Regular Board Meeting

03/23/2021 04:00 PM
921 Fox Lane
San Jose, CA 95131
Zoom Meeting
AGENDA

Please submit public comments to wgudalewicz@orchardsd.org before the scheduled meeting time.

1. Call to Order/ Roll Call

2. Pledge of Allegiance

3. Approval of the Agenda

4. Communication - Employee Organizations (OTA/SEIU)

5. Public Comments
   Any member of the public may address the Board of Trustees on a non-agenda item. Discussion is limited to three (3) minutes per speaker, and twenty (20) minutes in total. The Board of Trustees may ask questions or give direction to the staff, but may not make comments, discuss or take action.

6. Consent Agenda
   All the items listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Agenda.

   a. Approve Minutes from the Regular Board Meeting on March 9, 2021

7. Receive a Presentation on Coding/Robotics

8. Approve Purchase of New Desks

9. Approve 2021-2022 School Calendar

10. Future Meetings and Agenda Items
    - Next Regular Board Meeting Tuesday, April 20, 2021
    - Next Regular Board Meeting Tuesday, May 4, 2021
    - Next Regular Board Meeting Tuesday, May 18, 2021
• Topics for Future Meetings

11. Superintendent’s Report

12. Board Reports

13. Public to Address the Board on Closed Session Agenda
   Any member of the public may address the Board of Trustees on the Closed Session Agenda. Discussion is limited to three (3) minutes per speaker, and twenty (20) minutes in total.
   a. Convene to Closed Session
      i. Superintendent Evaluation
   b. Announcements - Report on Closed Session

14. Adjournment
1. Call to Order/ Roll Call
2. Pledge of Allegiance
3. Approval of the Agenda

Type
Action
Procedural

Recommendation
It is recommended that the Board of Trustees approve the Agenda agenda as it stands.
4. Communication - Employee Organizations (OTA/SEIU)
5. Public Comments

Quick Summary / Abstract

Any member of the public may address the Board of Trustees on a non-agenda item. Discussion is limited to three (3) minutes per speaker, and twenty (20) minutes in total.
The Board of Trustees may ask questions or give direction to the staff, but may not make comments, discuss or take action.
6. Consent Agenda

Type
Action
Consent

Quick Summary / Abstract
All the items listed under the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Agenda.

Recommendation
It is recommended that the Board of Trustees approve the Consent Agenda as it stands.
6. a. Approve Minutes from the Regular Board Meeting on March 9, 2021

Type
Action
Consent

Supporting Documents

3-9-21 Meeting Minutes
Attendees

Voting Members
Stephanie Hill, President
Karl Jacobson, Board Member
Diana Nazari, Board Member
Nida Spetter, Board Member
Jeff Tang, Clerk

1. Call to Order/ Roll Call

2. Pledge of Allegiance

3. Approval of the Agenda

Motion made by: Jeff Tang
Motion seconded by: Nida Spetter
Voting:
Stephanie Hill - Yes
Karl Jacobson - Not Present
Diana Nazari - Not Present
Nida Spetter - Yes
Jeff Tang - Yes

There was a motion to approve the agenda with the addition of a new MOU for item 9.

4. Communication - Employee Organizations (OTA/SEIU)

Ms. McCarthy addressed the Board on priorities, emphasizing safety for students. She urged the Board to approve the items on the agenda that are especially important for students safety.

5. Public Comments

There were no requests from members of the public to address the Board.

6. Consent Agenda

Voting:
Stephanie Hill - Yes
Karl Jacobson - Not Present
Diana Nazari - Not Present
Nida Spetter - Yes
Jeff Tang - Yes
a. Approve Minutes from the Regular Board Meeting on March 2, 2021

b. Approve Payroll & Vendor Warrants for February 2021

7. Approve the 2020-21 Second Interim Financial Report

Ms. Moreno presented a positive assertion for second interim. She discussed the Revenues, Expenditures, and LCFF calculations. Also, she emphasized changes in Basic Aid going forward. Last, she elaborated on COVID-19 related expenses and still having a positive assertion.

Nazari entered 4:20PM

Motion made by: Nida Spetter  
Motion seconded by: Diana Nazari  
Voting:  
Stephanie Hill - Yes  
Karl Jacobson - Not Present  
Diana Nazari - Yes  
Nida Spetter - Yes  
Jeff Tang - Yes

8. COVID Preparedness - Facilities & Staff

Ms. Moreno discussed facilities items that will be needed for reopening the school. She discussed funds available for some projects. She requested authorization for purchasing portable HEPA filters and shade structures for outdoor lunch. The Board had questions regarding the projects. Next, the Board gave authority to purchase HEPA filters, but not to exceed 150,000. Also, they approved the design portion of the shade structure.

Jacobson entered: 4:28 PM

Motion made by: Nida Spetter  
Motion seconded by: Jeff Tang  
Voting:  
Unanimously Approved

9. Approve MOU with Elevate Math

Superintendent Gudalewicz presented a revised MOU with an additional course. There was a motion to approve the new MOU.

Motion made by: Nida Spetter  
Motion seconded by: Karl Jacobson  
Voting:  
Unanimously Approved

10. Future Meetings and Agenda Items

11. Superintendent's Report

Superintendent Gudalewicz gave a brief reopening committee update. She stated that on March 18th staff will meet to discuss some key plans for reopening. She also mentioned Ms. Roberts will
provide monthly updates at the board meetings.

12. Board Reports

The Board thanked staff for the news on reopening and information brought forward.

13. Public to Address the Board on Closed Session Agenda

There were no requests from members of the public to address the Board on Closed Session.

a. Convene to Closed Session
   i. Public employee discipline/dismissal/release/complaint Government code 54957
   ii. Superintendent Evaluation

b. Announcements - Report on Closed Session

   There was nothing to report from the Closed Session.

14. Adjournment

   6:01 PM

____________________________________  ____________________________
Chairperson                           Secretary
7. Receive a Presentation on Coding/Robotics

Type
Information

Summary
Ms. Ganschow will present information on the coding/robotics course at Orchard.

Recommendation
It is recommended that the Board of Trustees receive a Presentation on Coding/Robotics.
In order to facilitate social distancing as well as cleaning and disinfecting, the District is replacing desks campus wide. These are single student desks rather than group tables, however, there are several grouping configurations available when it is allowed. Older desks and tables will be re-purposed in the Cafeteria and MPR to help with spacing out students during lunch and as a cost savings measure. See attached quote for details.

Financial Impact
Cost $68,924        ESSER II (Federal Elementary and Secondary School Relief)

Recommendation
It is recommended that the Board of Trustees Approve the Purchase of New Desks.

Supporting Documents

Virco Quote 8238376 with photos
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<th>Item #</th>
<th>Supplier/Model #</th>
<th>Description</th>
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<td>1</td>
<td>Virco Inc #ZHEXBRMC2</td>
<td>Desk, Zuma Series, Wheel Barrel Desk, 4-Leg, Adjustable 22-32&quot; H, 21-1/8&quot; X 33&quot; Trapezoid Hard Plastic Top, Wire Book Basket, Groups As Hexagon, Two Rear Legs With Casters And Two Legs Glides. 296 ea Hard Plastic Top—Looks Likatre (WHT66) Frame—Silver Mist (GRY02)</td>
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# QUOTATION #8238376

Shipping To: ORCHARD ELEMENTARY SCHOOL

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<td>296</td>
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<td>150</td>
<td>$20,679.00</td>
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*Promo Price Expires 12/31/2021*

Total $68,924.04

The undersigned certifies understanding and agreement of this Quote Letter and has authority to sign for purchase.

ORCHARD SCH DIST  
921 FOX LANE  
SAN JOSE CA 95131

X ___________________________  
PO # (if available)

X ___________________________  
Name (Print)

X ___________________________  
Authorized Signature

If paying by credit card, please call 877-311-9157. The credit specialist will be pleased to assist with your payment.
QUOTATION #8238376

Sold To: ORCHARD SCH DIST
921 FOX LANE
SAN JOSE CA 95131

Ship To: ORCHARD ELEMENTARY SCHOOL
921 FOX LN
SAN JOSE CA 95131
REFERENCE: ZHEX DESKS

Quotation Date: 3/4/2021

We appreciate the opportunity to quote the enclosed prices for our products. Unless otherwise indicated, prices are net and do not include sales tax. Please refer to the above referenced Quotation Number when corresponding with Virco regarding this quote. We offer our quotation priced from the US COMMUNITIES 2021 CONTRACT #R-TC-18004 CLASSROOM FURNITURE Contract. You will need to be registered for US Communities and provide your TIN number prior to acceptance of your purchase order. We offer our quotation subject to the following terms and conditions:

1) FOB Point: FOB Destination - Delivered & Installed
2) Payment Terms: Net 30 days (subject to credit approval)
3) Prices Are Firm: For Orders Received By 12/31/2021 (Promo Prices Expire 12/31/2021)
Orders received after this date are subject to re-Quote.
4) For Shipment By: Customer Must Take Delivery Before 12/31/2021
5) Shipment from Virco: PLEASE NOTE: Lead-times in our popular Quick Ship program are five (5) business days or less; however, due to the overwhelming demand on individual student desks and other key products caused by the COVID-19 pandemic, any order of 500 units or more for a single item may be extended by several days. For a more accurate lead-time estimate on large requests, please contact your local Territory Sales Manager.
   • Quick Ship – Usually 5 Business Days
   • Campus Basics – 4 to 6 weeks
   • Custom Products or Specials – Consult Territory Sales Manager

If products with different lead-times are on the same purchase order, the longest lead-time will apply to the entire order. Additional shipping and handling charges will apply to orders that are requested to be partial shipped before the Virco acknowledged due date. Orders that specify shipment later than the preceding dates will be subject to re-quote.

6) Color: Standard Virco colors only unless specified otherwise
7) Purchase Order: We require customer approval by purchase order or signed quote to be emailed to Orders@virco.com or faxed to (800) 258-7367 or (800) 396-8232
QUOTATION #8238376

8) Acknowledgement: Final acceptance and acknowledgement of orders will be as stated on the standard Virco Purchase Order Acknowledgment

9) Quantity: Any change in quantities may result in a price change

COVID-19 NOTICE

Thank you for the opportunity to provide a quote for your furniture and equipment needs. Due to the Covid-19 pandemic, Virco wants to ensure your order will be processed with little to no interruption. If this quote generates a purchase order from your district, please include any and all detailed delivery instructions including point of contact, direct phone number to confirm delivery, and requested delivery date. Orders that do not include specific delivery instructions will be entered and processed to ship as soon as product is available.

In the event you experience an unexpected closure of your facility due to COVID-19, and your shipments are already in transit, Virco will help redirect your shipments to a local destination of your choice.

If you are unable to receive your shipments, Virco can arrange to return your products to our warehouse and store your shipments until your facility has been approved to receive your furniture. All associated fees will be passed along to the customer for transportation cost, storage & handling fees as well as redelivery fees.
How To Place Your Order With Virco

3 Ways To Order:
1. Email your PDF quote from Virco to orders@virco.com (please make sure the quote is signed before submitting)
2. Email your standard PO to orders@virco.com
3. Order online at Shop.Virco.com (must register with Inside Sales)

What to Expect Once Order Is Placed (see below to complete the order process)
- We will respond to let you know your order was received.
- Once we process your order, an electronic or paper acknowledgment will be sent

In Order to Complete the Order Process, Virco Must Receive The Following Information

Account Info
- “Sold To” Information
- “Ship To” Information
- Pricing source

Delivery Info
- Delivery contact information (name and phone number for a call before delivery)
- Special delivery requests such as specific delivery hours
- Requested delivery date if applicable (orders without requested delivery dates will be entered under ASAP priority and will be shipped as soon as product is ready)

Product Info
- Model (Ex: 9018, ZBOOMMFG)

Color/Finish for the Following:

CHAIRS
- Bucket Color
- Frame Color
- Glide
  (Ex: Navy/Chrome/Nylon Glides)

TABLES/DESKS
- Top/Edge Banding
- Frame Color
- Glide
  (Ex: Dry Creek Plum/Adobe/Silver Mist/Felt Glides)

FILING CABINETS
- Frame Color
  (Ex: Moonstone)

**Please note - our system only allows 8 lines of 30 characters each so please make sure to prioritize any delivery info**
QUOTATION #8238376

VIRCO FULL SERVICE GUIDELINES

At Virco, we're committed to providing you with the highest quality and most cost effective delivery and installation services. That's because your complete satisfaction, as well as the safety of our employees and of any other personnel at your facility is of paramount importance. With that in mind, please be aware of the following IMPORTANT CONDITIONS that apply to Virco delivery and installation services:

* Virco Full Service deliveries include inside delivery of product to a staging area in the building closest to the unloading area or 100 feet from the trailer(s); whichever is closer. Unless otherwise noted on the quote, truck access to the building must be no further than fifty yards from the building entrance. Building access outside this distance may result in a change order to offset the additional expense to move furniture into the building.

* The customers designated representative must count all cartons of furniture unloaded from the trailer(s). The number of cartons received should match the Bill of Lading exactly. Any shortages, overages and/or apparent freight damage must be noted on the Bill of Lading before it is signed and the carrier leaves the premises.

* Paperwork for all shortages and damages will be immediately processed and replacements will be shipped as soon as possible.

* Virco quotes that include installation services, are based on a project site that is 90% complete with little or no obstruction from the general contractor, their sub-contractors or other trades. This includes the use of an elevator for multi-story buildings. If conditions are not at the anticipated level of completion and delivery and installation are still required, a change order may be submitted for the additional work required to complete the project on schedule.

* In rare cases, Virco may agree to work under hard-hat conditions. Working in hard-hat conditions may result in unforeseen additional costs. Change orders may be submitted to offset the additional work required to complete the project on schedule.

* Virco's installation services are based on working Monday through Friday from 7 AM to 5 PM, unless noted otherwise on the quote and customer purchase order. Unforeseen project conditions that require working days and hours different than those noted above, may result in change orders to offset the additional costs associated with working outside the intended project scope.

* If a customer reschedules a delivery or installation date from that which was initially requested and printed on a Purchase Order, this may cause a rescheduling delay. Because Virco's Field Service Department schedules many deliveries and installations to committed time frames, it often happens that equipment and resources have already been fully allocated on any given date. While Virco will do its best to accommodate specific rescheduling requests, we reserve the right to reschedule on the next available date.
* Virco’s quotes, unless otherwise noted, are based on delivering your order as a complete project to maximize shipping efficiencies. Requests for multiple deliveries due to construction delays, may result in additional freight charges. Freight charges will be added to the invoice.

* Installation charges include the delivery, set-up and placement of furniture one time only. Virco will not set furniture in place multiple times so that contractors can have sequential access to particular areas of a school.

* Every room will have a posted inventory list and will include product model numbers, descriptions, quantity and color. Upon placement of the furniture the room sheet will be noted, dated and initialed. Thereafter if a contractor or school personnel moves Virco furniture for any reason, it will be the responsibility of others to return furniture to its proper location.

* Upon the substantial completion of the project, a walk through will be scheduled and each room list will be reviewed and confirmed. All uncompleted work or additional needs will be noted and signed by a district representative. At the end of the initial walk through, 90% of the invoice value should be processed for payment. The remaining 10% will be used as a retainer until completion of the project.

* After the initial walk through, all subsequent work and walk throughs will only be related to the open issues for that room.

* For an installation, the site’s end user must provide the following:
  • Safe access to and from staging areas and rooms.
  • Hours the site is available for installation, including weekends.
  • A site contact, who must be available to provide room access and answer pertinent questions during the installation.
  • A list of model numbers, colors and quantities of all items for each room to which furniture will be delivered.
  • This list will also include height preferences for each desk and table.
  • Tables and or desks will be assembled to the following height unless noted otherwise. Table or desk height requests must be noted on the room list and agreed to by the customer.
    - Pre-K & K --> 23 inches
    - 1st & 2nd Grade --> 26 inches
    - 3rd & 4th Grade --> 28 inches
    - 5th Grade to Adult --> 29 inches

* Each item will be moved from the staging area to its destination, as identified by the on-site contact only one time. In this context, Virco suggests that a large venue such as a cafeteria or multi-purpose room be designated as a staging area.

* Furniture will be unboxed and assembled in or near its destination. Customer requests that product remain in cartons and be installed at a later date may result in a change order to off-set the costs associated with additional trip charges by the contracted installer.
9. Approve 2021-2022 School Calendar

Type
Action
Summary
District staff and the Orchard Teacher's Association collaborated to develop the Orchard School calendar for the 2021-2022 school year.

Recommendation
It is recommended that the Board of Trustees approve 2021-2022 School Calendar.

Supporting Documents

School Calendar 21-22 DRAFT
## Orchard School District 2021-2022 Calendar

### August 2021

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- **9 Teacher Work Day**
- **10-11 Staff Development**
- **12 School Starts**

### September 2021

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- **3 Staff Development**
- **6 Labor Day**
- **27-30 Fall Break**

### October 2021

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- **1 Fall Break Cont’d**
- **22 End of Q1 (MS)**

### November 2021

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- **5 End of 1st Tri (ELE)**
- **8-10 Conferences**
- **11 Veteran's Day**
- **12 School Holiday**
- **24-26 Thanksgiving Break**

### December 2021

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- **20-31 Winter Break**

### January 2022

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- **3 Staff Development**
- **14 End of S1 (MS)**
- **17 MLK Holiday**

### February 2022

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- **14-18 Presidents Break**
- **27-28 President’s Break**

### March 2022

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- **4 End of 2nd Tri (ELE)**
- **18 Staff Development**
- **25 End of Q3 (MS)**

### April 2022

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- **18-22 Spring Break**

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- **30 Memorial Day**

### June 2022

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- **9 End of S1 (MS)**
- **9 End of 3rd Tri (ELE)**
- **9 Last Student Day**
- **10 Teacher Work Day**

### July 2022

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- **4 Independence Day**

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**Extended School Year for Special Education Students: June**

**Draft: 3-5-21**

Extended School Year for Special Education Students: June

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<td>Teacher Work Days</td>
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School Days 180
Holidays
No School - Non-Work Day for Teachers & 10-Month Employees
No School - Staff Development - Buy Back Days
Minimum Days
Teacher Work (Start and End) Days

Total Student Days: 180
Total Teacher Days: 187
10. Future Meetings and Agenda Items

Quick Summary / Abstract

- Next Regular Board Meeting Tuesday, April 20, 2021
- Next Regular Board Meeting Tuesday, May 4, 2021
- Next Regular Board Meeting Tuesday, May 18, 2021
- Topics for Future Meetings
11. Superintendent's Report
12. Board Reports
13. Public to Address the Board on Closed Session Agenda

Quick Summary / Abstract

Any member of the public may address the Board of Trustees on the Closed Session Agenda. Discussion is limited to three (3) minutes per speaker, and twenty (20) minutes in total.
13. a. Convene to Closed Session
13. a. i. Superintendent Evaluation
13. b. Announcements - Report on Closed Session
14. Adjournment