travel, Conf., & Mileage		\$24,804.00
06	50	554	0000	2490	5840	4035	4	150 Contracted Services		\$5,000.00

**YTD Oak Grove totals as of 11/10/04: \$852,899.19**

**Silver Creek**

06	55	565	1110	1000	4390	3010	4	155 Reserve	\$9,000.00	
06	55	565	1110	1000	2111	3010	4	155 Overtime-Instructional Aides		\$9,000.00
06	55	584	3800	2490	5895	3550	5	207 Other Operating Expenses	\$9,360.00	
06	55	584	3800	1000	1152	3550	5	207 Teachers - Subs., Non-Illness		\$600.00
06	55	584	3800	2490	1901	3550	5	207 Extra Time		\$2,900.00
06	55	584	3800	1000	4310	3550	5	207 Classroom/office supplies		\$5,860.00

**YTD Silver Creek totals as of 11/10/04: \$636,629.44**

**Yerba Buena**

06	60	542	1110	1000	4310	7100	0	160 Classroom/office supplies	\$795.00	
06	60	542	1110	1000	5650	7100	0	160 Agreements - Maint		\$695.00
06	60	542	1110	1000	5660	7100	0	160 Repairs		\$100.00

**YTD Yerba Buena totals as of 11/10/04: \$1,892,137.97**

**Independence**

06	65	584	3800	2490	5895	3550	5	207 Other Operating Expenses	\$8,000.00	
06	65	584	3800	1000	1152	3550	5	207 Teachers - Subs., Non-Illness		\$1,000.00
06	65	584	3800	2490	4310	3550	5	207 Classroom/office supplies		\$2,700.00
06	65	584	3800	1000	4310	3550	5	207 Classroom/office supplies		\$4,300.00

**YTD Independence totals as of 11/10/04: \$1,257,289.99**

**Santa Teresa**

06	70	335	1110	1000	4390	7140	0	807 Reserve	\$2,100.00	
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06	70	335	1110	1000	1152	7140	0	807 Teachers - Subs., Non-Illness		\$600.00
06	70	335	0000	3900	5713	7140	0	807 Field Trips - Interprog Serv		\$500.00
06	70	335	0000	3900	5880	7140	0	807 Field Trips		\$1,000.00
06	70	554	1110	1000	4390	4035	4	170 Reserve	\$12,000.00	
06	70	554	1110	1000	1152	4035	4	170 Teachers - Subs., Non-Illness		\$12,000.00

**YTD Santa Teresa totals as of 11/10/04: \$501,599.64**

**Evergreen**

06	75	335	1110	1000	4390	7140	0	807 Reserve	\$624.00	
06	75	335	0000	3900	5880	7140	0	807 Field Trips		\$624.00
06	75	335	1110	1000	4390	7140	0	807 Reserve	\$1,614.00	
06	75	335	1110	1000	1152	7140	0	807 Teachers - Subs., Non-Illness		\$500.00
06	75	335	0000	3900	5840	7140	0	807 Contracted Services		\$238.00
06	75	335	0000	3900	5880	7140	0	807 Field Trips		\$876.00
06	75	884	1110	1000	4390	9010	0	175 Reserve	\$1,600.00	
06	75	884	1110	1000	5650	9010	0	175 Agreements - Maint		\$1,600.00

**YTD Evergreen totals as of 11/10/04: \$2,605,431.77**

**Instruction**

06	07	509	0000	2490	1901	4035	4	307 Extra Time	\$335.00	
06	07	509	0000	2700	2411	4035	4	307 Overtime-Clerical Personnel		\$166.00
06	07	509	0000	2700	2910	4035	4	307 Other Classified Salaries		\$169.00
06	07	565	0000	7200	5840	3010	4	007 Contracted Services	\$1,000.00	
06	07	565	0000	7200	4310	3010	4	007 Classroom/office supplies		\$1,000.00
06	07	565	0000	7200	5840	3010	4	007 Contracted Services	\$3,687.00	
06	07	565	0000	7200	4220	3010	4	007 Other Books		\$287.00
06	07	565	0000	3900	4310	3010	4	007 Classroom/office supplies		\$2,800.00
06	07	565	0000	7200	4310	3010	4	007 Classroom/office supplies		\$600.00
06	07	584	3800	7200	4390	3550	4	207 Reserve	\$62.93	
06	24	584	3800	7200	2413	3550	4	000 Clerical - Subs		\$51.96
06	24	584	3800	7200	3602	3550	4	000 Workers' Comp. - CL		\$1.49
06	24	584	3800	7200	3502	3550	4	000 SUI - CL		\$0.34
06	24	584	3800	7200	3312	3550	4	000 Mandated Medicare-CL		\$0.75
06	24	584	3800	7200	3302	3550	4	000 OASDI - Classified		\$3.22
06	24	584	3800	7200	3202	3550	4	000 PERS - Classified		\$5.17
06	07	584	3800	2490	5895	3550	5	207 Other Operating Expenses	\$2,662.41	
06	07	584	3800	2490	1901	3550	5	207 Extra Time		\$948.70
06	07	584	3800	7200	2917	3550	5	207 Student Aides		\$764.00
06	07	584	3800	2490	3101	3550	5	207 STRS - Certificated		\$536.65
06	07	584	3800	2490	3305	3550	5	207 Retir. in Lieu of OASDI-Cert		\$30.68
06	07	584	3800	2490	3311	3550	5	207 Mandated Medicare-CE		\$84.44
06	07	584	3800	2490	3501	3550	5	207 SUI - CE		\$48.31
06	07	584	3800	2490	3601	3550	5	207 Workers' Comp. - CE		\$213.98
06	07	584	3800	7200	3602	3550	5	207 Workers' Comp. - CL		\$21.94
06	07	584	3800	1000	3101	3550	5	207 STRS - Certificated		\$5.07
06	07	584	3800	1000	3301	3550	5	207 OASDI - Certificated		\$3.10
06	07	584	3800	1000	3311	3550	5	207 Mandated Medicare-CE		\$1.61
06	07	584	3800	1000	3501	3550	5	207 SUI - CE		\$0.73
06	07	584	3800	1000	3601	3550	5	207 Workers' Comp. - CE		\$3.20
06	07	596	0000	2700	4310	9010	0	107 Classroom/office supplies	\$7,500.00	
06	07	596	0000	2700	5210	9010	0	107 Travel, Conf., & Mileage		\$6,000.00
06	07	596	0000	2700	5650	9010	0	107 Agreements - Maint		\$1,500.00
06	07	641	0000	3110	4390	7375	0	007 Reserve	\$45,105.38	
06	07	641	0000	2490	1904	7375	0	007 Teacher on Special Assignment		\$37,320.24
06	07	641	0000	2490	3101	7375	0	007 STRS - Certificated		\$3,078.93



06	07	641	0000	2490	3401	7375	0	007 Health & Welfare -CE		\$2,812.16
06	07	641	0000	2490	3501	7375	0	007 SUI - CE		\$242.59
06	07	641	0000	2490	3601	7375	0	007 Workers' Comp. - CE		\$1,071.62
06	07	641	0000	2490	3901	7375	0	007 Other Benefits - CE		\$29.84
06	07	641	0000	7200	5710	7375	0	007 Postage - Interprog Serv		\$300.00
06	07	641	0000	7200	5711	7375	0	007 Repro. - Interprog Serv		\$250.00
06	07	890	0000	2490	1901	9010	0	007 Extra Time	\$800.00	
06	07	890	1110	1000	4220	9010	0	007 Other Books		\$300.00
06	07	890	1110	1000	4310	9010	0	007 Classroom/office supplies		\$500.00

**YTD Instruction totals as of 11/10/04: \$32,326,873.60**

**FD21 Building Fund - Measure G**

**Foothill**

21	05	819	0000	8500	6140	0000	0	000 Improvement of Sites	\$1,892.13	
21	05	819	0000	8500	4490	0000	0	000 Equipment		\$1,892.13

**YTD Foothill totals as of 11/10/04: \$7,258.79**

**Mt. Pleasant**

21	35	819	0000	8500	6212	0000	0	000 Construction	\$1,320.00	
21	35	819	0000	8500	5839	0000	0	000 Maintenance Contracts		\$1,320.00

**YTD Mt. Pleasant totals as of 11/10/04: \$13,274.15**

**Piedmont Hills**

21	45	819	0000	8500	6210	0000	0	000 Construction	\$2,000.00	
21	45	819	0000	8500	5650	0000	0	000 Agreements - Maint		\$2,000.00

**YTD Piedmont Hills totals as of 11/10/04: \$154,718.18**

**Yerba Buena**

21	60	819	0000	8500	6220	0000	0	000 Inspection	\$4,679.19	
21	60	819	0000	8500	5840	0000	0	000 Contracted Services		\$4,679.19

**YTD Yerba Buena totals as of 11/10/04: \$639,591.97**

**Independence**

21	65	819	0000	8500	6210	0000	0	000 Construction	\$101,784.00	
21	65	819	0000	8500	4310	0000	0	000 Classroom/office supplies		\$101,784.00

**YTD Independence totals as of 11/10/04: \$347,194.00**

**Santa Teresa**

21	70	819	0000	8500	6140	0000	0	000 Improvement of Sites	\$193,674.53	
21	70	819	0000	8500	5840	0000	0	000 Contracted Services		\$193,674.53

**YTD Santa Teresa totals as of 11/10/04: \$618,279.85**

**Adult Education - WCO**

21	42	819	0000	8500	4310	0000	0	000 Classroom/office supplies	\$9,800.00	
21	42	819	0000	8500	6220	0000	0	000 Inspection		\$9,800.00

**YTD Adult Ed - WCO totals as of 11/10/04: \$9,800.00**

**\$627,248.00 \$627,248.00**

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the budget transfers as presented.

EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004  
Agenda Item: 9.3  
Attachment A

TO: Board of Trustees  
FROM: Superintendent  
PREPARED BY: Bob Nuñez, Chief Human Resources Officer  
SUBJECT: APPROVED CLASSIFIED PERSONNEL ACTIONS DATED DECEMBER 2, 2004

**CLASSIFIED**

<b><u>NAME</u></b>	<b><u>POSITION / SITE</u></b>	<b><u>FTE</u></b>	<b><u>EFFECTIVE</u></b>
<b><u>NEW EMPLOYMENT</u></b>			
CALDERON, Ivan	Child Nutrition Supervisor / EC	1.0	11-08-04
SMITH, Anthony	Paraeducator / WCO	0.8125	11-01-04
TRAN, Hung Q	Paraeducator / PH	0.8125	11-15-04
VICARI, Marlen	Paraeducator / ST	0.625	11-15-04

<b><u>NAME</u></b>	<b><u>FROM POSITION / SITE / FTE</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>REASON</u></b>
<b><u>EMPLOYMENT SEPARATION</u></b>			
ALCARAZ, Dolores	Administrative Secretary I / EC / 1.0	03-28-05	Retirement
HAMIL, Rova	Accounting Technician / EC / 1.0	12-30-04	Retirement
ORELLANA, Teresa	Attendance Secretary / JL / 1.0	12-30-04	Retirement

<b><u>NAME</u></b>	<b><u>FROM POSITION / SITE</u></b>	<b><u>TO POSITION /SITE</u></b>	<b><u>FTE</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>REASON</u></b>
<b><u>CHANGE OF STATUS</u></b>					
BENAVIDES, Pedro	Custodian / OG / 1.0	Custodian Night / OG	1.0	09-20-04	VT
SMITH, Roland	Paraeducator / PH / 0.875	Paraeducator / SC	0.75	10-15-04	LC

VT = VOLUNTARY TRANSFER  
P = PROMOTION  
LC = LOCATION CHANGE

**FISCAL IMPACT:** As per salary schedule

**FUNDING SOURCE:** Various

**RECOMMENDATION:**

It is recommended that the Board approve the Classified Personnel Actions as outlined above.

LG/pk

## EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004  
Agenda Item 9.4  
Attachment A

TO: Board of Trustees

FROM: Superintendent

PREPARED BY: Bob Nuñez, Chief Human Resources Officer

SUBJECT: APPROVE CERTIFICATED PERSONNEL ACTIONS DATED 12/02/2004

<u>NAME</u>	<u>STATUS</u>	<u>FTE</u>	<u>LOC</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
<b><u>EMPLOYMENT:</u></b>					
BHATNAGAR, Usha	Intern	1.0	ST	Teacher/Math	11/01/04
COBURN, Tara	Intern	1.0	OG	Teacher/English	11/01/04
HAMAK, Aubrey	Temporary	1.0	EV	Teacher/Special Education	11/16/04
HENEERY, Shawn	Temporary	0.6	WO	Teacher/Physical Education	11/09/04
INGELFINGER, Virginia	Temporary	0.2	IH	Teacher/Art	11/01/04
LOPEZ-MARTINEZ, Jesus	Temporary	1.0	SC	Teacher//Spanish	10/27/04
MIGUEL, Melissa	Temporary	1.0	AH	Teacher/Special Education	11/16/04
MONTILLA, Urbano	Temporary	1.0	IH	Teacher/Special Education	11/16/04
MOONEY, Mariam	Probationary	1.0	WO	Teacher/Math	11/02/04
TAYLOR, Rebecca	Temporary	0.4	EV	Teacher/Science	10/20/04
VAN HOLT, Gregory	Probationary	1.0	EV	Teacher/Social Studies	11/01/04

**EMPLOYMENT SEPARATION:**

<u>NAME</u>	<u>STATUS</u>	<u>FTE</u>	<u>LOC</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>REASON</u>
BERK, Elena	Tenured	1.0	SC	Teacher/Soc. Stud.	12/02/2004	Terminated
BUGARIN, Judy	Tenured	1.0	IAC	Coordinator/ Child Dev.	11/08/2004	Resigned
HOMROCKY, Wendy	Tenured	1.0	WO	Teacher/Science	12/02/2004	Terminated
HUERTA-ANAYA, Julissa	Tenured	1.0	IAC	Coordinator/Child I	11/26/2004- 01/06/2005	LOA w/o remuneration (Child Rearir

CHANGE OF STATUS: FROM TEMPORARY/INTERN TO PROBATIONARY

Aparisi, Jennifer	AP	Lane, Shannon	OG
Baeza, Maru	EV	Leal, Kathleen	OG
Barbara , Katrina	SC	Lopez, Felicitas	IH
Baron, Catherine	MP	Lott, Aaron	YB
Black, Jason	JL	McCullough, Denali	OG
Bowers, Lisa	OG	McKenzie, Garrett	SC
Brannan, Sion	WO	Montesano, Anthony	IH
Bull, Rachel	ST	Moreno-Lopez, Demetrio	AH
Cabigas, Roberta	JL	Moss, Gregory	ST
Caldie, John	ST	Nguyen, Pauline	AH
Chang, Maureen	OG	Nguyen, Van	JL
Chinte, John	EV	Nguyen, Thinh H.	EV
Corona, Patricia	EV	Olmscheid, Leo	PH
Correa, Veronica	AH	Ortyl, Allison	AH
Crocker, Theodore	OG	Phipps, Bryan	ST
Cromer, Catherine	PH	Redshaw, Aaron	ST
Dixon, Richard	OG	Roman, Michael	ST
Dries, Jason	PH	Rosato, Brandon	OG
Ellison, Jeremiah	IH	Sandoval, Jacob	SC
Flores, Hector	SC	Selby, John	WO
Gordon, Carollyn	EV	Simbron, Hortencia	OG
Guillory, Venice	OG	Solomon, Jeffrey	EV
Harris, John	PH		
Holcomb, Tara	JL		
Innes, Shelley	SC		
Jain, Veena	EV		
Katzenstein, Eduardo	YB		
Lam, Lily	JL		

BN/jo

CERTIFIED ATHLETIC COACHES  
EMPLOYMENT:

NAME	STATUS	SPORT	LOCATION	EFFECTIVE FROM	TO
ACOSTA, Nyomie	Walk-On	Cheerleader Advisor	JL	08/23/04-	06/10/05
CLAY, Rodney	Walk-On	Football	MP	08/23/04-	11/30/04
FLARIS, Angela M.	Walk-On	Cheerleader Advisor	IHS	08/23/04-	06/10/05
FLEMATE, Armand	Walk-On	Cheerleader Advisor	MP	08/23/04-	06/10/05
HUTERS, Jon	Walk-On	Tennis	OG	08/23/04-	11/30/04
PEREZ, Ruben B.	Walk-On	Soccer	WCO	08/23/04-	11/30/04
PINEDA, Jesus	Walk-On	Cross Country	YB	08/23/04-	11/30/04
ROSAS, David	Certificated	Football	JL	08/23/04-	11/30/04
SAYAMA, Sandi	Walk-On	Volleyball	PH	08/23/04-	11/30/04
SILVA, Phyllis	Walk-On	Cheerleader Advisor	JL	08/23/04-	06/10/05
SMITH, Anthony	Walk-On	Football	EV	08/23/04-	11/30/04
SULAIMAN, Hamil	Walk-On	Football	YB	08/23/04-	11/30/04
TIPPETTS, Ian	Certificated	Cross Country	PH	08/23/04-	11/30/04
YUEH, Cindy H	Walk-On	Volleyball	PH	08/23/04-	11/30/04

ADULT EDUCATION PROGRAM  
EMPLOYMENT SEPARATION:

NAME	STATUS	LOCATION	POSITION	EFFECTIVE	REASON
STEVENS, Richard G.	Temporary	SJG	TEACHER	12/01/2004	Resigned

FUNDING IMPACT: As per salary schedule

FUNDING SOURCE: Various

RECOMMENDATION: It is recommended that the Board approve the certificated personnel actions as outlined above.

BN/am

**EAST SIDE UNION HIGH SCHOOL DISTRICT  
Minutes of the Regular Meeting of the Board of Trustees  
Meeting Held at Education Center  
November 4, 2004**

The Regular Meeting of the Board of Trustees was called to order at 4:05 p.m. by President Ramirez.

Vice President Shirakawa,, Clerk Mann and Member Martinez-Roach were present. Member Herrera arrived at 4:27 p.m.

The Board adjourned to Closed Session to hear Update On Existing Litigation, Potential Litigation (Education Section 54856.9), Update on ESTA Grievance, Personnel Assignments-Performance Audit, Public Employee Employment/Appointments/Contracts/Release/Suspension/Dismissal/Termination of Certificated Employees, Suspension/Dismissal/Termination of Classified Employees, Employee Negotiations - ESTA, CSEA, Confidential, Administration, Superintendent's Report on Anticipated Litigation/Business Contract. With respect to item 12.4 of the Closed Session agenda, there are two potential cases for discussion and/or action pursuant to Government Code section 54956.9(c).

1) **BOARD RECONVENED FROM CLOSED SESSION**

Called to order at 6:00 p.m. All members were present.

2) **PLEDGE OF ALLEGIANCE**

3) **WELCOME AND EXPLANATION TO AUDIENCE**

President Ramirez extended a welcome to the audience, explained the format of the meeting, and noted that all Board Meetings are recorded.

4) **SPECIAL RECOGNITIONS**

4.1 Junior League of San Jose

- Leah Schnoor
- Heather Boyd
- Juli Hall
- Victoria Brouse

4.2 Mt. Pleasant Cardinal Tribune Newspaper

- Paula Ridley
- Derrick Oliver
- Chelsea Leong
- Carlotta Montes
- My Nguyen
- Stephanic Vallejo
- Alex Terrasas

***CALL TO ORDER***

***ADJOURNED TO  
CLOSED SESSION***

***RECONVENED FROM  
CLOSED SESSION***

***PLEDGE OF ALLEGIANCE***

***WELCOME AND  
EXPLANATION***

***SPECIAL RECOGNITIONS***

<p>4.3 Mt. Pleasant Cardinal Quill  <ul style="list-style-type: none"> <li>•Joe Lovato</li> <li>•William Cavada</li> <li>•Prishil Patel</li> <li>•Rachelle Laroza</li> </ul> <p>4.4 Mark Gross – Recipient of National Semiconductor Award</p> </p>			
<p>5) <b><u>CONSIDERATION OF PROPOSED AMENDMENTS TO THE AGENDA</u></b></p> <p><b><u>APPROVAL OF PROPOSED AMENDMENTS TO THE AGENDA</u></b>  Motion by Clerk Mann, second by Member Herrera to approve agenda as amended. <b>Vote: 5/0</b></p>	<p><b><i>CONSIDERATION OF AMENDMENTS</i></b></p> <p><b><i>APPROVAL OF AMENDMENTS</i></b></p>		
<p>6) <b><u>PUBLIC MEMBERS WHO WISH TO ADDRESS THE BOARD OF TRUSTEES</u></b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>•Ruben Dominguez - Recognition for Juanita Ramirez</li> <li>•Ruben Dominguez – Resolution 2004/2005-18 (8.2)</li> <li>•Ed Wong – Resolution 2004/2005-18 (8.2)</li> <li>•John T. Moore – Resolution 2004/2005-18 (8.2)</li> <li>•Dennis Umphress – Resolution 2004/2005-18 (8.2)</li> <li>•Dennis Umphress – Purchase Orders (9.1)</li> <li>•John T. Moore – Former Superintendent’s Housing Loan (9.19)</li> <li>•Kathy Chavez Napoli - Former Superintendent’s Housing Loan (9.19)</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>•Lou Kvitek – Land Acquisition</li> <li>•Dennis Umphress – Public Members</li> <li>•Janice Mallard</li> <li>•Chris Evans – Results of Measure K</li> <li>•Julio Pardo – Rescheduling of Jose Valdes Presentation</li> <li>•Ed Wong – Thank you &amp; Congratulations</li> <li>•Tere Barbella – Budget Suggestions</li> <li>•Dennis Umphress – Budget Transfers (9.2)</li> <li>•Dennis Umphress - Contracts (9.7)</li> <li>•Ruben Dominguez - Former Superintendent’s Housing Loan (9.19)</li> <li>•Dennis Umphress - Former Superintendent’s Housing Loan (9.19)</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>•Ruben Dominguez - Recognition for Juanita Ramirez</li> <li>•Ruben Dominguez – Resolution 2004/2005-18 (8.2)</li> <li>•Ed Wong – Resolution 2004/2005-18 (8.2)</li> <li>•John T. Moore – Resolution 2004/2005-18 (8.2)</li> <li>•Dennis Umphress – Resolution 2004/2005-18 (8.2)</li> <li>•Dennis Umphress – Purchase Orders (9.1)</li> <li>•John T. Moore – Former Superintendent’s Housing Loan (9.19)</li> <li>•Kathy Chavez Napoli - Former Superintendent’s Housing Loan (9.19)</li> </ul>	<ul style="list-style-type: none"> <li>•Lou Kvitek – Land Acquisition</li> <li>•Dennis Umphress – Public Members</li> <li>•Janice Mallard</li> <li>•Chris Evans – Results of Measure K</li> <li>•Julio Pardo – Rescheduling of Jose Valdes Presentation</li> <li>•Ed Wong – Thank you &amp; Congratulations</li> <li>•Tere Barbella – Budget Suggestions</li> <li>•Dennis Umphress – Budget Transfers (9.2)</li> <li>•Dennis Umphress - Contracts (9.7)</li> <li>•Ruben Dominguez - Former Superintendent’s Housing Loan (9.19)</li> <li>•Dennis Umphress - Former Superintendent’s Housing Loan (9.19)</li> </ul>	<p><b><i>ORAL COMMUNICATIONS</i></b></p>
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<p>7) <b><u>STUDENT ACHIEVEMENT/BOARD DISCUSSION AND/OR ACTION</u></b>  There were no student representatives present.</p>	<p><b><i>STUDENT ACHIEVEMENT</i></b></p>		
<p>8) <b><u>OPERATIONAL ITEMS/BOARD DISCUSSION AND/OR ACTION</u></b></p> <p>8.1 Approve Variable Term Waiver Requests for Certificated Employees  <i>Motion to approve by Clerk Mann, second by Member Martinez-Roach. Vote: 5/0</i></p> <p>8.2 Adopt Resolution 2004/2005-18 to Borrow Funds from Measure G Bond Fund  <i>Presentation made by Chief Financial Officer Jack Mahrt.</i></p>	<p><b><i>OPERATIONAL ITEMS/ BOARD DISCUSSION AND/OR ACTION</i></b></p>		

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*In an effort to find additional income, the District is reviewing all expenses, as well as all funds. The loan will give the District additional cash, flow-wise additional funds to last through the end of this school year and into next school year. The District is working with the Santa Clara County Office of Education, FCMAT, as well as a number of other groups, to make sure the District has a sufficient cash flow to cover for this year. The District will not be doing anything to the bond fund. It is being paid back at an interest rate paid by the County Treasurer's Office. The loan will not be taken unless the District absolutely has to from the bond fund. If the money is borrowed, it will need to be paid back in 2005-2006.*

*Member Martinez-Roach asked if this was legal.*

*Chief Financial Officer Jack Mahrt indicated that it is legal to borrow funds from this fund.*

*Member Martinez-Roach asked if this will go through the Oversight Committee.*

*Chief Financial Officer stated that, "Yes, it will go through the Oversight Committee." He also indicated that no building programs and projects will be affected by the borrowing of these funds.*

*Member Martinez-Roach asked what type of liability would this place the District in.*

*Legal Counsel Rogelio Ruiz indicated that, per the Education Code, this type of borrowing is permitted. It empowers the Superintendent and the District to request the transfer not to exceed \$5,000,000. It will still go through the Bond Oversight Committee and return back to the District in the future.*

*Member Martinez-Roach asked if the Governing Board has the authority to indicate that they do want to borrow the money, but use it only if they really need to.*

*Chief Financial Officer Jack Mahrt indicated that the District would borrow the money only if they really need to.*

*Superintendent Zendejas indicated that the District will be facing some challenges this year. The District will be making a \$1,000,000 cut at the District Office to support some of the challenges the District is facing.*

*Member Martinez-Roach requested that it go on record that her intention is not to say, "Use the money," but it be for emergency purposes only and the Board be notified that the District may need to borrow the money.*

*Vice President Shirakawa stated that this will be a temporary loan that will be repaid in full within one year with proper interest and it will not affect any projects.*

***Motion to approve by Member Martinez-Roach, second by Clerk Mann. Vote: 5/0***



- 8.3 Presentation by Santa Clara County Office of Education  
***Presentation made by Cathy Grovenberg, Assistant Superintendent of Business Services at Santa Clara County Office of Education.***  
*Superintendent Zendejas indicated that the County Office was invited as a partner to discuss the difficulties and challenges the District is facing with its finances. This was not a crisis, but is a crisis now because of the nature of audits received by FCMAT. FCMAT has notified the District that they are in a challenge. The County Office and the District are working in partnership to make sure that a plan is put together and to not take the District to a worse case scenario. Cathy Grovenberg is here to make a presentation on AB1200.*  
*Cathy Grovenberg indicated that AB1200 is legislation that was introduced approximately 15 years ago. The intent is to ensure that District's maintain fiscally solvent and are able to not only meet this year's financial obligations, but also the next two subsequent fiscal years' obligations. AB1200 was put into place and put the responsibilities under the direction of the County Office of Education. AB139 gives the County Office of Education responsibility for taking a look at any situation where they County is lead to believe or if there are any allegations that any fraud, misappropriation of funds or other illegal activities have occurred. The County will either do the review themselves or contract with someone to do it. The second responsibility in the month of July is the school district's budget approval. The County is three options for budget approval: 1) to approve the budget; 2) to conditionally approve the budget for a brief period of time; or 3) to disapprove the budget. If there is a conditional approval or disapproval of the budget, there are 14 steps that are involved in order to get the district to have budget that is acceptable to not only the County, but also the State Superintendent of Public Instruction. As each level escalates, more people are involved and there is scrutiny in the process. The County Office of Education is also responsible for reviewing expenditures and determining if a payment is a legal expense. The County has oversight responsibility to do random checking in addition to the auditors that come every year to make sure that expenses are legal and that they are being made appropriately and properly. There is a responsibility of reviewing the annual financial reports. Financial reports, monthly reports and attendance reports for each school are looked at to verify that everything is reported properly and then a report is submitted to the State. Reviewing of independent audits are performed on an annual basis. The County has a responsibility in determining that auditors are following all the standards and criteria that are set forth in the audit guide. They also have responsibility for making sure that any audit findings/exceptions that the recommendations/actions that the district has determined it will take is taken on those actions and making sure there is follow-through on those actions. The most*

*critical area to this District and most important area for the County Office and school districts in the County is the review of interim reports. There are two reports submitted to the County Office of Education and per Education Code are required by the districts: The first interim report covers information and data for the period ending October 31; and, 2) The second interim report covers information and data for the period ending January 31. Within 45 days after the end of those periods, schools district must submit the interim reports to the County Office of Education. Along with that the District makes a certification and determination as to whether they are of a positive qualification, a qualified or a negative. The County Office reviews the reports and also confirms and concurs with those certifications. Any certificates of participation or TRANS (Tax Revenue Anticipation Notes) cannot be issued without the approval of the County Office of Education. Bonds that may be issued will result in a lower bond rating and higher interest rate. Bargaining agreements must be submitted to the County Superintendent at least ten days prior to the adoption by the Board. This will allow the County Office an opportunity to review and to comment on any bargaining agreements. When a district is in a qualified or a negative certification, the County Office of Education has a responsibility to provide expertise and monitoring in order to help the district to move to become in a fiscal solvent state. The County Office and County Superintendent will assign a fiscal advisor to assist the district. If the fiscal advisor makes recommendations, the Board and the district acts on those recommendations. If the Board and district are not able to come to agreement, then the fiscal advisor will become the agent who makes those recommendations and who carries them through. The County Office will also conduct a study of the district's financial and budgetary conditions. The County Office will also require from the District a submission of fund and cash balance projections through the period of June 30 for the first year and subsequent fiscal years. Also required will be the encumbrance of all contracts and other obligations, which requires prior approval, so that the County Office may be apprised and require that they all be encumbered. This will allow the County to see a final picture at the end of the year. A submission of a proposal is necessary that address the source of the fiscal problem and addresses the issues, as well as the solutions that are going to be put forth in order to address those. The County Office can also require that a different accounting procedure be done and can also assign FCMAT to review the hiring practices, the teacher retention rate, the percentage of highly qualified teachers and extents of misassignments. The district is required to follow the recommendations of FCMAT. If the County Office is not able to get through provided information, the compensation of both the Board and Superintendent will be withheld.*

*Red flags that cause the County Office concern are: 1) If the reserve*

level falls below the standards and criteria level, which is typically 3% for most districts; 2) If there are going to be ongoing expenditures that are exceeding income on an ongoing basis. This happens to districts that have a high percentage of the budget appropriated to salaries. 3) If you ADA is lower than projections, there is declining enrollment or a district has charter schools that are becoming more frequent in the district and are pulling ADA away from the district. 4) If there is an audit finding that has material findings in it or there have been studies by the district that identifies that there are some difficulties or anything that needs to be done procedurally that need to be done with checks and balances and audits. 5) The compounding effect of multi-year salary agreements. 6) No cap on benefits. 7) Board, Superintendent, CBO (Chief Business Officer), Union employee relationships are strained. Next steps for the District and how to meet the challenges the District is facing: Interim reports are due December 15, meetings are being held with Administration, will be confirming certification of the Board and the District. At that time, the County will be looking at a very concrete and specific plan as to how the District can either increase revenues or reduce expenses. The plan will need the support of the Board and the community in order for it to happen. If reduction in staff is going to happen, the County will need to see when the layoff notices are going to be approved, such as Board approval. How are you going to go about doing it, when are you going to do it and when are the notices going to be issued? Programs need to be looked at. How are libraries staffed, what is the class size and/or what is the ratio, what do they do for lawn services, what do they do with IT services, what kind of transportation, who sits on the IEP review team, how many non-public school placements are there.

The County Office is working in partnership with the District in order to provide the District with ideas based on their experience in working with other districts.

Member Martinez-Roach indicated that she feels that the district meets all red flag criteria. She offered her support in providing any information that she may have to assist the district in any way so that they may come up with a positive certification.

Clerk Mann asked if the compounding effects of multi-year agreements includes the compounding effects of Golden Handshakes and retirement incentives. The response from the County was, "Yes." Clerk Mann stated that he felt that the Board was misled on the affect of multi-year Golden Handshakes and retirement incentives. The Board was assured by the former CFO and former administration that they were all cost neutral.

Superintendent Zendejas indicated that a plan was going to be submitted to the Board for approval and, thereafter, submitted to the County. The plan will indicate how the District intends to work between now and next June, what cuts are going to be made at this time.

***Presentation by Jack Mahrt, Chief Financial Officer***

*The District has picked up revenue enhancements on the following: 1) supplemental hours (summer schools) for school year 2003/2004 - \$1.8 million; 2) mandated claims - \$100,000; 3) general reserve interest - \$92,000; 4) change in stores inventory - \$31,000. Total revenue enhancements equal \$2,000,000, which is added to the \$6.1 million.*

*Expenditure reductions are being worked on. The following are not tied to contracts and are being pulled out: 1) Classified 2.14% that is built into the budget; 2) Management amount of \$208,000 is being pulled out; 3) Education Center staff reductions of \$400,000; 4) Energy reductions in the amount of \$100,000 (this amount will increase); 5) Child Development encroachment reduction of \$232,000 (A plan has been developed and this encroachment will be eliminated in its entirety.); 6) Special Education encroachment reduction of \$400,000; 7) Jose Valdes Program encroachment of \$500,000 (approximately). An additional total of \$2,000,000 is being pulled out of the budget.*

*Items increasing the budget, but were not part of the budget when it was adopted in June are: 1) Certificated salary increase of an additional 1.74% to reach the 4.15%. 2) The change in the unaudited vs. the adopted budget - \$1.3 million of additional expenses came in on the months of July and August that were not planned for. Such as additional special education dollars that came in from non-public schools. This year, the District will be working with the non-public schools to have estimates in earlier to have the costs paid or encumbered by June 30. 3) Increased contribution to restricted funds that were overexpended in the amount of \$243,000. 4) Books and supplies for the sites. 5) Additional Child Nutrition encroachment of \$260,000. 6) Additional Transportation encroachment of \$400,000. 7) This year is budgeted at 30:1 and now have 28:1 due to a grievance, which is an additional \$2,000,000 for 24.8 certificated FTEs that are back out in the classroom. 8) Deferred maintenance transfer from developer fees- \$4,000,000. This is a figure that has been worked out with FCMAT. 9) VTA/Quimby transfers to general fund. It is illegal to transfer sale of property funds into the general fund. It is an Education Code provision that does not allow such transfers. The District has put \$4.3 million in the general fund from sale of property. Items 10, 11, 12, 13 and 14 total \$300,000, but were not budgeted for. This is a total of \$15,308,000 of increased expenses/changes in the budget for 2004/2005.*

*Member Martinez asked if items 4, 5, 6 and 7 were negative and are because it was not planned for. Chief Financial Officer Jack Mahrt stated, "Yes."*

*Member Herrera indicated that the District had a legal opinion to go ahead and do the transfer. Chief Financial Officer Jack Mahrt*

*stated that there is a 1988 legal opinion that has been superceded by Education Code.*

*The District is approximately \$10,000,000 out of balance.*

*Member Martinez-Roach asked if the encroachment recovery efforts with Sodexo has been built in. Chief Financial Officer Jack Mahrt indicated that District is working with Sodexo on this. Member Martinez-Roach also asked if the Pepsi contract has been looked into. Chief Financial Officer Jack Mahrt indicated that this would also be looked into. Member Martinez-Roach suggested that the District look into a recycling program as a way to recover income. Chief Financial Officer Jack Mart will discuss a recycling program with the Chief Operations Officer.*

*Member Herrera asked if the District would be coming back with formal recommendations. Chief Financial Officer Jack Mahrt indicated that the target date to present formal recommendations will be at the December Board Meeting.*

8.4 Board Discussion on Budget Process

***Presentation by Board Member Manuel Herrera***

*The purpose is for the District to have a Board-driven process that ensures that it is transparent accessible and accountable to the community. The four primary elements of the process that need to be met are: public vetting of the numbers, presentations by stakeholders, exploring scenarios and forwarding recommendations to the Board. This will not be a committee, but a more open/accessible task force. This is open to anyone who is interested in participating. It will be anchored by key stakeholders who are invited and encouraged to participate. This proposal will not supplant the administrative role. The administration will still formulate its budget recommendations and present them to the Board at the June budget hearings. In the months preceding June, a parallel process of a Board-Community dialogue will generate its own recommendations for the Board when they formally adopt the budget in June.*

*Vetting the numbers is important because it becomes the basis for every other element of discussion in the process. The goal is to have general confidence that the numbers are accurate, reliable and credible, including the nature of the challenges that need to be met.*

*Presentations by stakeholders is important so that everyone can come to a general understanding of the different areas in the District that are providing services.*

*Exploring scenarios assumes that the budget numbers have been vetted and that the stakeholders have had an opportunity to be heard.*

*Forwarding recommendations to the Board: The task force would, by a consensus process, submit a recommendation to the Board at the June Board Meeting.*

*Member Herrera indicated that he would like to be one of the Board members serving on the Task Force Committee.*

*Clerk Mann indicated that he supports Member Herrera's outline. Clerk Mann recommended that the Baldrige tenants be applied as a framework and process control and FCMAT be a partner in the process along the way. At the end of the day, that FCMAT provide an independent budget analysis prior to adoption. If FCMAT is unable to be a partner along the way, Clerk Mann would like to see them provide a budget analysis.*

*Chief Financial Officer Jack Mahrt stated that public forums meetings are currently being held to discuss the budget.*

***Motion by Member Herrera that the framework presented be adopted, to appoint Member Herrera and Clerk Mann as the Board Representatives to the task force process, second by Clerk Mann  
Vote: 4/0, 1 Abstention by Member Martinez-Roach***

9) **ATTACHMENT A/CONSENT CALENDAR APPROVAL OF AGENDA**

**ATTACHMENT A**

***Items: (9.1), (9.2), (9.7), (9.13) and (9.19) were pulled for discussion/approval.***

***Motion to approve by Member Herrera, second by Clerk Mann to approve the remainder of the Consent Items as amended.***

***Vote 5/0***

**(Agenda items in parentheses)**

- Approve Classified Personnel Actions Dated November 4, 2004 (9.3)
- Approve Certificated Personnel Actions Dated November 4, 2004 (9.4)
- Approve Minutes of Board Meeting Dated October 7, 2004 (9.5)
- Acceptance of Gifts/Donations (9.6)
- Award of Bids - NONE (9.8)
- Approve Memorandums of Understanding (9.9)
- Approve School Field Trips (9.10)
- Adopt Resolution #2004/2005-16 An Itemized List of Surplus/Obsolete Equipment for Sale and/or Disposal per Education Code Sections 17545 and 17546 (9.11)
- Proposed Safety Drills for 2004-2005 (9.12)
- Expulsion Hearing Committee Panel Personnel for 2004-2005 School Year (9.14)
- Approve Annual Application and Local Plan for Carl D. Perkins Vocational and Applied Technology Act Funding for 2004-2005 (9.15)
- Approved Revised English Language Learners Master Plan (9.16)
- Adopt Resolution #2004/2005-17 – A Resolution in Support of Voluntary, Quality Preschool for All Four Year Olds in California (9.17)

- Approve Request for a CDS Code for Adult Transitional Student in Special Education (9.18)
- Authorize Superintendent to Begin/Discuss and Plan to Certificated Retirees by January 3, 2005  
Recommend an Immediate Hiring Freeze of All Non-Emergency Positions (9.20)

√ *Motion to approve item (9.1) by Clerk Mann, second by Member Herrera. Vote: 5/0*

√ *Motion to approve item (9.2) by Clerk Mann, second by Member Herrera. Vote: 5/0*

√ *Motion to approve item (9.7) by Clerk Mann, second by Member Herrera. Vote: 5/0*

√ *Motion to approve item (9.13) by Member Martinez-Roach, second by Member Herrera. Vote: 5/0*

√ *Motion to approve item (9.19) by Member Martinez-Roach to conduct appropriate investigation with Counsel, second by Clerk Mann. Vote: 5/0*

10) **WRITTEN REPORTS (NONE)**

**WRITTEN REPORTS**

11) **BOARD OF TRUSTEES/SUPERINTENDENT'S COMMENTS**

**BOARD/  
SUPERINTENDENT'S  
COMMENTS**

11.1 Member Herrera

Member Martinez-Roach

Clerk Mann

Vice President Shirakawa

President Ramirez

11.2 Superintendent Zendejas

12) **CLOSED SESSION**

**CLOSED SESSION**

12.1 **Expulsions – A-C**

Student A: Expulsion for one academic year.

***Vote: 4/0 Member Herrera absent***

Student B: Expulsion for one academic year.

***Vote: 5/0***

Student C: Suspended expulsion

***Vote: 5/0***

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- 12.2 Public Employee Discipline/Dismissal/Release (Government Code §Section 54957)
  - 12.3 Conference with Labor Negotiators (Government Code §Section 54957.6)  
Agency Designated Representatives:  
    Superintendent Esperanza Zendejas, Ed.D.  
    Chief Human Resources Officer Bob Nuñez  
Employee Organizations:  
    East Side Teachers Association (ESTA)  
    California School Employees Association (CSEA)  
    American Federation of Teachers (AFT)
  - 12.4 Anticipated Litigation (Government Code §Section 54956.9)  
Conference with Legal Counsel – ANTICIPATED LITIGATION,  
Significant exposure to litigation pursuant to subdivision (b) of  
§Section 54569.9 statement threatening litigation. (2 potential cases)
  - 12.5 Public Employee Performance Evaluation (Government Code §Section 54957)
  - 12.6 Public Employment/Transfer (Government Code §Section 54957)

**ADJOURNMENT**

On motion by Clerk Mann, second by Member Herrera the meeting was adjourned at 9:45 p.m.

***ADJOURNMENT***

Respectfully submitted,

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Clerk of the Board of Trustees



EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004  
Agenda Item: 9.6  
Attachment A

TO: Board of Trustees  
FROM: Superintendent  
SUBJECT: ACCEPTANCE OF GRANTS/GIFTS/DONATIONS

**Grant Awards**

California State Department of Education	Grant Award of \$190,569 for the period of 07/01/2004 to 06/30/2005	Community-Based English Tutoring (CBET) Program (Art Darin)
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**Donations**

San Jose Earthquakes	\$500.00 (value) 12 Soccer Balls 12 Soccer Shoes	Overfelt High School Soccer Program (Art Darin)
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**FISCAL IMPACT**

Not Applicable

**FUNDING SOURCE**

Not Applicable

**RECOMMENDATION**

It is recommended that the Board accept the grants/awards/donations.

**EAST SIDE UNION HIGH SCHOOL DISTRICT**

Board Meeting of December 2, 2004  
Agenda Item: 9.7 (A through C)  
Attachment A

TO: Board of Trustees  
FROM: Superintendent  
PREPARED BY: Jack Mahrt/Marie dela Cruz  
SUBJECT: Contracts for Professional Services

The following professional contract services are recommended for approval.

**PROFESSIONAL CONTRACT SERVICES**

**A. SCHOOL SITES/EDUCATION CENTER**

	<b>CONTRACTOR NAME</b>	<b>CONTRACT PERIOD</b>	<b>COST/ FUNDING SOURCE</b>	<b>SCHOOL/DEPT MANAGER</b>	<b>PURPOSE</b>
1	Pearson School System	Jan. 5, 2005-Jan. 6, 2006	Not to exceed \$9,750.00 Title VI	Instructional Services A. Darin	Provide two-day Master Scheduling workshop for school site and district personnel
2	William Lazo	Dec. 2, 2004 – June 30, 2005	Not to Exceed \$5,000.00 EIA, LEP, Title 1 (as appropriate)	Instructional Services A. Quevedo A. Darin	Translations from English into Spanish and Spanish into English
3	The Pinnacle Company	Dec. 1, 2004-May 30, 2005	Not to exceed \$25,000.00 General Fund	Ed. Center E. Zendejas	Consultant services for public relations, communications, parent relations, community outreach and media relations

**B. SPECIAL EDUCATION**

	<b>CONTRACTOR NAME</b>	<b>CONTRACT PERIOD</b>	<b>COST/ FUNDING SOURCE</b>	<b>SCHOOL/DEPT MANAGER</b>	<b>PURPOSE</b>
	none				

## EAST SIDE UNION HIGH SCHOOL DISTRICT

### C. FACILITIES

	<b>CONTRACTOR NAME</b>	<b>CONTRACT PERIOD</b>	<b>COST/ FUNDING SOURCE</b>	<b>SCHOOL/DEPT MANAGER</b>	<b>PURPOSE</b>
1	Blach Construction Co.	11/1/04-12/31/05	\$706,009.00 Measure G	Facilities A. Garofalo	Construction management services for the Music Building "J" at Oak Grove High School
2	Bruce Flynn & Associatea	11/1/04-6/30/05	\$9,800.00 Measure G	Facilities A. Garofalo	Project inspection for the fire alarm system upgrade project at Overfelt High School
3	ERT, Inc.	11/1/04-12/31/05	\$23,100.00 Measure G	Facilities A. Garofalo	Consulting services during asbestos abatement, including air sampling, for the Music Building "J" renovation at Oak Grove High School
4	Terrasearch, Inc.	11/1/04-12/31/05	\$15,323.00 Measure G	Facilities A. Garofalo	Inspection and testing services for modernization of Building 200 at Yerba Buena High School

\*Program Managers

#### **FISCAL IMPACT**

Various - see details above

#### **FUNDING SOURCE**

Various - see details above

#### **RECOMMENDATION**

Recommend approval of contract professional services listed above.

# EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004  
Agenda Item: 9.8 (A through C)  
Attachment A

TO: Board of Trustees

FROM: Superintendent

PREPARED BY: Jack Mahrt/Marie dela Cruz

SUBJECT: Bid Awards

1. Bid #B-12-04-05 MP- Bleachers
2. Bid #B-13-04-05 JL, OG, and YB- Bleachers
3. Bid #B-14-04-05 WCO- Floor Covering

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The following bids are recommended for approval.

**A. FOOTBALL BLEACHERS REPLACEMENT AT MT. PLEASANT HIGH SCHOOL**

Bid No. B-12-04-05

Bid Opening: NOVEMBER 18, 2004 2:00 pm

Legal Advertisements: San Jose Post Record 10/19/04 and 10/26/04  
Daily Pacific Builder 10/18/04 and 10/25/04

Project Estimate: \$1,157,022.13

Bid Results:

<b><u>CONTRACTOR NAME</u></b>	<b><u>BASE BID</u></b>
Robert A. Bothman, Inc.	\$1,634,000
Bustichi Construction	\$1,739,000
Blossom Valley Const	No Bid
Garden City Construction	No Bid
Southern Bleachers	No Bid
Sturdisteel Co.	No Bid
Elrod Corp.	No Bid

**FISCAL IMPACT**  
**\$1,634,000.00**

**FUNDING SOURCE**  
**MEASURE G**

Recommendation: It is recommended that the Board of Trustees award bid #B-12-04-05 to Robert A. Bothman, Inc. the lowest responsible bidder, for the Football Bleachers Replacement at Mt. Pleasant High School.

# EAST SIDE UNION HIGH SCHOOL DISTRICT

## **B. FOOTBALL BLEACHERS REPLACEMENT AT JAMES LICK, OAK GROVE AND YERBA BUENA HIGH SCHOOLS**

Bid No. B-13-04-05

Bid Opening: NOVEMBER 18, 2004 3:00 pm

Legal Advertisements: San Jose Post Record 10/19/04 and 10/26/04

Daily Pacific Builder 10/18/04 and 10/25/04

Project Estimate: \$2,231,460.00

Bid Results:

<u>CONTRACTOR NAME</u>	<u>BASE BID</u>
Southern Bleacher Const. Co.	\$2,488,500
Robert A. Bothman, Inc.	\$2,717,700

FISCAL IMPACT  
**\$2,488,500.00**

FUNDING SOURCE  
**MEASURE G**

Recommendation: It is recommended that the Board of Trustees award bid #B-13-04-05 to Southern Bleacher Construction Company, the lowest responsible bidder, for the Football Bleachers Replacement at James Lick, Oak Grove, and Yerba Buena High Schools.

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## **C. FLOOR COVERING AT W.C. OVERFELT HIGH SCHOOL**

Bid No. B-14-04-05

Bid Opening: NOVEMBER 10, 2004 2:00 pm

Legal Advertisements: San Jose Post Record 10/19/04 and 10/26/04

Daily Pacific Builder 10/18/04 and 10/25/04

Project Estimate: \$40,000.00

Bid Results:

<u>CONTRACTOR NAME</u>	<u>BASE BID</u>
R.E. CUDDIE	\$43,966.00
B.T. MANCINI	NO BID
PRECISION FLOORING	NO BID

FISCAL IMPACT  
**\$43,996.00**

FUNDING SOURCE  
**DEFERRED MAINTENANCE**

Recommendation: It is recommended that the Board of Trustees award bid #B-14-04-05 to R.E. Cuddie Co., the lowest responsible bidder, for the Floor Covering Project at W.C. Overfelt High School.

# EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004  
Agenda Item: 9.9  
Attachment A

TO: Board of Trustees  
FROM: Superintendent  
PREPARED BY: Jack Mahrt/Marie dela Cruz  
SUBJECT: Memorandums of Understanding

The following Memorandums of Understanding are recommended for approval.

## MEMORANDUMS OF UNDERSTANDING

	<b>PROVIDER NAME</b>	<b>MOU PERIOD</b>	<b>TERMS OF UNDERSTANDING</b>	<b>SCHOOL/DEPT</b>	<b>DESCRIPTION OF SERVICES/ PURPOSE</b>
1	The Puente Project	10/1/04-7/31/05	District to provide data related to students in The Puente Project	Information Systems A. Bennett	Provide data needed to assess students in the project
2	Ujima Adult & Family Services	10/4/04-8/5/05	Provider- life skills course, weekly cse managements services, 3 staff member, educational supplies and financial support Ditric- use of facilities, referral/recruitment, support	Silver Creek A. Lomas	Work collaboratively toward mutual goal of providing support services for students
3	The Bay Area School Reform Collaborative (BASRC)	11/8/04-11/30/05	Evaluate, coordinate and load data into licensed software provided by district	Instructional Services A. Darin	Confidentiality agreement for data provided
4	Community Health Partnership- Health Education and Training Center	11/1/04-6/10/05	Provide one-half time health educator supervised by the HETC director and school magnet coordinator	Andrew Hill A. Lomas	Health services and support for students

**EAST SIDE UNION HIGH SCHOOL DISTRICT**

5	Filipino Youth Coalition	11/17/04-6/10/05	Provide support services for at-risk students including, but not limited to, peer counseling, mentoring, tutoring, cultural activities, and home/parent involvement District to provide space and student referrals	Silver Creek A. Darin	Outreach and community services for students
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**FISCAL IMPACT**

Various - see details above

**FUNDING SOURCE**

Various - see details above

**RECOMMENDATION**

Recommend approval of Memorandums of Understanding listed above.

## EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004

Agenda Item: 9.10

Attachment A

TO: Board of Trustees

FROM: Superintendent

PREPARED BY: Art Darin, Chief Academic Officer

SUBJECT: **Approve School Field Trips**

Below please find a list of field trips to be taken by student groups by various schools. These field trips require approval by the Board since they are beyond our local area and may include air transportation.

School	Field Trip Location	Dates of Field Trip	Budget Impact	Rationale	Transportation
EV	San Diego, CA	12/27/04 – 12/31/04	Fundraising	Basketball Tournament	Air Travel
EV	Clovis, CA	12/2/04 – 12/4/04	Fundraising	Wrestling Tournament	Rental Van, Private Vehicles
EV	Austria	7/12/05 – 7/20/05	Fundraising, Donations	Cultural Experience, Diversity Appreciation	Air Travel
EV	Santa Barbara, CA	12/26/04 – 12/30/04	Fundraising	Girls Basketball Tournament	Private Vehicles
PH	Davis, CA	12/16/04 – 12/19/04	Fundraising	Basketball Tournament	Private Vehicles
PH	Anaheim, CA	5/27/05 – 5/29/05	Fundraising, Student/Parent Contribution	Educational Trip – Music Performance	Chartered Bus
SC	Clovis, CA	12/3/04 – 12/4/04	Fundraising	Wrestling Tournament	Rental Van
WCO	Sonoma, CA	12/3/04 – 12/3/04	ASB Fund	College Visit: Sonoma State University	Chartered Bus
WCO	Fresno, CA	12/2/04 – 12/4/04	ASB Fund, Monroe Fund	Wrestling Tournament	Private Vehicles



School	Field Trip Location	Dates of Field Trip	Budget Impact	Rationale	Transportation
WCO	San Diego, CA Long Beach, CA	1/31/2005 – 2/4/2005	Electronics Academy, Fundraising	College Visits: USC, San Diego State, Loyola Marymount, Long Beach State	Chartered Bus
WCO	Fresno, CA	11/26/04 – 11/27/04	ASB Cross Country Fund	Cross Country State Championships	Chartered Bus

These field trips have been reviewed by the Administration and are cleared for the necessary amount of staff, supervisors and funding source(s).

**RECOMMENDATION**

The Board approves the Field Trips as listed above pending purchase of trip insurance on travel out of the Country and the Continental U.S.

AD/csr

# EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting December 2, 2004

Agenda Item: 9.11

Attachment A

TO: Board of Trustees

FROM: Superintendent

PREPARED BY: Jack Mahrt/Marie dela Cruz

SUBJECT: Adopt Resolution #2004/2005-20 and Itemized List of Surplus/Obsolete Equipment for Sale and/or Disposal per Education Code Sections 17545 and 17546.

Attached is a Resolution and an itemized list of surplus/obsolete equipment that is no longer needed for school purposes and will be sold and/or disposed of in accordance with Education Code Sections 17545 and 17546.

**FINANCIAL IMPACT**

NONE

**FUNDING SOURCE**

NONE

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the resolution and itemized list of surplus/obsolete equipment for sale and/or disposal pursuant to Education Code Sections 17545 and 17546.

/mdc

East Side Union High School District  
of  
Santa Clara County, State of California

**RESOLUTION #2004/2005-20**  
**SALE AND DISPOSAL OF SURPLUS PROPERTY**

WHEREAS, Education Code 17545 authorizes the sale for cash of any property belonging to the District if the property is not required for school purposes, or it should be disposed of for the purpose of replacement, or it is unsatisfactory or not suitable for school use;

WHEREAS, Education Code 17545 and 17546 provides for procedures to implement such a sale, public or private, conducted by staff, other public agencies, or by contract with a private auction firm;

WHEREAS, Education code 17546 provides for private sale of items not exceeding \$2500 in value, donations to charitable organizations or disposal if property is of insufficient value to defray costs of arranging a sale;

Now, therefore, be it resolved that this Board does hereby authorize such a sale, donation, and/or disposal of surplus property, under the direction of the Director of General Services and/or Chief Financial Officer.

PASSED AND ADOPTED this 2<sup>nd</sup> day of December 2004 by the Governing Board of the East Side Union High School District at its regular meeting held at 830 N. Capitol Avenue, San Jose, State of California.

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

I certify that the foregoing resolution was duly introduced, passed, and adopted by the ESUHSD Board of Education at a meeting held on December 2, 2004.

\_\_\_\_\_  
Clerk  
ESUHSD Board of Education

**EAST SIDE UNION HIGH SCHOOL DISTRICT**

**Surplus Equipment**

**Board Meeting of December 2, 2004**

<b>QTY</b>	<b>DESCRIPTION</b>	<b>SERIAL NO.</b>	<b>ESUHSD NO.</b>	<b>LOCATION</b>
1	Typewriter, IBM	000591652	008924	EC/Human Resources
1	Typewriter, IBM	5169371	27513	EC/Human Resources
1	PowerMac 5400	-	ES00001823	EC/Information Systems
1	Mac Tower 3	-	ES00003821	EC/Information Systems
1	Acma Tower P1	-	ES00008050	EC/Information Systems
1	Acma Tower P1	-	ES00003728	EC/Information Systems
1	Mac Tower 3	-	ES00002900	EC/Information Systems
1	Acma Tower P1	-	ES00004109	EC/Information Systems
1	Laserwriter select printer	-	ES10999	EC/Information Systems
1	Quadra 840	-	ES14288	EC/Information Systems
1	Laserwriter pro print	-	ES12435	EC/Information Systems
1	Acma Tower P1	-	ES00003726	EC/Information Systems
1	Apple desktop	-	ES00004009	EC/Information Systems
1	Laserwriter II Apple printer	-	ES010583	EC/Information Systems
1	Dell 15" monitor	-	-	EC/Information Systems
1	Genesis Aircraft Kit			Independence
130	Computers, monitors, A/V equipment	On file	On file	Overfelt
29	Misc. Food Service Equipment (i.e. warmers, mixers, fryer, oven, racks)	On file	On file	EC/Child Nutrition Svcs
1	Power Mac CPU S260	-	-	EC/Career Services
1	SuperMac Monitor	Y92080625	-	EC/Career Services
1	Macintosh CPU	F9480DKM5865	-	EC/Career Services
1	Apple Keyboard	822144	-	EC/Career Services
1	Mac 12" Monitor	M12053AQ0T6	-	EC/Career Services
1	Mac LC II CPU	SG2128W5	-	EC/Career Services
1	Panasonic Fax 321	01940300714	-	EC/Career Services
1	Apple Keyboard	NN606K33G	-	EC/Career Services
1	Apple Monitor	5307905	-	EC/Career Services
1	IBM Monitor	2321325	-	EC/Career Services
1	IBM Aptiva CPU	-	010600	EC/Career Services
1	IBM disk drive	75H8898	-	EC/Career Services
1	IBM Keyboard 8923	01507908	-	EC/Career Services
1	Apple Monitor	5307908	-	EC/Career Services
1	HP ScanJet 6300C	SG96A130K7	-	EC/Career Services
1	Compaq Presario CPU	-	ES00004465	EC/Career Services
1	Compaq Monitor	837GA19EB316	-	EC/Career Services

## EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004  
Agenda Item: 9.12  
Attachment A

TO: Board of Trustees  
FROM: Esperanza Zendejas, Superintendent  
PREPARED BY: Bob Nuñez, Chief Human Resources Officer  
SUBJECT: Approve 2004-2005 Community Education Teacher Hourly Salary Schedule for the Adult Education Program

Community Education Teachers have been paid the same hourly rate as credentialed Adult Education Teachers. Due to recent a change in the collective bargaining agreement between the District and the San Jose American Federation of Teachers, Community Education Instructors are now excluded from the AFT bargaining unit. As a result of this Agreement, they are not subject to the Hourly Adult Education rates.

The proposed 2004-2005 Hourly Community Education Schedule reflects the going rate for non-credentialed teachers who teach in fee-based programs (Community Education Program).

FISCAL IMPACT  
\$7,000 (approximate savings)

FUNDING SOURCE  
Adult Education Program

### RECOMMENDATION

The Board is requested to approve the change in hourly rates for non-credentialed Community Education Teachers in the Adult Education Program, effective January 29, 2005.

BN/LG:mg

**RESOLUTION OF  
EAST SIDE UNION HIGH SCHOOL DISTRICT  
REGARDING  
REDUCTION OR ELIMINATION OF SERVICES**

**RESOLUTION #2004/2005-20**

WHEREAS: the Superintendent has informed the East Side Union High School District Board of Trustees that there is a lack of funds necessitating the reduction or elimination of certain services performed by classified management employees,

NOW, THEREFORE, BE IT RESOLVED: that as a result of lack of funds, it shall be necessary to eliminate the equivalent of 4.0 F.T.E. classified management positions.

BE IT RESOLVED: that as a result of the reduction in classified management employees, it shall be necessary to terminate the employment of the equivalent of 4.0 F.T.E. effective January 17, 2005 in the classification(s) of:

Director of General Services	1.0
Director of Insurance & Risk Management	1.0
Director of Transportation	1.0
Energy Manager	1.0

The Superintendent or her designee is authorized to send appropriate notices to all employees whose positions and/or employment shall be affected by virtue of this action in accordance with applicable laws and regulations.

Adopted by the East Side Union High School District Board of Trustees on December 2, 2004.

By the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

---

Clerk of the Board of Trustees  
of the East Side Union High School District

## EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004  
Agenda Item: 9.14  
Attachment A

TO: Board of Trustees  
FROM: Esperanza Zendejas, Superintendent  
PREPARED BY: Bob Nuñez, Chief Human Resources Officer  
SUBJECT: Adopt Resolution #2004/2005-21 - Approving Contract FIMS-4655 in the Amount of \$3,851 for Child Development Program Materials and Supplies

In order to approve contract #FIMS-4655 for preschool materials and supplies in the amount of \$3,851, a Resolution must be adopted by the Governing Board of the East Side Union High School District certifying approval to enter into a transaction with the California State Department of Education. Authorization is also needed for Superintendent Esperanza Zendejas, Chief Human Resources Officer Bob Nuñez and Interim Director Cari Vaeth to sign on behalf of the Board of Trustees. The Board Resolution approves the contract and names officials who are authorized to sign on their behalf.

The funds will be used to purchase instructional supplies for the Child Development Centers.

FISCAL IMPACT  
\$3,851

FUNDING SOURCE  
State Department of Education,  
Child Development Division

### RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2004/2005-21 in order to provide money for instructional materials and supplies for the Child Development Centers for the 2004-2005 school year.

BN:mg

**EAST SIDE UNION HIGH SCHOOL DISTRICT**

**RESOLUTION #2004/2005-21**

**BE IT RESOLVED** that the Governing Board of the East Side Union High School District authorizes entering into local agreement number FIMS-4655 and that the person/s who is/are listed authorized to sign the transaction for the Governing Board.

<i>Name</i>	<i>Title</i>	<i>Signature</i>
<u>Esperanza Zendejas, Ed.D.</u>	<u>Superintendent</u>	_____
<u>Bob Nuñez</u>	<u>Chief Human Resources Officer</u>	_____
<u>Cari Vaeth</u>	<u>Interim Director</u>	_____

**PASSED AND ADOPTED** this 2nd day of December 2004 by the Governing Board of the East Side Union High School District of Santa Clara County, California.

I, Craig Mann, Clerk of the Governing Board of the East Side Union High School District of Santa Clara County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a Board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
*Craig Mann*  
*Clerk of the Board of Trustees*

\_\_\_\_\_  
*Date*



## East Side Union High School District

Board Meeting of December 2, 2004  
Agenda Item: 9.15  
Attachment A

**TO:** Board of Trustees  
**FROM:** Superintendent  
**PREPARED BY:** Ric Abeyta  
**SUBJECT:** **CELL PHONE POLICY**

It is recommended that the Board of Trustees approve Board Policy 5131.6. Board Policy 5131.6 has been reviewed and changes have been made to follow the guidelines of Education Code 48901.5 and the East Side Union High School District's Student Behavior Policy.

Attached is a copy of the new policy and changes have been highlighted.

**FISCAL IMPACT:**  
N/A

**FUNDING SOURCE:**  
N/A

**RECOMMENDATION:**

It is recommended that the governing Board approve the new policy 5131.6.

### Alcohol And Other Drugs

East Side Union High School District recognizes that students unsanctioned use of chemical substances, including alcohol, is illegal. The use of such substances is detrimental to individual development and undermines effective education. The use of chemical substances often leads to chemical dependency, an illness, requiring intervention and treatment. The Governing Board is concerned for the safety, health, and well-being of its students. Therefore, to ensure the highest standards for learning in the classroom, the Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, enforcement/discipline, activities that promote the involvement of parents/guardians, and coordination with appropriate community agencies and organizations. The Superintendent or designee shall clearly communicate to students, staff and parents/guardians all Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

(cf. 5131.61 - Drug Testing Program)  
(cf. 5131.62 - Tobacco)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and other drug abuse.

To obtain the widest possible input and support for district policies and programs, the Board shall appoint a districtwide school-community advisory committee to make recommendations related to the prevention of alcohol and other drug abuse.

(cf. 1220 - Citizen Advisory Committees)

### Instruction

The district shall provide preventative instruction which helps students to avoid the use of alcohol or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs. Instruction shall be designed to answer students' questions related to alcohol and other drugs.

The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

The curriculum will be K-8, comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels.

The Board encourages staff to display attitudes which make them positive role models for students with regard to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

All instruction and related materials shall stress the concept of "no unlawful use" of alcohol or other drugs and shall not include the concept of "responsible use" when such use is illegal.

(cf. 6142.2 - AIDS Instruction)  
(cf. 6143 - Courses of Study)  
Intervention

The Board recognizes that there are students on our campuses who use alcohol and other drugs and can benefit from intervention. The Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

The Board finds it essential that school personnel be trained to identify symptoms which may indicate use of alcohol and other drugs. The responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use shall be clearly defined in administrative regulations.

Administrative regulations shall also identify the roles and responsibilities of law enforcement staff as reflected in procedures which the district and law enforcement agency have established for the coordinated alcohol and drug prevention intervention system. Law enforcement staff shall receive copies of all Board policies, regulations, procedures and school rules related to this program.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

#### Non-punitive Self-Referral

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. If the student is uncomfortable doing this, he/she is encouraged to ask a friend to discuss the problem with a parent/guardian or staff member. Students who disclose past use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be punished or disciplined for such past use.

#### Recovering Student Support

The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding reinvolvement with alcohol and other drugs. The Board shall provide ongoing school activities which enhance recovery.

#### Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

School authorities may search students and school properties for the possession of alcohol and other drugs as long as such searches are conducted in accordance with law, Board policy and administrative regulations.

(cf. 5145.12 - Search and Seizure)

## **Cell Phones**

**In accordance with Education Code 48901.5, personal electronic signaling devices on all East Side Union High School District school campuses are subject to regulation from the first warning bell through the final bell of the school day. These personal electronic signal devices include but are not limited to pagers, beepers and cellular/digital telephones.**

**Personal electronic devices may be carried by students, but must be kept out of sight, i.e., in a purse or backpack, and must be turned off. Devices left on that disturb the educational setting are subject to confiscation and the student subject to discipline.**

**Students may not utilize personal communication devices on campus during the day while classes are in session. This includes concurrent classes, after-school detention and Saturday School.**

**The administration of an individual school site may decide that personal electronic devices may be used by students during brunch and lunch. Students at sites where this specific usage is approved must recognize that inappropriate use of these devices during lunch or brunch may result in their confiscation and the student being subject to discipline.**

**Violations of this policy may result in the device being confiscated and returned only to a parent/guardian. Once confiscated by site staff, the device must be accounted for until it is returned to the parent/guardian.**

**Any violations of this policy are subject to discipline in accordance with the progressive discipline for “Defiance” on the District Discipline Chart.**

**No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student’s health and the use of which, is limited to health-related purposes. The student must have the doctor’s note on file with the school.**

(cf. 5144 - Discipline)

Legal Reference:

### **EDUCATION CODE**

44049 Known or suspected alcohol or controlled substance abuse by student  
48900 Suspension or expulsion (grounds)  
48900.5 Suspension, limitation on imposition; exception  
48901 Smoking or use of tobacco prohibited  
48901.5 Prohibition of electronic signaling devices  
48902 Notification of law enforcement authorities; civil or criminal immunity  
48909 Narcotics or other hallucinogenic drugs  
49423 Administration of prescribed medication  
49480 Notice to school by parent or guardian; consultation with physician  
49602 Confidentiality of pupil information  
51202 Instruction in personal and public health and safety  
51203 Instruction on alcohol, narcotics and restricted dangerous drugs  
51210 Areas of study

51220 Areas of study, grades 7 to 12  
51260 Elementary and secondary school instruction in drug education by appropriately trained instructors  
51262 Use of anabolic steroids; legislative finding and declaration  
51264 CDE assistance for inservice training  
51265 Gang violence and drug and alcohol abuse prevention inservice  
51266 Model curriculum for grades 2, 4 and 6  
51268 Coordination of resources

#### HEALTH AND SAFETY CODE

11032 Narcotics, restricted dangerous drugs and marijuana; construction of terms used in other divisions  
11353.6 Juvenile Drug Trafficking and Schoolyard Act  
11357 Unauthorized possession of marijuana; punishment; prior conviction; possession in school or on school grounds  
11361.5 Destruction of arrest or conviction records  
11372.7 Drug program fund; uses  
11802 Joint school-community alcohol abuse primary education and prevention program  
11965-11969.5 The School-Community Primary Prevention Program  
11998-11998.3 Drug and Alcohol Abuse Master Plans  
11999-11999.3 Alcohol and drug program funding; no unlawful use

#### PENAL CODE

13864 Comprehensive alcohol and drug prevention education

#### VEHICLE CODE

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over; suspension, delay, or restriction of driving privileges

#### WELFARE AND INSTITUTIONS CODE

828 Disclosure of information re minors  
828.1 Disclosure of criminal records; protection of vulnerable staff & students

DRUG-FREE SCHOOLS AND COMMUNITY ACT OF 1986  
Public Law 99-570

DRUG-FREE SCHOOLS AND COMMUNITY ACT AMENDMENTS OF 1989  
H.R. 3614

Policy EAST SIDE UNION HIGH SCHOOL DISTRICT  
adopted:

### Alcohol And Other Drugs

East Side Union High School District recognizes that students unsanctioned use of chemical substances, including alcohol, is illegal. The use of such substances is detrimental to individual development and undermines effective education. The use of chemical substances often leads to chemical dependency, an illness, requiring intervention and treatment. The Governing Board is concerned for the safety, health, and well-being of its students. Therefore, to ensure the highest standards for learning in the classroom, the Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, enforcement/discipline, activities that promote the involvement of parents/guardians, and coordination with appropriate community agencies and organizations. The Superintendent or designee shall clearly communicate to students, staff and parents/guardians all Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

(cf. 5131.61 - Drug Testing Program)  
(cf. 5131.62 - Tobacco)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and other drug abuse.

To obtain the widest possible input and support for district policies and programs, the Board shall appoint a districtwide school-community advisory committee to make recommendations related to the prevention of alcohol and other drug abuse.

(cf. 1220 - Citizen Advisory Committees)

### Instruction

The district shall provide preventative instruction which helps students to avoid the use of alcohol or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs. Instruction shall be designed to answer students' questions related to alcohol and other drugs.

The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

The curriculum will be K-8, comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels.

The Board encourages staff to display attitudes which make them positive role models for students with regard to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

All instruction and related materials shall stress the concept of "no unlawful use" of alcohol or other drugs and shall not include the concept of "responsible use" when such use is illegal.

(cf. 6142.2 - AIDS Instruction)  
(cf. 6143 - Courses of Study)

### Intervention

The Board recognizes that there are students on our campuses who use alcohol and other drugs and can benefit from intervention. The Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

The Board finds it essential that school personnel be trained to identify symptoms which may indicate use of alcohol and other drugs. The responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use shall be clearly defined in administrative regulations.

Administrative regulations shall also identify the roles and responsibilities of law enforcement staff as reflected in procedures which the district and law enforcement agency have established for the coordinated alcohol and drug prevention intervention system. Law enforcement staff shall receive copies of all Board policies, regulations, procedures and school rules related to this program.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

### Nonpunitive Self-Referral

The Board strongly encourages any student who is using alcohol or drugs to discuss the matter with his/her parent/guardian or with any staff member. If the student is uncomfortable doing this, he/she is encouraged to ask a friend to discuss the problem with a parent/guardian or staff member. Students who disclose past use of alcohol or other drugs when seeking help from an intervention or recovery program shall not be punished or disciplined for such past use.

### Recovering Student Support

The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding reinvolvement with alcohol and other drugs. The Board shall provide ongoing school activities which enhance recovery.

### Enforcement/Discipline

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

School authorities may search students and school properties for the possession of alcohol and other drugs as long as such searches are conducted in accordance with law, Board policy and administrative regulations.

(cf. 5145.12 - Search and Seizure)

### **Confiscation of Beepers**

**Because electronic signaling devices (beepers) are used to facilitate illegal drug transactions, the possession or use of such devices by students is prohibited on school premises, at all school-sponsored activities, and at any time while students are under the supervision and control of district employees. An exception shall be made only when the principal or designee has determined that the beeper is essential for the student's health. Any beeper so allowed shall be used only for health purposes. (Education Code 48901.5)**

**The Superintendent or designee shall confiscate beepers from students.**

(cf. 5144 - Discipline)

Legal Reference:

**EDUCATION CODE**

44049 Known or suspected alcohol or controlled substance abuse by student

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

48901.5 Prohibition of electronic signaling devices

48902 Notification of law enforcement authorities; civil or criminal immunity

48909 Narcotics or other hallucinogenic drugs

49423 Administration of prescribed medication

49480 Notice to school by parent or guardian; consultation with physician

49602 Confidentiality of pupil information

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and restricted dangerous drugs

51210 Areas of study

51220 Areas of study, grades 7 to 12

51260 Elementary and secondary school instruction in drug education by appropriately trained instructors

51262 Use of anabolic steroids; legislative finding and declaration

51264 CDE assistance for inservice training

51265 Gang violence and drug and alcohol abuse prevention inservice

51266 Model curriculum for grades 2, 4 and 6

51268 Coordination of resources

**HEALTH AND SAFETY CODE**

11032 Narcotics, restricted dangerous drugs and marijuana; construction of terms used in other divisions

11353.6 Juvenile Drug Trafficking and Schoolyard Act

11357 Unauthorized possession of marijuana; punishment; prior conviction; possession in school or on school grounds

11361.5 Destruction of arrest or conviction records

11372.7 Drug program fund; uses

11802 Joint school-community alcohol abuse primary education and prevention program

11965-11969.5 The School-Community Primary Prevention Program

11998-11998.3 Drug and Alcohol Abuse Master Plans

11999-11999.3 Alcohol and drug program funding; no unlawful use

**PENAL CODE**

13864 Comprehensive alcohol and drug prevention education

**VEHICLE CODE**

13202.5 Drug and alcohol related offenses by person under age of 21, but aged 13 or over; suspension, delay, or restriction of driving privileges

**WELFARE AND INSTITUTIONS CODE**

828 Disclosure of information re minors



828.1 Disclosure of criminal records; protection of vulnerable staff & students  
DRUG-FREE SCHOOLS AND COMMUNITY ACT OF 1986  
Public Law 99-570  
DRUG-FREE SCHOOLS AND COMMUNITY ACT AMENDMENTS OF 1989  
H.R. 3614

Policy EAST SIDE UNION HIGH SCHOOL DISTRICT  
adopted:

## EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004  
Agenda Item: 9.16  
Attachment A

TO: Board of Trustees  
FROM: Superintendent  
PREPARED BY: Alan Garofalo  
SUBJECT: **Approve Change Order #1 for Piedmont Hills High School  
Modernization Project - Wings C, D and E  
Contractor: Ralph Larsen Son, Inc.  
Bid #B-06-03-04 PO# 404229**

The Piedmont Hills High School Modernization is progressing satisfactorily. The following change order is submitted to the Board of Trustees for approval.

- Description: Replaced weathered decorative fascia panels and the existing plywood backing located behind the existing decorative fascia panels on the roof of Buildings E North and E South, which were severely damaged by water intrusion. This unforeseen condition was not detectable until fascia panels were removed during construction. To mitigate cost impacts, exterior plywood was installed in lieu of decorative panels at hidden roof areas and undamaged fascia panels were reused in low visibility areas. The Contract unit price was \$800.00 each for new decorative fascia panels. Fifty-five (55) new decorative fascia panels were used to complete this work scope.

Reason: Unforeseen Condition  
Cost: \$48,865.00
- Description: Required changes/upgrades to all rated partitions. The existing (E) 2 X 6 members of the load bearing walls at Corridor E40, E42 and Classroom E8-E11, E16 & E17 were damaged. They had been crosscut 2/3 of the way through and occur in about 30% of stud members for the building. Structural repair included the replacing of some 2 X 6 members as well as adding blocking.

Reason: Unforeseen Condition  
Cost: \$17,345.00

3. Description: Required changes/ADA upgrades to existing Toilet Rooms. Locations of existing water closet water lines required the contractor to move walls and inset plywood to achieve required ADA clearances at restrooms E4H, E4R, E19, E20, E22 and E23- Per RFI #E60. Also needed to enlarge existing door openings and reframe wood ceiling in Rooms E4H and E4R to accommodate ADA clearances.

Reason: Unforeseen Condition  
Cost: \$9,314.00

4. Description: Required changes/upgrades to existing unrated walls and ceiling partitions. Required revisions to ceiling, ledgers, partition walls, blocking and corner framing at Student Toilet Rooms E19, E20, E22 and E23 to have continuous 2 hr. rated walls and ceiling. DSA required positive connection at wall intersection. DSA also required the addition of (1) layer of gypboard to ceilings.

Reason: Unforeseen Condition  
Cost: \$14,628.00

**FINANCIAL IMPACT:**  
\$90,152.00

**FUNDING:**  
Measure G

**RECOMMENDATION:**  
It is recommended that the Board of Trustees approve this change order #1 for Piedmont Hills High School Modernization Project - Wings C, D and E

## EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of December 2, 2004  
Agenda Item: 9.17  
Attachment A

TO: Board of Trustees  
FROM: Esperanza Zendejas, Superintendent  
PREPARED BY: Bob Nuñez, Chief Human Resources Officer  
SUBJECT: Approve Job Description and Salary Range for Executive Assistant

The Superintendent's Office has been reduced from six to three positions; thus, requiring a restructuring of positions and responsibilities. The upcoming retirement of the Superintendent's Secretary provides an opportunity to address the reorganization. In order to more efficiently address the reorganizational needs of the Superintendent's Office, the proposed confidential job description of Executive Assistant has been developed. This newly created position will encompass the duties of a number of positions that have been eliminated in this office.

The duties contained in the job description of Executive Assistant have been designed to provide the District support in the Superintendent's Office. This position is a twelve-month confidential position with a salary range of 111 (\$3,978/month - \$5,077/month).

FISCAL IMPACT  
\$3,978/month - \$5,077/month

FUNDING SOURCE  
General Fund

### RECOMMENDATION

It is recommended that the Board of Trustees approve the job description and salary range for the position of Executive Assistant, a twelve-month confidential position with a salary range of 111 (\$3,978/month - \$5,077/month).

BN:mg

## **EAST SIDE UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: EXECUTIVE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of the District Superintendent, provides secretarial and office assistant services to the Superintendent and the Board of Trustees; coordinates the flow of administrative actions and communications to and from the Superintendent's office, including all district support services; communicates with the public in behalf of the Superintendent; receives questions raised by public, district personnel, and Trustees of the Board.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a single class position reporting to the Superintendent. It is a key confidential position and coordinates communications with the Board of Trustees, District officials, employee associations and key member of the public.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from the Superintendent or designee.  
Exercises general supervision over other clerical and secretarial positions as designated.

#### **REPRESENTATIVE DUTIES:**

- Organizes and coordinates workflow through the superintendent's office.
- Independently composes correspondence reports, memos, and other materials for the Superintendent and members of the Board of Trustees. Supervises the organization and coordination of agendas for the Board of Trustees' meetings.
- May be called upon to record Board of Trustees meetings and transcribes and prepares minutes.
- Organizes and maintains files for the Superintendent's office and the Board of Trustees, and supervises maintenance of general files and records for the district.
- Communicates advice and instructions from the Superintendent to others in the District and the schools.
- Acts as liaison between the public and the Superintendent as necessary.
- Receives administrative and confidential dictation.
- Schedules cabinet meetings, principal meetings, and other meetings and conferences for the Superintendent; makes necessary arrangements for meetings; follows up after the meetings with appropriate documentation as directed.
- Transcribes minutes of meetings, conferences, and policy-making bodies as directed.
- Assists in establishing the proper atmosphere for the District's chief administrator.
- Routes letters, information, circulars and other items to cabinet members as appropriate.

#### **PAGE TWO**

- Receives incoming calls to the Superintendent's office, directs callers to the appropriate persons; makes appointments for the superintendent as directed.

- Interprets and applies District policies, rules, regulations, procedures, and laws.
- Understand the community and district operation as necessary to carry out assigned responsibilities.
- Establish and maintain effective working relationships with staff and with the general public.
- Communicate effectively, orally, and in writing.
- Compose correspondence effectively and independently.
- Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Office management, business practices, files and record keeping systems.
- Proper language usage, grammar, and spelling.
- Basic arithmetic concepts.
- Public administration, supervisory principles and public relations.
- State Education Code, Title 5, and rules and policies relating to the District's operation and administration.

**ABILITY TO:**

- Exhibit tact with information and communications received and given.
- Perform a wide variety of responsible secretarial work and coordinate a volume of administrative detail.
- Understand and follow difficult oral and written instructions.
- Change and adapt office procedures and details to changing needs and requirements.
- Meet and deal effectively with District officials, administrators, teachers, parents, and the public.
- Keyboard at 65 words per minute and take shorthand, brief hand, machine or computer dictation at 100 words per minute.
- Use modern office methods, procedures and equipment including microcomputers for the purpose of word-processing, data base entry, maintenance and inquiry, and spreadsheet calculations.

**EDUCATION AND EXPERIENCE:**

An A.A. degree in office management or business administration and six years of increasingly responsible secretarial experience including four years of experience as a secretary to a key administrator. Additional qualifying experience may be substituted for the required education on a year-to-year basis. Computer literacy is required. A Bachelor's Degree in public education, public administration, public relations or business administration is desirable.

**LICENCES AND OTHER REQUIREMENTS:**

- Fingerprint clearance from the Department of Justice.
- Notary Public certificate
- Driver's License

**WORKING CONDITIONS:**

- Public education office environment.
- Smoke free environment.
- Salary includes compensation for attendance at Board meetings outside the normal workday, if required.

## EAST SIDE UNION HIGH SCHOOL DISTRICT

Board Meeting of: December 2, 2004  
Agenda Item: 10.1

TO: Board of Trustees  
FROM: Superintendent  
PREPARED BY: Jack Mahrt  
SUBJECT: Quarterly Report on Santa Clara County Treasury Investment  
Portfolio Status as of September 30, 2004

Attached for information is the quarterly report as of September 30, 2004, from John V. Guthrie, Director of Finance for the County of Santa Clara, detailing the make-up of the County's Investment Portfolio. District funds are included in the total funds invested.

FINANCIAL IMPACT:  
Not Applicable

FUNDING SOURCE:  
Not applicable

RECOMMENDATION:  
For Information Only

# County of Santa Clara

Finance Agency  
Controller-Treasurer Department  
County Government Center  
70 West Hedding Street, East Wing, 2nd Floor  
San Jose, California 95110-1705  
(408) 299-5200 FAX (408) 289-8629



October 15, 2004

Prepared by: Steve Sparks  
Stephen Sparks, Interim Investment Officer

Reviewed by: David G. Elledge  
David G. Elledge Controller-Treasurer

TO: BOARD OF TRUSTEES, SANTA CLARA COUNTY SCHOOL DISTRICTS  
BOARDS OF DIRECTORS, SANTA CLARA COUNTY SPECIAL PURPOSE DISTRICTS

FROM: JOHN V. GUTHRIE, DIRECTOR OF FINANCE John V. Guthrie

SUBJECT: SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS

## RECOMMENDATION

Receive and file the September 30, 2004 Detailed Investment Portfolio Listing.

## DISCUSSION

In compliance with the State of California Government Code as amended by Chapters 783 and 784, Statutes of 1995 and in compliance with County Policy, the Santa Clara County Treasury Investment Portfolio Report as of September 30, 2004 is submitted for your review and acceptance.

The attached detailed investment reports list each investment of the County Treasury Pool as well as individual reports for specific investment funds each school district or special district has in the County Treasury. The reports include the respective purchase and maturity dates, par value, amortized cost, present value, and effective yield for each investment.

A summary of market value versus cost is provided below for Commingled Investments of the County Pool.

	Cost	Market Value	Increase (Decrease)	Percent
Commingled Investments	\$2,774,687,411	\$2,765,779,615	(\$8,907,796)	-0.321%



TO: SANTA CLARA COUNTY SCHOOL DISTRICTS AND SPECIAL PURPOSE DISTRICTS

October 15, 2004

Page 2

The yield of the pool on September 30, 2004 was 1.85%. As a comparison, on September 30, 2004 the yield of a 90-day Treasury Bill was 1.70% and a 6-month Treasury Bill was 1.99%. A two-year Treasury Note was 2.61%. The State of California Local Agency Investment Fund (LAIF) yield was 1.81%.

Attached with the current investment strategy is a schedule that lists the average maturities and yield for the commingled funds over the past six months. A chart of investment concentration and maturity is provided for the Treasury Pool. Also included is a chart showing the one-year history of the pool and selected interest rates.

Securities are purchased with the expectation that they will be held to maturity, so unrealized gains or losses are not reflected in the yield calculations.

The market values of securities were taken from the Wall Street Journal, quote screens, or an independent pricing service.

The investment portfolio is in compliance with the current investment policy. A combination of securities maturing, new revenues, and tax receipts will adequately cover the anticipated cash flow needs for the next six months. Cash flows are continually monitored and are considered paramount in the selection of maturity dates of securities.

If any Board member would like further information on this report, please let me know.

Attachments

**SANTA CLARA COUNTY TREASURY COMMINGLED POOL**  
**CURRENT INVESTMENT STRATEGY, MATURITY AND YIELDS**

As anticipated the Federal Reserve Board raised the Fed Funds Rate by 25 basis points to 1.75% at the September 21 meeting. It indicated that it would continue to raise rates at a “measured pace” based on future economic releases. It said, “the committee will respond to changes in economic prospects as needed.” Based on statements made by Fed Reserve Members, there seems to be a strong feeling that the rate should be increased until a “neutral status” between inflation and interest cost is achieved.

Interestingly, while overnight rates have moved with the Fed increases, the Two-year U. S. Treasury Notes and longer maturity yields have remained off the highs seen in June. Longer rates such as the 10-year maturity have moved down from the 4.90% area to 4.05% in the past few months. Since the 10 year Treasury is closely linked to mortgage rates it would appear that this would be good for the real-estate market.

While the economy appears to be maintaining positive growth, there are signs that the recovery may not be as strong as was anticipated a few month ago. Some technical analysis that has accurately predicted the recent decline in longer rates, is indicating that rates late next year may continue to decline. However, it does appear that the Federal Reserve is signaling that they will continue to raise short rates, possibly to 2% or higher by year end. This should benefit the pool earnings. Unless there is a strong indication that the economy has stopped growing and rates have stabilized, most new investments will be short-term in order to participate in this anticipated rise in short rates. With the yield curve continuing to flatten there is little reason to extend the average life of the portfolio.

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Commingled Pool as of September 30, 2004

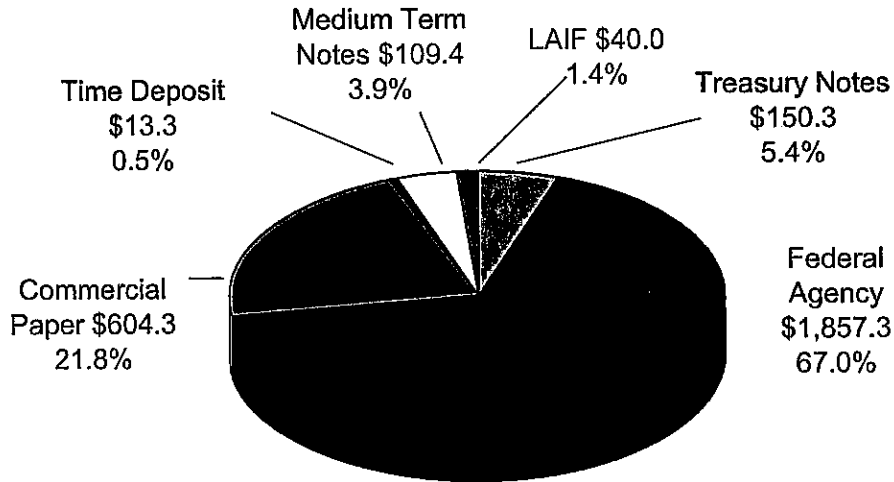
	<u>Sept</u>	<u>Aug</u>	<u>July</u>	<u>June</u>	<u>May</u>	<u>April</u>
Average Days to Maturity	278	292	305	308	301	327
County Average Yield	1.85	1.78	1.70	1.65	1.73	1.72
LAIF Average Yield	1.81	1.73	1.60	1.47	1.47	1.54

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**SANTA CLARA COUNTY TREASURY-COMMINGLED POOL**  
**INVESTMENT CONCENTRATION AND MATURITY DISTRIBUTION**

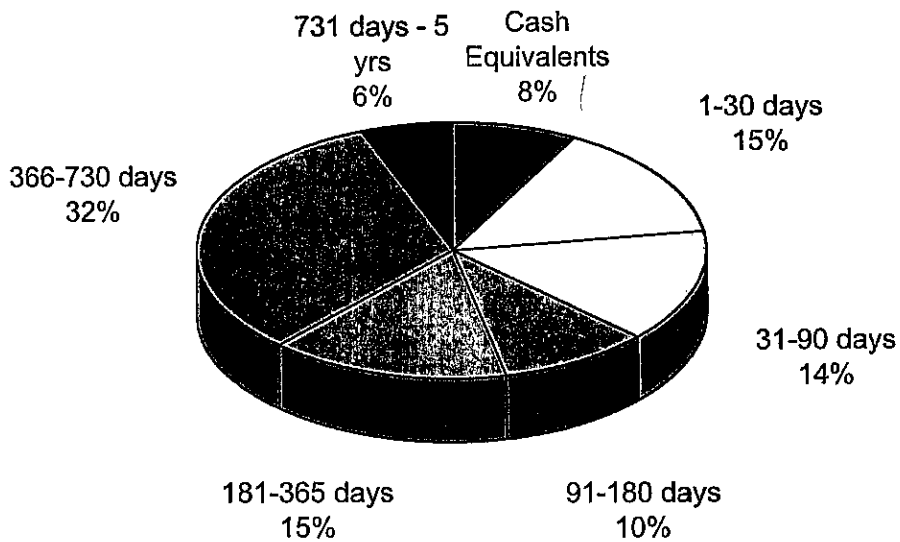
as of September 30, 2004

**SECURITIES BY TYPE\***



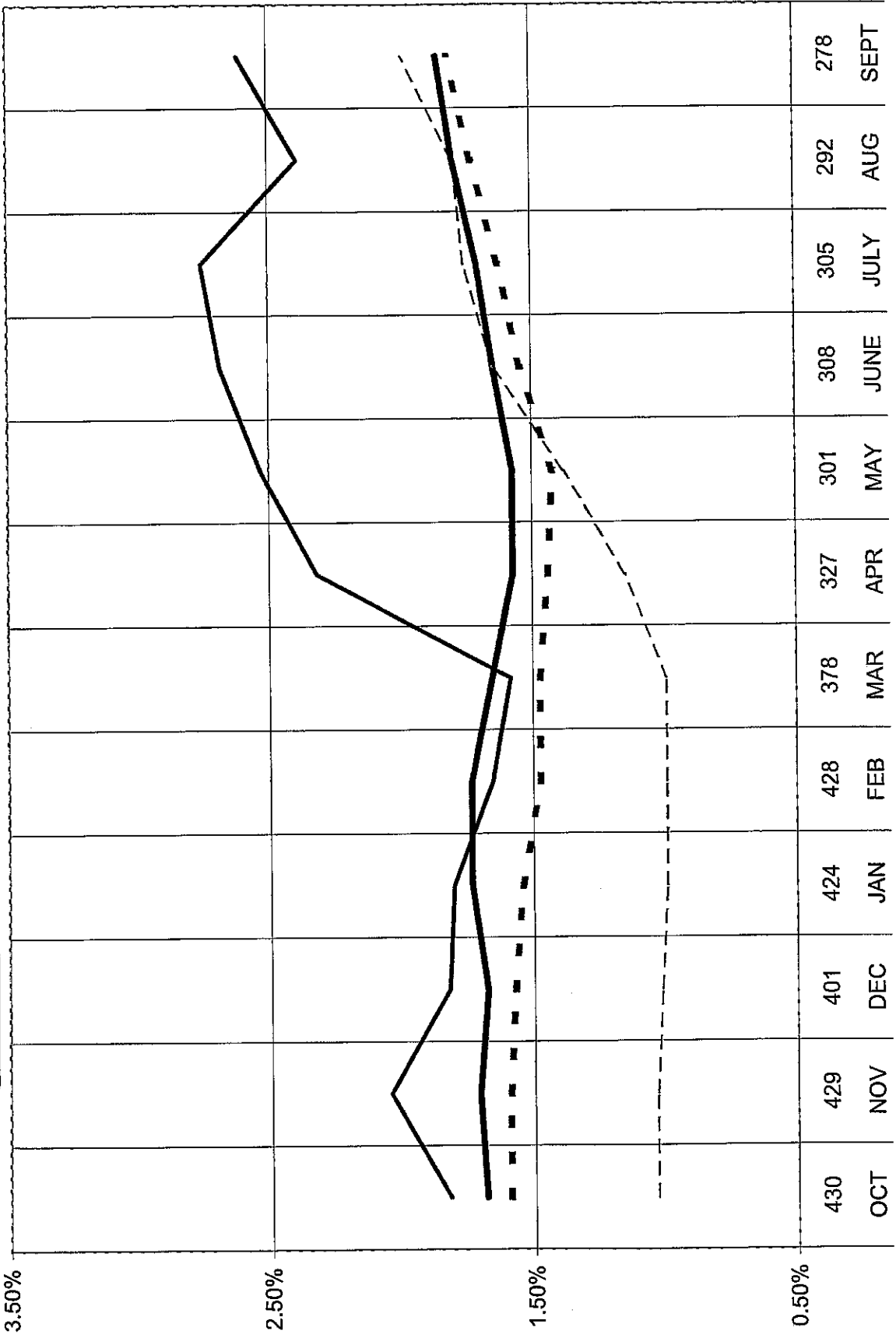
\*Amounts are in millions (000)

**SECURITIES BY MATURITY**



PORTFOLIO HISTORY 2003-2004

— CO POOL    - LAIF    — 2 YEAR TREAS    --- 6 MONTH BILL



MONTH AND AVERAGE MATURITY



**SANTA CLARA COUNTY**  
**Fund C - COMMINGLED FUNDS**  
**Investments by Fund**  
**September 30, 2004**

Santa Clara County  
 70 West Hedding Street  
 East Wing 6th floor  
 San Jose Ca.

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Local Agency Investment Funds</b>											
SYS8506	8506	LOCAL AGENCY INVEST FUND	07/01/2004	40,000,000.00	40,000,000.00	40,000,000.00	1.810	1.785	1.810	12/01/2005	1
				<b>Subtotal and Average</b>	<b>40,000,000.00</b>	<b>40,000,000.00</b>		<b>1.785</b>	<b>1.810</b>		<b>1</b>
<b>Medium Term Notes</b>											
172967BA8	12217	CITIGROUP	10/10/2003	10,537,229.57	10,000,000.00	10,472,009.28	6.750	1.992	2.019	12/01/2005	426
172967BA8	12635	CITIGROUP	04/07/2004	10,546,565.66	10,000,000.00	10,472,009.28	6.750	1.936	1.963	12/01/2005	426
36962GA46	11901	GENERAL ELECTRIC	06/20/2003	17,500,749.26	17,500,000.00	17,544,711.31	2.850	1.677	1.700	01/30/2006	486
36962GDB4	12065	GENERAL ELECTRIC	08/21/2003	10,000,000.00	10,000,000.00	9,978,379.82	2.240	2.209	2.240	08/19/2005	322
36962GA46	12228	GENERAL ELECTRIC	10/17/2003	10,083,782.25	10,000,000.00	10,025,549.32	2.850	2.170	2.200	01/30/2006	486
589331AJ6	12532	MERCK & CO	02/11/2004	9,980,491.14	10,000,000.00	9,872,099.30	2.500	2.549	2.585	03/30/2007	910
89233PRP3	12480	TOYOTA MOTOR CREDIT	01/13/2004	9,996,787.78	10,000,000.00	9,915,840.15	2.700	2.677	2.714	01/30/2007	851
90331HHW6	12300	U S BANK	11/12/2003	19,998,730.19	20,000,000.00	19,964,279.18	2.850	2.814	2.853	11/15/2006	775
949746CD1	12237	WELLS FARGO BANK	10/21/2003	10,516,345.16	10,000,000.00	10,503,619.38	5.900	2.584	2.619	05/21/2006	597
				<b>Subtotal and Average</b>	<b>107,500,000.00</b>	<b>108,748,497.02</b>		<b>2.293</b>	<b>2.324</b>		<b>594</b>

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Federal Agency Issues - Coupon</b>											
31331Q5M5	12004	FED FARM CREDIT	07/28/2003	24,980,685.42	25,000,000.00	24,703,125.00	2.125	2.139	2.168	07/28/2006	665
31331TD84	12099	FED FARM CREDIT	09/03/2003	6,000,000.00	6,000,000.00	6,000,000.00	2.600	2.564	2.600	03/03/2006	518
31331TDX6	12135	FED FARM CREDIT	09/12/2003	20,000,000.00	20,000,000.00	19,981,250.00	2.250	2.219	2.250	09/12/2005	346
31331TEY3	12209	FED FARM CREDIT	10/08/2003	20,001,874.66	20,000,000.00	19,887,500.00	1.760	1.726	1.750	09/22/2005	356
31331TLC3	12333	FED FARM CREDIT	11/24/2003	19,998,527.78	20,000,000.00	19,981,250.00	1.250	1.282	1.300	11/24/2004	54
31331QNR6	11879	FARM CREDIT CALLABLE	06/11/2003	10,000,000.00	10,000,000.00	9,862,500.00	2.300	2.268	2.300	12/11/2006	801
31331QT72	11887	FARM CREDIT CALLABLE	06/16/2003	21,565,000.00	21,565,000.00	21,261,742.19	1.880	1.854	1.880	06/16/2006	623
31331TGE5	12252	FARM CREDIT CALLABLE	10/27/2003	25,000,000.00	25,000,000.00	24,875,000.00	2.660	2.623	2.660	10/27/2006	756
31331TKT7	12339	FARM CREDIT CALLABLE	11/25/2003	20,000,000.00	20,000,000.00	19,950,000.00	2.250	2.219	2.250	11/25/2005	420
31331TKV2	12352	FARM CREDIT CALLABLE	12/01/2003	20,000,000.00	20,000,000.00	19,937,500.00	2.200	2.169	2.200	12/01/2005	426
31331TLK5	12353	FARM CREDIT CALLABLE	12/02/2003	10,000,000.00	10,000,000.00	9,956,250.00	2.080	2.051	2.080	12/02/2005	427
31331QQ91	12357	FARM CREDIT CALLABLE	12/03/2003	9,973,845.49	10,000,000.00	9,956,250.00	1.625	1.972	2.000	06/17/2005	259
31331TMP3	12403	FARM CREDIT CALLABLE	12/15/2003	10,000,000.00	10,000,000.00	9,965,625.00	2.200	2.169	2.200	12/15/2005	440
31331TME8	12449	FARM CREDIT CALLABLE	12/29/2003	50,000,000.00	50,000,000.00	49,953,125.00	2.600	2.564	2.600	03/29/2006	544
31331TPV7	12504	FARM CREDIT CALLABLE	01/27/2004	50,000,000.00	50,000,000.00	49,796,875.00	2.250	2.219	2.250	01/26/2006	482

Portfolio SCLC  
 AC  
 FI (PRF\_FI) SymRept 6.41.202  
 Report Ver. 5.00

**Fund C - COMMINGLED FUNDS**  
**Investments by Fund**  
**September 30, 2004**

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Federal Agency Issues - Coupon</b>											
31331TPW5	12505	FARM CREDIT CALLABLE	01/28/2004	10,000,000.00	10,000,000.00	9,956,250.00	2.560	2.524	2.560	07/28/2006	665
31331TYC8	12675	FARM CREDIT CALLABLE	04/19/2004	20,000,000.00	20,000,000.00	19,812,500.00	1.500	1.479	1.500	10/19/2005	383
3133MUJSS	12066	FHLB NOTES	09/21/2003	20,024,666.67	20,000,000.00	20,006,250.00	2.125	1.495	1.516	12/15/2004	75
3133MYXD4	11868	FHLB CALLABLE	09/05/2003	23,105,000.00	23,105,000.00	22,946,153.13	2.600	2.564	2.600	12/05/2006	795
3133MYWS2	11869	FHLB CALLABLE	09/05/2003	13,804,880.27	13,810,000.00	13,719,371.88	2.500	2.484	2.518	09/05/2006	704
31339XTL2	11890	FHLB CALLABLE	06/17/2003	25,000,000.00	25,000,000.00	24,890,625.00	1.625	1.502	1.625	06/17/2005	259
31339YDG4	11951	FHLB CALLABLE	07/09/2003	9,000,000.00	9,000,000.00	8,893,125.00	1.550	1.528	1.550	01/09/2006	465
31339XZX5	11952	FHLB CALLABLE	07/09/2003	20,000,000.00	20,000,000.00	19,812,500.00	1.750	1.627	1.650	01/09/2006	465
31339YF63	11977	FHLB CALLABLE	07/21/2003	10,000,000.00	10,000,000.00	9,937,500.00	1.500	1.479	1.500	07/21/2005	293
31339YDE9	11982	FHLB CALLABLE	07/22/2003	20,000,000.00	20,000,000.00	19,862,500.00	1.450	1.430	1.450	07/22/2005	294
31339YV74	12015	FHLB CALLABLE	07/30/2003	50,000,000.00	50,000,000.00	49,531,250.00	1.840	1.814	1.840	01/30/2006	486
31339XXH2	12030	FHLB CALLABLE	09/05/2003	19,831,300.58	20,000,000.00	19,806,250.00	1.700	2.366	2.399	12/30/2005	455
3133X03J6	12043	FHLB CALLABLE	08/11/2003	18,607,419.55	18,635,000.00	18,530,178.13	1.660	1.810	1.835	08/11/2005	314
3133X14G9	12192	FHLB CALLABLE	09/30/2003	10,000,000.00	10,000,000.00	9,990,625.00	2.330	2.298	2.330	09/30/2005	364
3133X1GU5	12218	FHLB CALLABLE	10/14/2003	10,000,000.00	10,000,000.00	9,965,625.00	2.040	2.012	2.040	10/14/2005	378
3133X1GU5	12219	FHLB CALLABLE	10/14/2003	20,000,000.00	20,000,000.00	19,931,250.00	2.040	2.012	2.040	10/14/2005	378
3133X2KQ7	12406	FHLB CALLABLE	12/16/2003	18,200,000.00	18,200,000.00	18,137,437.50	2.000	1.973	2.000	09/16/2005	350
3133X35F6	12482	FHLB CALLABLE	01/14/2004	25,000,000.00	25,000,000.00	24,914,062.50	2.050	2.022	2.050	10/14/2005	378
3133X37H0	12489	FHLB CALLABLE	01/20/2004	5,000,000.00	5,000,000.00	4,965,625.00	2.350	2.317	2.350	01/20/2005	476
3133X3P31	12519	FHLB CALLABLE	02/03/2004	12,298,621.11	12,300,000.00	12,269,250.00	1.300	1.310	1.328	02/23/2005	145
3133X3U50	12524	FHLB CALLABLE	02/05/2004	20,000,000.00	20,000,000.00	19,962,500.00	1.470	1.450	1.470	02/28/2005	150
3133X3LG6	12534	FHLB CALLABLE	02/12/2004	20,000,000.00	20,000,000.00	19,887,500.00	1.640	1.617	1.640	08/12/2005	315
3133X3TS2	12555	FHLB CALLABLE	02/26/2004	10,000,000.00	10,000,000.00	9,956,250.00	1.840	1.814	1.840	08/26/2005	329
31339YU83	12581	FHLB CALLABLE	03/15/2004	10,000,000.00	10,000,000.00	9,893,750.00	2.160	2.129	2.159	07/17/2006	654
3133X4LN9	12588	FHLB CALLABLE	03/17/2004	10,000,000.00	10,000,000.00	9,971,875.00	2.400	2.145	2.175	03/17/2006	532
3133X5RL4	12621	FHLB CALLABLE	03/30/2004	10,000,000.00	10,000,000.00	9,934,375.00	1.350	1.331	1.350	06/30/2005	272
3133X4TQ4	12622	FHLB CALLABLE	03/30/2004	10,000,000.00	10,000,000.00	9,923,000.00	1.875	1.849	1.875	12/30/2005	455
3133X55W4	12632	FHLB CALLABLE	04/06/2004	13,000,000.00	13,000,000.00	12,874,062.50	1.710	1.687	1.710	01/06/2006	462
3133X5BJ6	12633	FHLB CALLABLE	04/06/2004	15,000,000.00	15,000,000.00	14,850,000.00	1.700	1.677	1.700	01/06/2006	462
3133X5HT8	12649	FHLB CALLABLE	04/12/2004	24,750,000.00	24,750,000.00	24,487,031.25	1.650	1.627	1.650	01/12/2006	468
3133X5DX3	12650	FHLB CALLABLE	04/12/2004	23,880,000.00	23,880,000.00	23,648,662.50	1.735	1.711	1.735	01/12/2006	468
3133X66R2	12690	FHLB CALLABLE	04/27/2004	10,000,000.00	10,000,000.00	9,946,875.00	1.900	1.873	1.900	10/27/2005	391
3133X63L8	12691	FHLB CALLABLE	04/27/2004	50,000,000.00	50,000,000.00	49,656,250.00	2.200	2.169	2.200	04/27/2006	573

**Fund C - COMMINGLED FUNDS**  
**Investments by Fund**  
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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity	
<b>Federal Agency Issues - Coupon</b>												
3134A4LX0	11233	FHLMC NOTES	10/02/2002	50,068,393.18	50,000,000.00	50,078,125.00	3.250	2.070	2.099	11/15/2004	45	
3134A4LX0	11242	FHLMC NOTES	10/08/2002	25,033,871.86	25,000,000.00	25,039,062.50	3.250	2.081	2.110	11/15/2004	45	
3133M7Z67	11870	FHLMC NOTES	06/06/2003	50,000,000.00	50,000,000.00	49,953,125.00	1.350	1.331	1.350	12/08/2004	68	
3134A4LX0	12402	FHLMC NOTES	12/15/2003	50,118,066.67	50,000,000.00	50,078,125.00	3.250	1.281	1.299	11/15/2004	45	
3134A4RV8	12432	FHLMC NOTES	12/19/2003	20,024,248.70	20,000,000.00	20,000,000.00	1.875	1.430	1.450	01/15/2005	106	
3134A4LX0	12434	FHLMC NOTES	12/22/2003	35,082,163.53	35,000,000.00	35,054,687.50	3.250	1.292	1.310	11/15/2004	45	
3133X3XB4	12554	FHLMC NOTES	02/26/2004	12,750,000.00	12,750,000.00	12,694,218.75	1.850	1.824	1.850	08/26/2005	329	
3134A4RV8	12848	FHLMC NOTES	08/03/2004	50,050,084.88	50,000,000.00	50,046,875.00	1.875	1.826	1.851	01/15/2005	106	
3134A4KQ6	12892	FHLMC NOTES	08/31/2004	19,892,031.19	19,712,000.00	19,887,628.44	3.875	1.827	1.853	02/15/2005	137	
3128X1LY1	11919	FHLMC CALLABLE	06/26/2003	20,000,000.00	20,000,000.00	19,735,479.74	2.300	2.268	2.300	12/26/2006	816	
3128X1RH2	11961	FHLMC CALLABLE	07/14/2003	10,000,000.00	10,000,000.00	9,892,970.28	2.125	2.095	2.125	07/14/2006	651	
3128X1T49	12197	FHLMC CALLABLE	10/01/2003	25,000,000.00	25,000,000.00	24,916,099.55	1.750	1.726	1.750	06/28/2005	270	
3128X19F8	12294	FHLMC CALLABLE	11/10/2003	12,250,000.00	12,250,000.00	12,227,018.17	2.250	2.219	2.250	11/10/2005	405	
3128X2JT3	12295	FHLMC CALLABLE	11/10/2003	20,650,000.00	20,650,000.00	20,611,259.20	2.250	2.219	2.250	11/10/2005	405	
3128X2JL8	12453	FHLMC CALLABLE	12/30/2003	9,998,051.22	10,000,000.00	9,964,630.13	2.200	2.185	2.216	12/30/2005	455	
3128X2LT0	12473	FHLMC CALLABLE	01/09/2004	10,000,000.00	10,000,000.00	9,974,420.17	2.300	2.268	2.300	01/09/2006	465	
3128X2LP9	12496	FHLMC CALLABLE	01/23/2004	10,000,000.00	10,000,000.00	9,982,420.35	2.375	2.342	2.375	01/23/2006	479	
3128X2PN9	12503	FHLMC CALLABLE	01/27/2004	20,000,000.00	20,000,000.00	19,868,899.54	2.010	1.982	2.010	01/27/2006	483	
3128X2TU9	12538	FHLMC CALLABLE	02/17/2004	10,000,000.00	10,000,000.00	9,946,910.10	2.150	2.120	2.150	02/17/2006	504	
3128X1GF8	12602	FHLMC CALLABLE	03/23/2004	5,000,000.00	5,000,000.00	4,932,610.32	2.250	2.218	2.249	12/04/2006	794	
3128X22W4	12618	FHLMC CALLABLE	03/29/2004	10,000,000.00	10,000,000.00	9,855,659.48	2.400	2.367	2.400	03/29/2007	909	
3136F3E85	11934	FNMA CALLABLE	07/02/2003	20,000,000.00	20,000,000.00	19,793,750.00	1.625	1.602	1.624	12/30/2005	455	
3136F3E36	11945	FNMA CALLABLE	07/08/2003	10,000,000.00	10,000,000.00	9,937,500.00	1.450	1.430	1.450	07/08/2005	280	
3136F3G34	11946	FNMA CALLABLE	07/08/2003	20,000,000.00	20,000,000.00	19,868,750.00	1.400	1.380	1.400	07/08/2005	280	
3136F3L87	11947	FNMA CALLABLE	07/08/2003	24,965,190.97	25,000,000.00	24,851,562.50	1.500	1.504	1.525	07/08/2005	280	
31359MSE4	12016	FNMA CALLABLE	07/30/2003	24,707,823.06	25,000,000.00	24,617,187.50	1.750	2.428	2.462	06/16/2006	623	
3136F4AL8	12078	FNMA CALLABLE	08/26/2003	10,000,000.00	10,000,000.00	9,978,125.00	2.060	2.031	2.060	08/26/2005	329	
3136F4LE	12188	FNMA CALLABLE	09/29/2003	20,000,000.00	20,000,000.00	19,931,250.00	2.200	2.169	2.200	12/29/2005	454	
3136F4MA9	12233	FNMA CALLABLE	10/20/2003	12,900,000.00	12,900,000.00	12,855,656.25	2.250	2.219	2.250	01/20/2006	476	
3136F4MA9	12234	FNMA CALLABLE	10/20/2003	15,825,000.00	15,825,000.00	15,770,601.56	2.250	2.219	2.250	01/20/2006	476	
3136F4J1	12235	FNMA CALLABLE	10/20/2003	24,000,000.00	24,000,000.00	23,820,000.00	2.020	1.992	2.020	10/20/2005	384	
3136F4PE8	12257	FNMA CALLABLE	10/28/2003	10,000,000.00	10,000,000.00	9,962,500.00	2.050	2.021	2.050	10/28/2005	392	
3136F4QB3	12259	FNMA CALLABLE	10/28/2003	26,425,000.00	26,425,000.00	26,383,710.94	2.260	2.229	2.260	10/28/2005	392	

**Fund C - COMMINGLED FUNDS**  
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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Federal Agency Issues - Coupon</b>											
3136F5AA9	12549	FNMA CALLABLE	02/24/2004	10,000,000.00	10,000,000.00	9,962,500.00	2.550	2.515	2.550	08/24/2006	692
3136F5PV7	12676	FNMA CALLABLE	04/19/2004	10,000,000.00	10,000,000.00	9,950,000.00	2.820	2.781	2.820	04/19/2007	930
3136F5WQ0	12903	FNMA CALLABLE	09/07/2004	5,725,793.82	5,700,000.00	5,717,242.50	1.800	2.021	2.049	05/27/2005	238
		<b>Subtotal and Average</b>		<b>1,624,517,540.61</b>	<b>1,624,457,000.00</b>	<b>1,617,079,012.05</b>		<b>1.924</b>	<b>1.951</b>		<b>380</b>
<b>Treasury Securities - Coupon</b>											
9128277F3	11744	U.S. TREASURY NOTES	04/16/2003	25,541,175.28	25,000,000.00	25,437,500.00	3.500	2.393	2.427	11/15/2006	775
912828BB5	11894	U.S. TREASURY NOTES	06/18/2003	25,003,977.47	25,000,000.00	24,875,000.00	1.250	1.208	1.225	05/31/2005	242
912828BC3	11925	U.S. TREASURY NOTES	06/30/2003	49,906,976.74	50,000,000.00	49,656,250.00	1.125	1.360	1.379	06/30/2005	272
912828BE9	12073	U.S. TREASURY NOTES	08/22/2003	24,920,704.23	25,000,000.00	24,875,000.00	1.500	1.865	1.891	07/31/2005	303
912828BL3	12225	U.S. TREASURY NOTES	10/16/2003	24,964,204.55	25,000,000.00	24,859,375.00	1.625	1.747	1.771	09/30/2005	364
		<b>Subtotal and Average</b>		<b>150,337,038.27</b>	<b>150,000,000.00</b>	<b>149,703,125.00</b>		<b>1.659</b>	<b>1.682</b>		<b>372</b>

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Commercial Paper Disc. -Amortizing</b>											
1247P2L10	12881	CORPORATE ASSET FUNDING CO.	08/24/2004	19,971,927.78	20,000,000.00	19,971,430.00	1.630	1.635	1.657	11/01/2004	31
17307JL83	12869	CITIGROUP	08/17/2004	49,914,500.00	50,000,000.00	49,905,500.00	1.620	1.626	1.648	11/08/2004	38
17307JL42	12889	CITIGROUP	08/30/2004	24,961,041.67	25,000,000.00	24,955,000.00	1.650	1.655	1.677	11/04/2004	34
17307JL42	12897	CITIGROUP	09/01/2004	19,968,833.33	20,000,000.00	19,964,000.00	1.650	1.654	1.677	11/04/2004	34
12619TKD5	12871	CREDIT RECEIVABLES CORP	08/18/2004	19,989,466.67	20,000,000.00	19,986,000.00	1.580	1.583	1.605	10/19/2004	12
12619TKS2	12872	CREDIT RECEIVABLES CORP	08/18/2004	24,972,395.83	25,000,000.00	24,967,500.00	1.590	1.594	1.617	10/26/2004	25
12619TKN3	12874	CREDIT RECEIVABLES CORP	08/19/2004	9,990,666.67	10,000,000.00	9,989,000.00	1.500	1.504	1.526	10/22/2004	21
12619TKL7	12887	CREDIT RECEIVABLES CORP	08/27/2004	29,974,191.67	30,000,000.00	29,970,000.00	1.630	1.633	1.656	10/20/2004	19
12619TLK8	12927	CREDIT RECEIVABLES CORP	09/28/2004	14,963,250.00	15,000,000.00	14,962,500.00	1.800	1.804	1.829	11/19/2004	49
25153JK17	12710	DEUTSCHEBANK	05/05/2004	15,000,000.00	15,000,000.00	14,999,250.00	1.210	1.216	1.232	10/01/2004	0
2521E0K71	12811	DEXIA	07/07/2004	24,993,812.50	25,000,000.00	24,991,500.00	1.485	1.490	1.511	10/07/2004	6
2521E0K71	12817	DEXIA	07/12/2004	24,993,770.83	25,000,000.00	24,991,500.00	1.485	1.500	1.521	10/07/2004	6
36959HKN6	12877	GENERAL ELECTRIC	08/23/2004	29,971,825.00	30,000,000.00	29,967,900.00	1.610	1.614	1.636	10/22/2004	21
3967XOK17	12932	GREENWICH CAPITAL	09/30/2004	50,000,000.00	50,000,000.00	49,997,500.00	1.900	1.900	1.926	10/01/2004	0
3967XOK17	12933	GREENWICH CAPITAL	09/30/2004	50,000,000.00	50,000,000.00	49,997,500.00	1.900	1.900	1.926	10/01/2004	0
3967XOK58	12934	GREENWICH CAPITAL	09/30/2004	14,997,083.34	15,000,000.00	14,996,250.00	1.750	1.750	1.774	10/05/2004	4
4497W0K64	12827	ING FUNDING	07/21/2004	24,994,687.50	25,000,000.00	24,992,750.00	1.530	1.535	1.556	10/06/2004	5
4497RL21	12852	ING INS	08/04/2004	19,970,844.44	20,000,000.00	19,968,000.00	1.640	1.646	1.669	11/02/2004	32
90262CKM8	12681	UNION BANK OF SWITZERLAND	04/21/2004	24,984,166.67	25,000,000.00	24,973,750.00	1.140	1.165	1.181	10/21/2004	20

Portfolio SCLC  
AC



**Fund C - COMMINGLED FUNDS**  
**Investments by Fund**  
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CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
<b>Commercial Paper Disc. -Amortizing</b>											
90262CK14	12707	UNION BANK OF SWITZERLAND	05/04/2004	20,000,000.00	20,000,000.00	19,999,000.00	1.190	1.195	1.212	10/01/2004	0
90262CK48	12804	UNION BANK OF SWITZERLAND	07/02/2004	39,995,150.00	40,000,000.00	39,992,000.00	1.455	1.460	1.480	10/04/2004	3
90262CPLU5	12893	UNION BANK OF SWITZERLAND	08/31/2004	24,804,687.50	25,000,000.00	24,792,250.00	1.875	1.892	1.919	02/28/2005	150
90262CN78	12905	UNION BANK OF SWITZERLAND	09/08/2004	24,874,777.78	25,000,000.00	24,872,500.00	1.840	1.851	1.877	01/07/2005	98
<b>Subtotal and Average</b>				<b>604,287,079.18</b>	<b>605,000,000.00</b>	<b>604,202,580.00</b>	<b>1.630</b>	<b>1.630</b>	<b>1.653</b>		<b>24</b>
<b>Federal Agency Disc. -Amortizing</b>											
313384H93	12807	FHLB DISCOUNT	07/02/2004	25,000,000.00	25,000,000.00	25,000,000.00	1.450	1.455	1.475	10/01/2004	0
313396L92	12880	FHLMC DISCOUNT	08/24/2004	34,963,016.67	35,000,000.00	34,958,001.72	1.585	1.589	1.611	10/25/2004	24
313588M96	12703	FNMA NOTES	05/03/2004	49,956,305.56	50,000,000.00	49,934,997.55	1.210	1.217	1.234	10/27/2004	26
313589BR3	12888	FNMA NOTES	08/27/2004	23,873,635.02	24,035,000.00	23,864,349.89	1.845	1.860	1.886	02/09/2005	131
313589BB8	12895	FNMA NOTES	09/01/2004	31,317,772.50	31,500,000.00	31,301,548.46	1.780	1.793	1.817	01/26/2005	117
313588L45	12682	FNMA DISCOUNT NOTE	04/21/2004	20,986,755.42	21,000,000.00	20,991,100.78	1.195	1.202	1.218	10/20/2004	19
313589AG8	12900	FNMA DISCOUNT NOTE	09/03/2004	21,892,200.00	22,000,000.00	21,883,400.26	1.800	1.811	1.836	01/07/2005	98
313589B11	12901	FNMA DISCOUNT NOTE	09/03/2004	24,842,416.66	25,000,000.00	24,830,001.83	1.830	1.844	1.869	02/02/2005	124
<b>Subtotal and Average</b>				<b>232,832,101.83</b>	<b>233,535,000.00</b>	<b>232,753,400.49</b>	<b>1.564</b>	<b>1.564</b>	<b>1.585</b>		<b>62</b>
<b>Total Investments and Average</b>				<b>2,761,394,410.90</b>	<b>2,760,492,000.00</b>	<b>2,752,486,614.56</b>	<b>1.827</b>	<b>1.827</b>	<b>1.853</b>		<b>278</b>

Fund C - COMMINGLED FUNDS

Cash

September 30, 2004

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Market Value	Current Rate	YTM 360	YTM 365
<b>Passbook/Checking Accounts</b>								
SYS7938	7938	BANK OF THE WEST	07/01/2004	13,293,000.00	13,293,000.00		0.000	0.000
		<b>Subtotal and Average</b>		<b>13,293,000.00</b>	<b>13,293,000.00</b>		<b>0.000</b>	<b>0.000</b>
		<b>Total Cash Average</b>		<b>13,293,000.00</b>	<b>13,293,000.00</b>		<b>0.000</b>	<b>0.000</b>

Total Cash and Investments 2,774,687,410.90