

MERCED CITY SCHOOL DISTRICT



SCHOOL BOARD AGENDA

March 23, 2010

MERCED CITY SCHOOL DISTRICT

Our Mission...

The mission of the Merced City School District, a community of diverse learners striving for higher achievement, is to ensure that every student excels academically, builds character, and is a productive member of our community; we will do this by delivering exceptional instruction of a well-rounded and relevant curriculum that incorporates innovative practices and partnerships with family and community in a safe learning environment.

Beliefs

We believe that:

Every human being is unique with unlimited potential;

Treating individuals with respect and dignity elevates the human spirit;

Everyone has inherent value and purpose;

Mutual trust is essential to productive relationships;

A challenging environment balanced with support enables individuals to thrive;

Embracing diversity strengthens our community;

Individuals have responsibility for their actions;

Service to others strengthens the character of the individual, and the vitality of community.

Strategies

1. “Fully implement a district-wide user friendly system that monitors student performance and corresponding interventions to measure their effectiveness.”
2. “We will design, implement and monitor ongoing, innovative targeted professional learning approaches in order to achieve our objectives.”
3. “We will, in partnership with our community, develop a facilities plan that incorporates innovative design and common education specifications to optimize utilization of space and community resources, and provide exceptional learning environments district-wide.”
4. “We will, in partnership with family and community, identify core character traits and develop action plans to teach and assess whether students demonstrate those traits.”
5. “We will form a mutually beneficial academic partnership focusing on UC Merced and Merced College that will enable students to achieve academic excellence.”

Objectives

1. “Each student will meet, or exceed established academic performance standards.”
2. “Each student will demonstrate identified character traits that enrich the individual and community.”

REGULAR MEETING OF THE BOARD OF EDUCATION

Tuesday, March 23, 2010
Fremont Charter Elementary School
1120 West 22nd Street
Merced, California

CLOSED SESSION - 6:00 P.M.
OPEN SESSION - 7:00 P.M.

AGENDA

In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact the Office of the Superintendent at (209) 385-6640. Notification at least 48 hours prior to the meeting will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 444 West 23rd Street, Merced, California, during normal business hours.

The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call (209) 385-6753, 48 hours in advance of the meeting, so arrangements can be made for an interpreter. *El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (209) 385-6752, 48 horas antes de la junta, para poder hacer arreglos de intepretacion.*

Community members have two opportunities to address the Board of Education.

If you wish to address the Board on an agenda item, please do so when that item is called. Some agenda items are designated a specific start time and the Board will consider that item at the designated time or as soon as practical thereafter. ***The start times are only an estimate.*** Presentations will be limited to a maximum of three (3) minutes. Time limitations are at the discretion of the President of the Board.

Individuals have an opportunity to address the Board during the Period for Public Discussion on topics within the subject matter jurisdiction of the Board not listed on this agenda. Presentations will be limited to a maximum of three (3) minutes, with a total of thirty (30) minutes designated for this portion of the agenda. Individuals with questions on school district issues may submit them in writing. The Board will automatically refer requests to the Superintendent.

I. OPENING BUSINESS - 6:00 P.M.

- A. Call Public Session to Order
- B. Roll Call

II. PUBLIC COMMENT PRIOR TO CLOSED SESSION

- A. Identification of Closed Session Topics
- B. Comments And/Or Questions From The Audience
- C. Adjourn To Closed Session

III. CLOSED SESSION

- A. PUBLIC EMPLOYEE: APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE
- B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION: Government Code 54956.9 (a) Name of Case: Lucile Salter Packard Children's Hospital at Stanford

IV. OPEN SESSION - 7:00 P.M.

- A. Call to Order
- B. Roll Call

V. FLAG SALUTE

VI. APPROVAL OF AGENDA

VII. ITEMS OF INTEREST

- A. **Board members and district administrators** may report on activities, such as school visits, meetings, and conferences.
- B. **School Showcase** - Fremont Charter School Principal, Ms. Trisha Wylie
- C. **Written Communications**
- D. **Board Reports**
Board member representatives to various committees may report on actions and discussion at those committee meetings held since the last meeting of the Board of Education. Board representatives may receive direction for future committee meetings.

VIII. REPORT

E-49-09-10 2010 MCSD Spelling Bee Winners

**Ms. Dossetti
Dr. P. Duran**

IX. CONSENT

Items listed under the Consent Calendar are considered to be routine and are acted on by the Board of Education in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Calendar. It is understood that the Administration recommends approval on all Consent Items. Each item on the Consent Calendar approved by the Board of Education shall be deemed to have been considered in full and adopted as recommended.

a. Superintendent

S-29-09-10	Meeting Minutes	Dr. P. Duran
	It is recommended that the Board of Education approve the minutes from the regular meeting of March 9, 2010.	

b. Administrative Services

A-53-09-10	Employment Transactions - Certificated Personnel	Mr. Spicer
	Approval is recommended for certificated personnel items.	
A-54-09-10	Employment Transactions - Classified Personnel	Mr. Spicer
	Approval is recommended for classified personnel items.	

c. Fiscal Services

F-40-09-10	Warrants	Ms. Cavallero
	It is recommended that the Board of Education ratify the list of warrants issued in the following consecutively numbered warrant registers.	Mr. Spicer

X. BOARD ACTION

Members of the public may address the Board on an agenda item when that agenda item is being discussed by the Board.

a. Superintendent

S-30-09-10 Gifts/Grants And Bequests **Dr. P. Duran**
It is recommended that the Board of Education accept the gifts/grants and bequests as listed with acknowledgement and appreciation.

b. Educational Services

E-51-09-10 Reading First Supplemental Grant Award **Ms. Dossetti**
It is recommended that the Board of Education accept the Reading first Supplemental grant award in the total amount of \$85,936.00. **Dr. P. Duran**

c. Administrative Services

A-55-09-10 New Job Description - Second Reading **Mr. Spicer**
Preschool Program Support Teacher **Dr. Calzadillas**
It is recommended that the Board of Education approve the new job description for the position of Preschool Program Support Teacher as a second reading. **Ms. Cole**

A-56-09-10 Revised Job Description - Second Reading **Dr. Calzadillas**
Preschool Lead Teacher **Ms. Cole**
It is recommended that the Board of Education approve the revised job description for the position of Preschool Lead Teacher as a second reading.

A-57-09-10 Revised Job Description - First and Second Reading **Mr. Spicer**
Intervention Teacher/Coach
It is recommended that the Board of Education approve the revised job description for Intervention Teacher/Coach as a first and second reading.

A-58-09-10 Summer Seamless Feeding And Summer Food Service **Mr. Spicer**
Program **Ms. Soares**
It is recommended that the Board of Education approve the request for the Summer Seamless Feeding Option (SSFO) and Summer Food Service Program under the National School Lunch Program.

XI. COMMUNICATIONS

E. Public Comment Period

Members of the audience may also address the Board on any topic *not* listed on the agenda at this time. Topics not on the agenda, which are brought to the Board's attention, may be investigated by the administration and a report made to the Board, either publicly or privately at a future meeting. Comments from members of the public shall not exceed three (3) minutes or a total of thirty (30) minutes, unless timelines are waived by a majority of the Board.

XII. BOARD MEMBER ROUNDTABLE

XIII. ADJOURNMENT

**EQUAL OPPORTUNITY EMPLOYER
DRUG FREE WORK PLACE EMPLOYER**

POSTED: March 19, 2010

MERCED CITY SCHOOL DISTRICT

**Board of Education Meeting Schedule
 2009-2010 School Year**

<u>Date Of Meeting</u>	<u>Time</u>	<u>Location</u>
Tuesday, August 11, 2009	7:00 p.m.	Council Chambers
Tuesday, August 25, 2009	7:00 p.m.	Hoover School
First day of school - (August 17)		
Tuesday, September 8, 2009	7:00 p.m.	Sheehy School
Tuesday, September 22, 2009	7:00 p.m.	Council Chambers
Tuesday, October 13, 2009	7:00 p.m.	Council Chambers
Tuesday, October 27, 2009	7:00 p.m.	Wright School
Tuesday, November 10, 2009	7:00 p.m.	Council Chambers
Nov. 3 – Election Day *Thanksgiving Week - (November 23-27)		
Tuesday, December 1, 2009	7:00 p.m.	Peterson School
Tuesday, December 15, 2009	7:00 p.m.	Council Chambers
*Winter Break - (December 21-January 1)		
Tuesday, January 12, 2010	7:00 p.m.	Chenoweth School
Tuesday, February 9, 2010	7:00 p.m.	Council Chambers
Tuesday, February 23, 2010	7:00 p.m.	Reyes School
*Presidents' Week - (February 15-19)		
Tuesday, March 9, 2010	7:00 p.m.	Council Chambers
Tuesday, March 23, 2010	7:00 p.m.	Fremont School
*Spring Break - (April 2 - 9)		
Tuesday, April 13, 2010	7:00 p.m.	Council Chambers
Tuesday, April 27, 2010	7:00 p.m.	Gracey School
Tuesday, May 11, 2010	7:00 p.m.	Council Chambers
Tuesday, May 25, 2010	7:00 p.m.	Cruickshank School
Graduation - (June 3)		
Tuesday, June 8, 2010	7:00 p.m.	Council Chambers
Tuesday, June 22, 2010	7:00 p.m.	Board Room

Meeting dates may change.
 (*Local Recess) - No School

Merced City Council Chambers, 678 West 18th Street

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD OF THE
MERCED CITY SCHOOL DISTRICT**

Merced City Council Chambers

March 9, 2010

- CALL TO ORDER:** The meeting was called to order by President Cherf at 6:00 p.m.
- MEMBERS PRESENT:** Mr. Darrell Cherf, Mr. Adam Cox, Ms. Jessica Kazakos, Mr. Gene Stamm, Dr. Susan Walsh
- CLOSED SESSION:** The Board met in closed session from 6:01 p.m. to 7:09 p.m. to discuss:
- Student Expulsion
 - Student Case No. 12-2009-2010
 - Public Employee: Appointment/Discipline/Dismissal/Release
 - Conference with Legal Counsel - Existing Litigation: Government Code 54956.9 (a) Name of Case: Lucile Salter Packard Children's Hospital at Stanford
- OPEN SESSION:** The Board reconvened to open session at 7:10 p.m.
- MEMBERS PRESENT:** Mr. Darrell Cherf, Mr. Adam Cox, Ms. Jessica Kazakos, Mr. Gene Stamm, Dr. Susan Walsh
- STAFF PRESENT:** District Superintendent, Dr. RoseMary Parga Duran; Associate Superintendent, Administrative Services, Mr. Greg Spicer; Administrative Assistant to the Superintendent, Ms. Kathie Kubo; Chief Fiscal Officer, Ms. Kris Cavallero; Chief Operations Officer, Mr. Kraig Magnussen; Director of Curriculum/Staff Development, Ms. Annie Dossetti; Director of State and Federal Programs, Dr. Tammie Calzadillas Director of Special Education and Pupil Services, Dr. Ken Testa; Director of Information Technology /Support Services, Mr. Greg Blount; Preschool Coordinator, Ms. Melanie Cole; Curriculum Coordinator, Ms. Lila Lesly; Early Reading First Coordinators, Ms. Lisa Slaton; Principal, Mr. Cesar Hernandez; CSEA President, Mr. Eddie Padilla
- PLEDGE OF ALLEGIANCE:** Dr. Susan Walsh, clerk
- IN REMEMBRANCE:** President Cherf called for a moment of silence in remembrance for Ms. Maureen Bultena who passed away on March 8, 2010. Ms. Bultena was a six year member of the Board of Education (1993-1999). Ms. Bultena was also a founding member of the District's Long Range Facilities Master Plan Citizens' Advisory Committee.
- REPORT OF ACTION TAKEN IN CLOSED SESSION:** President Cherf reported that in closed session the Board of Education voted unanimously to approve the non-reelection of one probationary certificated employee.
- In addition, the Board of Education took unanimous action to issue a notice releasing and reassigning one certificated administrative employee pursuant to Education Code section 44951, effective at the end of the school year, and directed the superintendent to send out the appropriate legal notices.

APPROVAL OF AGENDA: It was moved by Mr. Cox, seconded by Mr. Stamm, to approve the agenda as presented. Motion carried.

ITEMS OF INTEREST: BOARD
- Mr. Stamm updated the board members on the monthly meeting held with the EMCPFFA JPA (MUHSD, WUSD) concerning the Moraga property.

REPORTS:

STUDENT ATTENDANCE Director of Information Technology and Support Services, Mr. Greg Blount presented a status update on the district's student attendance and enrollment.

CONSENT: It was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the Consent Agenda as presented. Motion carried.

Superintendent

Meeting Minutes • Approval of the regular meeting minutes of February 23, 2010.

Educational Services

Preschool Program Parent Handbook • Approval of the Preschool Program Parent Handbook for school year 2010-2011.

Administrative Services

Employment Transactions - Certificated Personnel: • Approval of the following certificated personnel items:

A. **Employment**

Substitutes:

Jane Rodgers - Multiple Subject
Mercedes Steele - Multiple Subject

Fiscal Services

Warrants • Approval of the ratification of the list of warrants issued in the following consecutively numbered warrant registers:

<u>Warrant Numbers</u>	<u>Dated</u>	<u>Amount</u>
134670	2/9/10	\$ 725.00
135829-135909	2/11/10	\$147,043.30
144061-144111	2/23/10	\$169,535.67
	Total:	\$317,303.97

Budget Transfers • Approval of the ratification of the list of budget transfers completed during the month of February 1 through February 28, 2010.

BOARD ACTION

SUPERINTENDENT

GIFTS/GRANTS AND BEQUESTS

It was moved by Dr. Walsh, seconded by Mr. Stamm, to accept the gifts/grants and bequests as listed with acknowledgement and appreciation. Motion carried.

Tenaya Middle School, Gateway computer monitor (for Room 19), donated by Maria Haro, valued at \$200.00.

EDUCATIONAL SERVICES:

SCHOOL SITE PLANS SY 2009-2010

It was moved by Mr. Stamm, seconded by Mr. Cox, to approve the Single Plans for Student Achievement 2009-2010 school year. Motion carried.

STUDENT EXPULSION

It was moved by Mr. Cox, seconded by Dr. Walsh, to accept the Administrative Hearing Panel's finding of fact and recommendations as submitted and that Student Case No. 12-2009-10 be expelled for the remainder of the current semester, plus the semester following, but to conditionally suspend the enforcement of the said following expulsion to consider reinstatement as per the recommended rehabilitation plan. Motion carried.

ADMINISTRATIVE SERVICES:

FAHRENS PARK ELEMENTARY SCHOOL SITE

It was moved by Dr. Walsh, seconded by Mr. Stamm, to direct district staff to withdraw from consideration the Fahrens Park property as a future school building site. Motion carried.

NEW JOB DESCRIPTION - PRESCHOOL PROGRAM SUPPORT TEACHER

It was moved by Mr. Stamm, seconded by Mr. Cox, to approve the new job description for the position of Preschool Program Support Teacher as a first reading. Motion carried.

REVISED JOB DESCRIPTION - PRESCHOOL LEAD TEACHER

It was moved by Mr. Stamm, seconded by Mr. Cox, to approve the revised job description for the position of Preschool Lead Teacher as a first reading. Motion carried.

REVISED BOARD POLICY IN THE 4000 SERIES (PERSONNEL) SECOND READING

It was moved by Ms. Kazakos, seconded by Mr. Stamm, to accept the attached revisions to Board Policy 4113 (a) Certificated Personnel - Assignment for a second reading. Motion carried.

RESOLUTION NO. A-49-2009-2010 REDUCTION OR ELIMINATION OF PARTICULAR KINDS OF CERTIFICATED SERVICES

It was moved by Mr. Stamm, seconded by Dr. Walsh, to adopt Resolution No. A-49-2009-2010 to reduce or eliminate particular kinds of certificated positions. Motion carried.

OBSOLETE SUPPLIES AND EQUIPMENT

It was moved by Dr. Walsh, seconded by Ms. Kazakos, to declare the items described to be surplus and to approve the sale and disposal of these items. Motion carried.

FISCAL SERVICES:

2008-09 ANNUAL AUDIT

The District Auditor of Record, Vavrinek, Trine, Day & Co., LLP's Representative, Mr. Larry Corum summarized the completed 2008-2009 Audit.

It was moved by Dr. Walsh, seconded by Mr. Cox, to accept the 2008-09 Audit and authorize payment of the fee. Motion carried.

RESOLUTION NO. F-38-2009-10
AUTHORIZING THE BORROWING
OF FUNDS FOR FISCAL YEAR
2010-2011 AND THE ISSUANCE
AND SALE OF ONE OR MORE
SERIES OF 2010-2011 TAX AND
REVENUE ANTICIPATION NOTES;
THEREFORE, AND
PARTICIPATION IN THE
CALIFORNIA SCHOOL CASH
RESERVE PROGRAM AND
REQUESTING THE BOARD OF
SUPERVISORS OF THE COUNTY
TO ISSUE AND SELL SAID SERIES
OF NOTES

It was moved by Mr. Stamm, seconded by Dr. Walsh, to adopt Resolution No. F-38-2009-10 authorizing the borrowing of funds for Fiscal Year 2010-2011 and the issuance and sale of one or more series of 2010-2011 Tax and Revenue Anticipation Notes; therefore, and participation in the California School Boards Association Finance Corporation Cash Reserve Program and Requesting the Board of Supervisors of the County to issue and sell said series of notes. Motion carried.

2009-10 SECOND INTERIM
REPORT AND ADOPTION OF
RESOLUTION NO. F-39-2009-10

It was moved by Dr. Walsh, seconded by Mr. Stamm, to approve the 2009-10 Second Interim Certification and adopt Resolution No. F-39-2009-10 approving the revisions to the 2009-10 budgets. Motion carried.

COMMUNICATIONS:

AUDIENCE

1. CSEA President, Mr. Eddie Padilla reported on the On Time Budget Act 2010 and the march to Sacramento.

ADJOURNMENT:

The meeting adjourned at 7:59 p.m.

Secretary

Clerk

REPORT

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Annie Dossetti
Director, Curriculum & Staff Development

DATE: March 23, 2010

SUBJECT: **MERCED CITY SCHOOL DISTRICT SPELLING BEE WINNERS -
2010**

MERCED CITY SCHOOL DISTRICT SPELLING BEE WINNERS

Karen Albright – Program Coordinator

5th Grade Bee Winners

School

1 st	Abigail King	Fremont
2 nd	Nathan Sanchez	Fremont
3 rd	Guadalupe Covarrubias	Stowell

6th Grade Bee Winners

School

1 st	Claire Hoffman	Rivera
2 nd	Ethan Chilton	Hoover
3 rd	Janelle Janolo	Tenaya

7th Grade Bee Winners

School

1 st	Aditya Kumarasamy	Rivera
2 nd	Betty Vang	Rivera
3 rd	Sophia Medel	Tenaya

8th Grade Bee Winners

School

1 st	Hailee King	Rivera
2 nd	Katie Kelley	Tenaya
3 rd	Dreama Rhodes	Tenaya

Certificates will be presented to the winners.

CONSENT

MERCED CITY SCHOOL DISTRICT

TO: Board of Education

FROM: RoseMary Parga Duran, Ed.D.
District Superintendent

DATE: March 23, 2010

SUBJECT: **MEETING MINUTES**

Recommendation

It is recommended that the Board of Education approve the minutes from the regular meeting of March 9, 2010.

Background

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. (BP 9320)

Fiscal Impact

Revenue: None
Expenditure: None
Budget Category: None

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM : Greg Spicer
Associate Superintendent, Administrative Services

PREPARED BY: Denise Hernandez
Personnel Specialist

DATE: March 23, 2010

SUBJECT: **EMPLOYMENT TRANSACTIONS – CERTIFICATED PERSONNEL**

Recommendation

Approval is recommended for the following certificated personnel items:

A. Retirement

Aurora Bettencourt	Speech Therapist District Office Effective 6/10/2010
Penny Brown	Classroom Teacher Franklin Elementary School Effective 6/4/2010
Kathleen Cortinas	Classroom Teacher Peterson Elementary School Effective 6/4/2010
Susan Karastathas	Speech Therapist District Office Effective 6/10/2010
Dana Kirby	Classroom Teacher Givens Elementary School Effective 6/4/2010
Kathleen Kirkes	Library Media Teacher Peterson and Wright Elementary Schools Effective 6/4/2010

MERCED CITY SCHOOL DISTRICT

Camille Williams

Classroom Teacher
Hoover Middle School
Effective 6/4/2010

B. Job Share

Alokita Kumar
Diane Taylor

School Psychologist (50% Contract)
School Psychologist (50% Contract; 50% Unpaid Leave of
Absence)
District Office
Effective 8/9/2010

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: General Fund

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

PREPARED BY: Elsa Arroyo
Personnel Specialist

DATE: March 23, 2010

SUBJECT: **EMPLOYMENT TRANSACTIONS – CLASSIFIED PERSONNEL**

Recommendation

Approval is recommended for the following classified personnel items.

A. Resignation

David P. Rickabaugh Maintenance Technician
Maintenance & Operations
Effective 6/30/2010

B. Retirement

Alexander P. Barajas Head Custodian
Gracey Elementary School
Effective 6/30/2010

Jose L. Bedolla Custodian
Peterson Elementary School
Effective 6/30/2010

Roberta L. Evans Cafeteria Manager
Reyes Elementary School
Effective 6/4/2010

Margaret A. Hasko Instructional Assistant: SDC
Reyes Elementary School
Effective 6/4/2010

Deborah J. Maier Instructional Assistant: RSP
Stefani Elementary School
Effective 6/4/2010

MERCED CITY SCHOOL DISTRICT

Margie Powell

Cafeteria Cook/Baker
Reyes Elementary School
Effective 6/4/2010

Kathy Reeves

Bus Driver
Transportation Department
Effective 6/4/2010

Barbara J. Wlodarczyk

Instructional Assistant: SDC
Gracey Elementary School
Effective 6/4/2010

C. Unpaid Leave of Absence

Norma J. Cisneros

School Office Manager
Sierra Preschool
Unpaid Leave of Absence from 3/1/2010 to 3/31/2010
Effective 3/1/2010

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: General Fund

MERCED CITY SCHOOL DISTRICT

TO: RoseMary P. Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent

PREPARED BY: Kris Cavallero
Chief Fiscal Officer

DATE: March 23, 2010

SUBJECT: **WARRANTS**

Recommendation

It is recommended that the Board of Education ratify the list of warrants issued in the following consecutively numbered warrant registers:

Warrant Numbers	Dated	Amount
151059-151173	3/5/10	\$ 1,172,759.71
154013-154090	3/12/10	\$ 431,573.18
	Total	\$ 1,604,332.89

Background

The warrants listed have been issued in accordance with the District's Purchasing Policy (BP 3314).

Fiscal Impact

Revenue: None
Expenditure: \$1,604,332.89
Budget Category: Various

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 03/05/10

APY220ME H. 00. 02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
151059	005164	ABS PRESORT INC	03270	516.01	151060	008470	ACTION COMPUTERS	03270	510.80
151061	000041	SHARON ADAMS	03270	10.00	151062	010718	AFLAC	03270	6,783.82
151063	000062	ALL-PHASE ELECTRIC SUPPLY	03270	220.14	151064	000071	AMERICAN FIDELITY ASSURANCE CO	03270	103.58
151065	002390	AMERICAN FIDELITY ASSURANCE CO	03270	203.98	151066	010626	ASSOCIATED VALUATION SERVICES	03270	777.82
151067	000127	ATKIN/ANDEL/LOYA/RUUD & ROMO	03270	3,869.10	151068	006641	AUDIO VISUAL REPAIR	03270	112.00
151069	008944	BAGEL TIME	03270	80.82	151070	011170	BARNES & NOBLE INC	03270	1,110.13
151071	000270	C & S MOTOR SERVICE INC	03270	124.50	151072	000327	CASBO	03270	40.64
151073	010900	CDW GOVERNMENT INC	03270	1,867.81	151074	002611	CENTRAL VALLEY TROPHIES	03270	761.25
151075	000376	CITY OF MERCED	03270	8,586.86	151076	011473	CSEA VICTORY CLUB	03270	235.00
151077	005711	D&D PEST CONTROL INC	03270	36.00	151078	009357	DON'S MOBILE GLASS INC	03270	150.00
151079	002914	DS WATERS OF AMERICA INC	03270	17.00	151080	000640	ELLISON EDUC EQUIPMENT INC	03270	674.30
151081	007963	FASTENAL COMPANY	03270	130.17	151082	000697	FOLLETT LIBRARY RESOURCES	03270	3,408.08
151083	005201	FOUNDATION FOR MEDICAL CARE	03270	19,517.55	151084	012337	FOUNDATION FOR MEDICAL CARE	03270	552.32
151085	000749	GATEWAY FIRE EQUIPMENT	03270	45.00	151086	012632	GOLDEN VALLEY DOOR & MILLWORK	03270	463.94
151087	003169	W GRAINGER INC	03270	411.55	151088	012818	THE HARTFORD	03270	6,321.71
151089	009170	THE HOME DEPOT	03270	3,581.86	151090	011065	J'S COMMUNICATIONS INC	03270	21.31
151091	012267	JOHNSTONE SUPPLY	03270	1,233.16	151092	011181	LOYAL AMERICAN LIFE INS CO	03270	1,512.28
151093	008368	LOZANO/SMITH/SMITH/MOLIVER &	03270	1,077.00	151094	012865	DEBORAH MCGURK	03270	1,521.00
151095	001117	MCMANARA SPORTS INC	03270	2,533.17	151096	001154	MEADOWBROOK WATER CO OF MERCED	03270	719.92
151097	000450	MERCED COUNTY HEALTH DEPT	03270	343.98	151098	002212	MERCED IRRIGATION DISTRICT	03270	221.54
151099	011163	MERCED RANCH SUPPLY	03270	75.76	151100	010170	MESTMAKER/CSEA INSURANCE	03270	268.33
151101	001223	MINETTI STATIONERS	03270	757.99	151102	002544	MOBILE MODULAR	03270	493.99
151103	002027	MODESTO DISPOSAL SERVICE	03270	1,243.84	151104	012849	MONOPRICE INC	03270	283.87
151105	001271	NASCO MODESTO	03270	396.25	151106	003519	OFFICE DEPOT INC	03270	3,611.07
151107	011164	OLIVEWOOD MEADOWS OCCUPATIONAL	03270	50.00	151108	012851	PATHWAY BOOK SERVICE	03270	340.74
151109	012856	SHRILEY PEREZ	03270	20.00	151110	001421	PERMA-BOUND	03270	2,325.27
151111	002089	PETUNIA'S PLACE	03270	2,087.06	151112	011545	PRO TECH SECURITY	03270	228.12
151113	012537	PROCLEAN	03270	2,388.69	151114	001709	RANCHERS TRACTOR CO	03270	96.00
151115	010634	SAFETY SCREENS	03270	1,794.94	151116	012294	SASS/MESTMAKER INSURANCE	03270	80.64
151117	001473	SCHOLASTIC INC	03270	1,591.90	151118	001490	SCHOOL HEALTH CORP	03270	51.12
151119	009634	SHRED IT CENTRAL CA INC	03270	71.50	151120	012608	STSC III	03270	896,376.15
151121	011109	SPINITAR	03270	344.98	151122	012362	THE STANDARD	03270	1,523.14
151123	012621	STAPLES BUSINESS ADVANTAGE	03270	342.11	151124	012792	SUB SHOP	03270	160.77
151125	012092	SUPERIOR DIST CENTER INC	03270	338.01	151126	012609	TAPE TEL ELECTRONICS INC	03270	979.30
151127	005645	TARGET BANK	03270	225.27	151128	009467	THE BUS	03270	280.00
151129	001894	UNITED PARCEL SERVICE	03270	89.29	151130	010364	US POSTAL SERVICE (AMS-TMS)	03270	10,000.00
151131	011341	USSA - POLYTURF INC	03270	8,871.50	151132	009908	XEROX CORPORATION	03270	24,102.06
151133	001174	MERCED COUNTY ARTS COUNCIL INC	03271	2,280.00	151134	003519	OFFICE DEPOT INC	03271	450.02
151135	011334	QUIZNO'S SUBS	03271	54.39	151136	000376	CITY OF MERCED	03275	400.93
151137	011010	CORNER STONE STAFFING	03275	858.99	151138	000530	DEMCO INC	03275	1,654.95
151139	001036	LAKESHORE	03275	2,947.61	151140	009224	MERCED COMMERCIAL PEST CONTROL	03275	100.00
151141	003519	OFFICE DEPOT INC	03275	246.66	151142	010597	SCHOOL SPECIALTY INC	03275	93.04
151143	008470	ACTION COMPUTERS	03263	54.32	151144	009207	APPLIED INDUSTRIAL TECHNOLOGIES	03263	102.73
151145	010900	CDW GOVERNMENT INC	03263	1,081.73	151146	004128	THE DANIELSEN CO	03263	7,728.06
151147	009652	EAST BAY RESTAURANT SUPPLY INC	03263	2,426.97	151148	005432	FORM PLASTICS CO	03263	4,188.60
151149	007428	GOLD STAR FOODS	03263	1,027.21	151150	005971	HOOVER STUDENT BODY	03263	1,864.22
151151	012267	JOHNSTONE SUPPLY	03263	108.02	151152	005850	LAND O LAKES INC	03263	1,584.50

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 03/05/10

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
151153	011076	LINK SNACKS INC	03263	1,008.00	151154	011151	MADERA PRODUCE INC	03263	1,746.75
151155	009224	MERCED COMMERCIAL PEST CONTROL	03263	644.00	151156	004303	NEXTEL COMMUNICATIONS	03263	164.80
151157	012285	PACIFIC MATERIAL HANDLING	03263	273.09	151158	005080	PIERRE FROZEN FOODS	03263	7,656.11
151159	008778	PLASTIC PACKAGE INC	03263	3,992.13	151160	012537	PROCLEAN	03263	254.94
151161	002946	RIVERA STUDENT BODY	03263	1,138.61	151162	012859	RW SCHOOL SUPPLY	03263	990.00
151163	001464	SAVE MART SUPERMARKETS	03263	22.48	151164	009919	SCHOOL LUNCH PRODUCTS INC	03263	5,895.60
151165	008494	SCHWAN'S FOODSERVICE INC	03263	12,318.45	151166	011698	SERVICE SOLUTIONS	03263	1,535.92
151167	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	10,167.95	151168	007228	TENAYA STUDENT BODY	03263	1,197.71
151169	005201	FOUNDATION FOR MEDICAL CARE	03267	817.54	151170	012337	FOUNDATION FOR MEDICAL CARE	03267	700.00
151171	010918	TERRI PRICHARD	03267	6,800.00	151172	012337	FOUNDATION FOR MEDICAL CARE	03264	3,622.50
151173	005241	MERCED CITY SCHOOL DISTRICT	03264	50,463.42					

TOTAL AMOUNT OF ALL WARRANTS \$1,172,759.71***

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 03/12/10

APY220ME H. 00. 02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
154013	007716	A-Z BUS SALES INC	03270	502.70	154014	005164	ABS PRESORT INC	03270	129.90
154015	000005	ACE PIPE & STEEL INC	03270	94.87	154016	008514	MATTHEW ADAMS	03270	18.00
154017	000061	AIRGAS NCN	03270	107.97	154018	002914	ALHAMBRA & SIERRA SPRINGS	03270	29.60
154019	001930	AMERIPRIDE	03270	2,342.04	154020	003140	ASSOCIATES LOCK & SAFE SVC	03270	24.45
154021	012314	BEVERLY BARELA	03270	139.92	154022	000167	BARTLETT PETROLEUM PRODUCTS	03270	171.11
154023	010483	BARTON OVERHEAD DOOR INC	03270	600.00	154024	012265	BREW POWER SYSTEMS INC	03270	149.26
154025	010342	TAMMIE CALZADILLAS	03270	18.00	154026	010900	CDW GOVERNMENT INC	03270	1,874.08
154027	008943	TERESITA CHAVARRIA	03270	18.00	154028	012854	MICHELLE COLBURN	03270	9.95
154029	011374	DOUG COLLINS	03270	18.00	154030	000431	CONSOLIDATED ELECTRICAL DIST	03270	335.61
154031	000530	DENCO INC	03270	408.56	154032	008518	EWING IRRIGATION	03270	240.31
154033	011324	FERGUSON ENTERPRISES INC	03270	404.68	154034	010778	GOLDEN VALLEY PHARMACY	03270	780.00
154035	000830	HARCOURT OUTLINES INC	03270	62.51	154036	012084	HASLER FINANCIAL SERVICES	03270	469.90
154037	000890	HM RECEIVABLES CO LLC	03270	1,500.31	154038	008850	HM RECEIVABLES CO LLC	03270	622.85
154039	010140	HM RECEIVABLES CO LLC	03270	4,586.53	154040	012750	HM RECEIVABLES CO LLC	03270	293.36
154041	000887	BOB HOLL SHEET METAL INC	03270	4,508.57	154042	012267	JOHNSTONE SUPPLY	03270	393.38
154043	012853	CASSANDRA KALASHIAN	03270	182.30	154044	000997	KELLOGG'S SUPPLY	03270	663.22
154045	009783	LA CROSSE TECHNOLOGY	03270	172.36	154046	001036	LAKESHORE	03270	2,273.85
154047	005223	MCGRAW-HILL COMPANIES	03270	14,862.14	154048	011204	MERCED AREA SPORTS OFFICIALS	03270	1,650.00
154049	008555	MERCED COUNTY ELECTION DEPT	03270	20,698.40	154050	001169	MERCED COUNTY SOLID WASTE DIV	03270	16.00
154051	001065	MERCED SUN-STAR	03270	216.00	154052	012239	NCS PEARSON INC	03270	349.99
154053	003519	OFFICE DEPOT INC	03270	631.47	154054	006816	PARADIGM HEALTHCARE SVCS INC	03270	179.47
154055	009702	PARKER'S ACE HARDWARE INC	03270	808.78	154056	001402	PRAXAIR	03270	146.21
154057	011545	PRO TECH SECURITY	03270	692.69	154058	012537	PROCLEAN	03270	1,293.89
154059	012614	REFRIGERATION SUPPLIES DIST	03270	30.00	154060	004289	RISO PROD OF SACRAMENTO INC	03270	4,730.63
154061	010263	TERRY D ROSS	03270	463.05	154062	001464	SAVE MART SUPERMARKETS	03270	52.50
154063	011417	SCHOETTLER TIRE INC	03270	27.74	154064	000361	SCHOOL SPECIALTY	03270	292.53
154065	001564	SHERWIN WILLIAMS CO	03270	468.41	154066	009634	SHRED IT CENTRAL CA INC	03270	71.50
154067	000133	SMITH AUTO PARTS INC	03270	671.33	154068	012806	E LEHUA TERRY	03270	10.92
154069	008187	TONI'S COURTYARD CAFE	03270	526.50	154070	001887	UNISOURCE WORLDWIDE INC	03270	27,840.00
154071	010873	VALLEY RENTAL CENTERS INC	03270	1,164.84	154072	009661	VAVRINEK TRINE DAY & CO LLP	03270	11,810.00
154073	009908	XEROX CORPORATION	03270	77,723.01	154074	001065	MERCED SUN-STAR	03275	216.00
154075	003519	OFFICE DEPOT INC	03275	185.83	154076	002914	ALHAMBRA & SIERRA SPRINGS	03263	12.70
154077	001930	AMERIPRIDE	03263	69.92	154078	004128	THE DANIELSEN CO	03263	3,705.50
154079	012597	G & K SERVICES INC	03263	229.72	154080	007428	GOLD STAR FOODS	03263	1,824.02
154081	010138	HAGUE QUALITY WATER INC	03263	198.00	154082	011151	MADERA PRODUCE INC	03263	1,985.90
154083	008687	PRODUCERS DAIRY FOODS INC	03263	11,146.52	154084	009919	SCHOOL LUNCH PRODUCTS INC	03263	13,571.85
154085	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	6,509.18	154086	010291	TEAM BROKERAGE	03263	1,025.00
154087	012197	WESTSIDE WATER CONDITIONING	03263	409.49	154088	005201	FOUNDATION FOR MEDICAL CARE	03267	13.00
154089	012163	SCHOOLS INSURANCE AUTHORITY	03267	173,384.50	154090	005241	MERCED CITY SCHOOL DISTRICT	03264	25,511.90

TOTAL AMOUNT OF ALL WARRANTS \$431,573.18***

BOARD ACTION

SUPERINTENDENT

MERCED CITY SCHOOL DISTRICT

TO: Board of Education

FROM: RoseMary Parga Duran, Ed.D.
District Superintendent

DATE: March 23, 2010

SUBJECT: **GIFTS/GRANTS AND BEQUESTS**

Recommendation

It is recommended that the Board of Education accept the gifts/grants and bequests as listed with acknowledgement and appreciation.

<u>School/Department</u>	<u>Description</u>	<u>Donated By</u>	<u>Value</u>
Reyes School	Monetary donation	Alicia Reyes P.T.C.	\$4,774.00
Reyes School	Monetary donation	Scholarship America	\$800.00

Background

As a result of Board Policy 3290, Gifts/Grants/Bequests, adopted by the Board on October 3, 1989, the items listed above reflect what has been received by a school and/or department in the district.

Fiscal Impact

Revenue: \$5,574.00

Expenditure: None

Budget Category: Instructional Supplies

EDUCATIONAL SERVICES

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

PREPARED BY: Annie Dossetti
Director, Curriculum and Staff Development

DATE: March 23, 2010

SUBJECT: **READING FIRST SUPPLEMENTAL GRANT AWARD**

Recommendation

It is recommended that the Board of Education accept the Reading First Supplemental grant award in the total amount of \$85,936.00.

Background

The California State Legislature has appropriated supplemental funding for Reading First grant participants. These funds are available to support teacher training, assessment, core Language Arts materials, and implementation of Response to Intervention.

The grant provides funding in the area of reading for kindergarten through third grade at nine sites, as well as special education classrooms, K-8, at all sites.

Funds must be expended by August 31, 2010

Fiscal Impact

Revenue: \$ 85,936.00

Expenditure: None

Budget Category: Reading First

ADMINISTRATIVE SERVICES

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

Tammie Calzadillas, Ed.D.
Director, State and Federal Programs

PREPARED BY: Melanie Cole
Coordinator, Preschool

DATE: March 23, 2010

SUBJECT: **PRESCHOOL PROGRAM SUPPORT TEACHER - NEW JOB
DESCRIPTION - SECOND READING**

Recommendation

It is recommended that the Board of Education approve the new job description for the position of Preschool Program Support Teacher as a second reading.

Background

Currently the Merced City School District Preschool Program serves over 600 children at 12 different sites with a staff of approximately 75 people. Opportunities for expansion are continually being sought along with other funding sources such as Early Reading First, Even Start, First 5 Teacher Support Grant, and the First 5 Family Support Grant. The MCSD Preschool Program has been awarded each of these grants.

Outside funding sources and grants require documentation that implementation is occurring and compliance is being met according to the scope of funding. The Preschool Program Support Teacher will ensure that all compliance measures are adhered to, licensing regulations are met and will serve as a liaison between the preschool program, district and community.

Fiscal Impact

Revenue: N/A

Expenditure: \$ 21,672

Budget Category: Fund 12 – Child Development: Resource 6055 – State Preschool

MERCED CITY SCHOOL DISTRICT

TITLE: PRESCHOOL PROGRAM SUPPORT TEACHER

BASIC FUNCTION:

The preschool program support teacher, under the direction of the preschool coordinator, collaborates with teachers and other staff in the development, implementation, and maintenance of a quality preschool program; provides program supervision and makes administrative decisions, immediate in nature, when the administrator is absent; supports a safe and nurturing environment for the growth and development of children cared for in the preschool; involves parents and families in program activities; maintains records and prepares reports.

REPRESENTATIVE DUTIES:

Supports sites in developing and sustaining an environment to develop maximum physical, emotional and cognitive development of children. *E*

Involves parents and families in program activities; participates in parent workshops as assigned; provides information and referral for support services as needed; explains policies, procedures, rules and regulations as needed. *E*

Assists parents with their concerns; supports and supervises regular home-school communication. *E*

Provides for supervision of students in the classroom as needed. *E*

Assists teachers in dealing with student behavior problems. *E*

Assists parents with their concerns and in matters pertaining to home-school relations. *E*

Works cooperatively with all staff in dealing with conflicts or complaints and follows up appropriately toward the resolution of such problems. *E*

Provides work direction and guidance to instructional assistants, volunteers, and others as required; notifies staff of information pertinent to the needs of individual students. *E*

Supports coordination of services of support personnel such as speech pathologists and nurses. *E*

Models standards of behavior and uses a positive approach while working with children, staff, and parents; works cooperatively with all staff in dealing with conflicts or complaints and follows up appropriately to reach resolution of such problems. *E*

Assists with substitute duties and routines when usual personnel are absent. *E*

MERCED CITY SCHOOL DISTRICT

Supports the maintenance of a clean, safe, attractive and positive learning environment; performs light housekeeping duties; assesses the appropriate use of materials and equipment for preschool-aged children. *E*

Attends to physical site emergencies; communicates district safety procedures to all preschool staff; and communicates with district departments, such as maintenance and transportation, as needs arise. *E*

Maintains and prepares a variety of records and reports; assists in updating and organizing family files; writing grants and reports. *E*

Assists in collecting and analyzing student assessments and parent surveys. *E*

Prepares calendar of special program events for parents, children, and staff; prepares related schedules and materials. *E*

Provides routine first aid to students as needed; administers medication and follows medical procedures in accordance with specific medical instructions. *E*

Assists in the implementation of the preschool curriculum as needed. *E*

Assists in the preparation and participation of the annual Categorical Program Monitoring self evaluation. *E*

Operates a variety of audio-visual, office and instructional equipment; operates kitchen equipment and utensils. *E*

Supervises and helps sites to implement fully the Desired Results performance standards and assures compliance with all state, licensing, and district regulations and requirements. *E*

Ensures compliance with the National Association for the Education of Young Children accreditation standards. *E*

Participates in training as assigned; attends staff and other meetings as assigned. *E*

Provide assistance to the preschool coordinator in serving as a liaison between the preschool program, district and community by attending required meetings as directed.

Performs other duties as assigned.

The preschool program support teacher is to adhere to federal and state regulations, board policies, and related regulations that pertain to the particular assignment.

MERCED CITY SCHOOL DISTRICT

The preschool program support teacher is responsible to the coordinator of the preschool program. The preschool program support teacher is not called upon to evaluate teachers and is not considered to be part of the district management team.

MINIMUM QUALIFICATIONS;

KNOWLEDGE OF:

- Current concepts used in Early Childhood Education.
- California Department of Social Services Licensing requirements.
- California Child Development Division assessments and compliance criteria.
- National Association of the Education of Young Children accreditation standards.
- District safety policies and procedures related to disaster preparedness.
- Program policies, practices, and philosophy.
- Parent involvement techniques.
- Basic child psychology and development.
- Lesson planning formats and policies.
- Health, safety and nutrition requirements of children.
- Appropriate safety precautions and procedures.
- Methods of observing, evaluating and recording child behavior.
- Oral and written communication skills.

ABILITY TO:

- Plan, develop, organize and implement educational experiences for children.
- Develop and maintain effective relationships with children.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Work interpersonally with staff and parents using tact, patience and courtesy.
- Interact with children and adults effectively.
- Maintain confidentiality.
- Communicate and exchange information effectively both orally and in writing.
- Maintain a healthy and safe environment.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

BA degree with a major emphasis in ECE or relate field.

LICENSES AND OTHER REQUIREMENTS:

Appropriated Child Development Permit as required by the California Commission on Teacher Credentialing; Program Director Permit. Health and Safety Certificate as required by licensing; Current Pediatric First Aid and CPR Certificates; valid California driver's license.

EXPERIENCE:

Three years of successful teaching experience at the preschool level.

MERCED CITY SCHOOL DISTRICT

WORKING CONDITIONS:

Typical school classroom and playground environment. Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate assigned equipment and demonstrate activities; sitting or standing for extended periods of time; bend, kneel or crouch to assist students; sit on floor with children; reach overhead, above the shoulders and horizontally; lift and carry moderately heavy objects or children; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials; and to accomplish assigned tasks of the job.

Legal Reference: California Education Code, Section 44660-44664

Policy Adopted:

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga-Duran, Ed.D.
District Superintendent

FROM : Tammie Calzadillas, Ed.D.
Director, State and Federal Programs

PREPARED BY: Melanie Cole
Coordinator, Preschool

DATE: March 23, 2010

SUBJECT: **PRESCHOOL LEAD TEACHER REVISED JOB DESCRIPTION -
SECOND READING**

Recommendation

It is recommended that the Board of Education approve the revised job description for the position of Preschool Lead Teacher as a second reading.

Background

For the past five years the Merced City School District has embraced and supported the high quality preschool staffing model as demonstrated in the Preschool for All Project and Power of Preschool Grant. This model provides each class with a Lead Preschool Teacher that has a BA and Site Supervisor Permit.

The Merced City School District Preschool Program continues to be on the cutting edge of implementing strategies and components that continue to improve our program. Improvements in our program over the past several years due to changes in state requirements, the implementation of School Readiness, Power of Preschool and Early Reading First have altered the duties originally defined in the Preschool Lead Teacher job description approved by the Board in 2007.

The revisions to the Preschool Lead Teacher job description reflects the responsibilities associated with the implementation of the improvement programs and aligns the actual job duties being performed with the job description.

Fiscal Impact

Revenue: \$0

Expenditure: \$0

Budget Category: State and Federal Preschool Grants

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: PRESCHOOL LEAD TEACHER

BASIC FUNCTION:

The preschool lead teacher, under the direction of the preschool administrator, **coordinator provides site supervision and makes administrative decisions, immediate in nature, collaborates with teachers and other staff in the development, implementation, evaluation, and maintenance of a quality preschool program; provides site supervision and makes administrative decisions, immediate in nature, when the administrator coordinator or site principal is absent; provides a safe and nurturing environment for the growth and development of children cared for in the preschool; involves parents and families in student activities; maintains records and prepares reports.**

REPRESENTATIVE DUTIES:

~~Assumes responsibility for all aspects of the preschool's operation.~~ **Develops and submits lesson plans in accordance with established policies and format; plans and provides instruction and activities for children indoors and outdoors; maintains attendance records.**
E

~~Assumes responsibility for matters pertaining to the preschool's license issued by the Department of Social Services.~~ **Implements fully the Desired Results performance standards and assures compliance with all state, licensing, and district regulations and requirements.**
E

~~Performs all duties required for classroom instruction as described in the preschool teacher job description.~~ *E*

Attends to physical ~~plant~~ **site** emergencies; communicates district safety procedures to all preschool staff; and, communicates with district departments, such as maintenance and transportation, as needs arise. *E*

Ensures compliance with National Association for the Education of Young Children accreditation standards. *E*

~~Supervises preparation for annual Coordinated Compliance Review~~ **and participates in the annual Categorical Program Monitoring self-evaluation.** *E*

Collects and analyzes student assessments and parent surveys. *E*

~~Assists teachers and/or instructional assistants with student behavior problems.~~ **Collaborates, assists, and provides direction for staff in supporting children with challenging behaviors.**
E

MERCED CITY SCHOOL DISTRICT

~~Addresses parent concerns;~~ **Involves parents and families in student activities; participates in parent conferences as assigned;** provides **information** referrals for support services as needed; **explains policies, procedures, rules and regulations as needed.** **Addresses parents' concerns;** maintains regular home-school communication. *E*

Models standards of behavior and uses a positive approach while working with children, staff and parents; ~~W~~works cooperatively with all staff in dealing with conflicts or complaints and follows up appropriately to reach resolution of such problems. *E*

Supervises **and gives direction to** substitutes when regular staff are absent. *E*

Follows and implements preschool curriculum as directed. *E*

Coordinates work, **provides work direction and guidance to assistant teachers,** of instructional assistants, ~~and parent~~ volunteers, **and others as required;** **notifies staff of information pertinent to the needs of individual students.** *E*

~~Assists in the implementation of the preschool curriculum as needed.~~ **Follows and implements the preschool curriculum as directed.** *E*

Organizes and ~~S~~supervises special events, field trips, and other student events. *E*

Coordinates services **and works collaboratively with** of support personnel such as speech pathologists and nurses. *E*

Provides an environment to develop maximum physical, emotional and cognitive development of children; tests and evaluates children's progress. *E*

Maintains and assures a clean, safe, attractive and positive learning environment; performs light housekeeping duties; assesses the appropriate use of materials and equipment for preschool-aged children. *E*

Maintains and prepares a variety of records and reports; updates and organizes cum folders and records; updates and organizes children's portfolios; conducts and records observations of students, and performs student assessments. *E*

Prepares calendar of school events for parents, children, and staff; prepares related schedules and materials for parents. *E*

Provides routine first aid to students as needed; administers medication and follows medical procedures in accordance with specific medical instructions. *E*

Operates a variety of audio-visual, office and instructional equipment; operates kitchen equipment and utensils. *E*

MERCED CITY SCHOOL DISTRICT

Assists with setting up and cleaning of snack materials; assist students with cleanliness as needed. E

Participates in training as assigned; attends staff and other meetings as assigned. E

Performs other duties as assigned.

The preschool lead teacher is to adhere to federal and state regulations, board policies, and related regulations that pertain to the particular assignment.

SUPERVISION RESPONSIBILITY:

The preschool lead teacher is responsible to the preschool **coordinator** and is not called upon to evaluate teachers nor is considered part of district management.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Current Early Childhood Education theory and instructional practices.

California Department of Social Services Licensing requirements.

California Child Development Division assessments and compliance criteria.

National Association of the Education of Young Children accreditation standards.

District safety policies and procedures related to disaster preparedness.

Program policies, practices, and philosophy.

Parent involvement techniques.

Basic child psychology and development.

Lesson planning and formats and policies.

Health, safety and nutrition requirements for children.

Appropriate health and safety procedures and requirements.

Methods of observing, evaluating and recording child behavior.

Oral and written communications skills.

ABILITY TO:

Plan, develop, organize and implement educational experiences for children.

Develop and maintain effective relationships with children.

Maintain records and prepare reports.

Meet schedules and time lines.

Work interpersonally with the staff and parents using tact, patience and courtesy.

~~Work~~ **Maintain** confidentially.

Communicate and exchange information effectively both orally and in writing.

Interact with children and adults effectively.

Implement instructional programs.

Maintain a healthy and safe environment.

Teach and work independently with little direction.

Establish and maintain effective working relationships with others.

MERCED CITY SCHOOL DISTRICT

EDUCATION AND EXPERIENCE:

Children's Center Supervisory Permit

~~Six units in administration and two semester units in adult supervision.~~

BA degree with a major emphasis in ECE or related field.

~~Two years of teaching experience in a licensed day care center or elementary classroom.~~

LICENSES AND OTHER REQUIREMENTS:

Appropriate Child Development Permit as required by the California C

Credentialing; **Site Supervisor Permit. Health and Safety Certificate**

licensing; Current Pediatric First-Aid and CPR certificates; Valid California driver's license.

WORKING CONDITIONS:

Typical school classroom and playground environment. Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate assigned equipment and demonstrate activities; sitting or standing for extended periods of time; bend, kneel or crouch to assist students; reach overhead, above the shoulders and horizontally; lift and carry moderately heavy objects or children; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials; and to accomplish assigned tasks of the job.

Legal Reference: California Education Code, Section 44660-44664
Health & Safety Code, Title 22, Division 12, Chapter 1, Child Care
Centers, Section 101215

Policy Adopted: March 2, 1993

Policy Revised: June 26, 2007

Policy Revised:

MERCED CITY SCHOOL DISTRICT

TO: RoseMary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

DATE: March 23, 2010

SUBJECT: **REVISED JOB DESCRIPTION - INTERVENTION
TEACHER/COACH – FIRST AND SECOND READING**

Recommendation

It is recommended that the Board of Education approve the revised job description for Intervention Teacher/Coach as a first and second reading.

Background

As part of a two-year plan, the Intervention Teacher/Coach position provides direct services to intervention students, as well as supporting teachers in the implementation of research-based instructional practices.

Through a strong Response to Intervention model, targeting quality instruction that is direct and explicit for all three tiers of the RtI model, all students will have the opportunity to meet or exceed state standards.

The Intervention Teacher/Coach will provide direct support to students and teachers focusing on Response to Intervention, English Learner strategies and Direct Instruction.

In 2010-2011, the Intervention Teacher/Coach will meet with students for 60% of the instructional day and provide academic coaching services to teachers for 40% of the day.

Fiscal Impact

Revenue: None

Expenditure: \$1,702,763

Budget Category: Fund 01- General Fund; Resources 3010-Title I; 3011-Title I ARRA; and
7091-EIA-LEP

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: INTERVENTION TEACHER/COACH

BASIC FUNCTION:

The Intervention Teacher/Coach provides direct support to students, and teachers, focusing on Response to Intervention, English Learner strategies and direct instruction.

REPRESENTATIVE DUTIES:

Supports decoding and phonological skills underlying decoding, as well as reading fluency, vocabulary, comprehension strategies, and the maintenance of reading motivation for struggling students. *E*

Supports the instruction of all math strands including Number Sense, Functions and Algebra, Measurement and Geometry, Statistics, Data Analysis and Probability, and Math Reasoning. *E*

Provides professional development for teachers in effective instruction for struggling learners, including diagnosis and assessment services. *E*

Facilitates lesson study and provides coaching in instructional strategies. *E*

Provides targeted assistance to students for a minimum of ~~50%~~ **60%** of the instructional day. *E*

Assists teachers with the interpretation of data. *E*

Facilitates communication between all teachers, including regular education teachers, special education teachers, clinicians, and intervention teachers. *E*

Provides direct, in-classroom support of direct instruction practices. *E*

Supports sites in the coordinated implementation of the three tiers of the RtI model. *E*

Serves as a resource to the site in identifying appropriate instructional strategies and interventions to improve student achievement for all students. *E*

Provides assistance with site professional development for RtI. *E*

Collaborates with the district Intervention Teacher team. *E*

Attends cohort meetings with other support teachers. *E*

Attends RtI meetings and consults with site staff. *E*

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The employee is to adhere to federal and state regulations, board policies and related administrative regulations that pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

Appropriate California teaching certification as required by the California Commission on Teacher Credentialing.

KNOWLEDGE OF:

The developmental continuum of learning
Assessment strategies and procedures
District-adopted materials
Strategies for struggling readers
English Learner strategies
Direct Instruction strategies

EDUCATION AND EXPERIENCE

Bachelor's degree required
B-CLAD or CLAD
Successful experience designing and delivering staff development
Minimum of five years of successful teaching experience in a classroom
Exemplary communication skills

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this position will be required to travel to assigned district sites and must maintain insurability at the District's standard limits during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations in person or on the telephone; seeing to read, prepare, analyze and review various materials; and to accomplish assigned tasks of the job.

Legal Reference: California Education Code, Section 35291
Policy Adopted: May 12, 2009
Policy Revised:

MERCED CITY SCHOOL DISTRICT

TO: Rosemary Parga Duran, Ed.D.
District Superintendent

FROM: Greg Spicer
Associate Superintendent, Administrative Services

PREPARED BY: Terri Soares
Director, School Nutrition Services

DATE: March 23, 2010

SUBJECT: **SUMMER SEAMLESS FEEDING AND SUMMER FOOD
SERVICE PROGRAM**

Recommendation

It is recommended that the Board of Education approve the request for the Summer Seamless Feeding Option (SSFO) and Summer Food Service Program under the National School Lunch Program.

Background

MCSD School Nutrition Services would like to offer this program during the months of June 2010 through July 2010. The SSFO program ensures that low-income children continue to receive nutritious meals when school is not in session. Free meals, that meet Federal nutrition guidelines, are provided to all children at approved SSFO sites in areas with significant concentrations of low-income children.

MCSD will be operating several summer schools where students will need to be provided a meal. In addition, the School Nutrition Services (MCSD SNS) program has negotiated verbal agreements to provide summer meals for both Merced County Office of Education (Special Education Students) and City of Merced Parks and Community Services. Memorandums of Understanding will be written between agencies prior to the start up of each program.

It is estimated that approximately 30,000 meals will be produced. MCSD SNS will be responsible for preparation of the meals. MCOE and the City of Merced will be responsible for the service and clean up of meals and snacks. This partnership is mutually beneficial. Our department will be able to produce meals at a lower meal cost and student participation is consistent. Partnering agencies will be able to provide nutritious meals to their students that meet federal and state guidelines.

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The sites for service are tentatively scheduled as:

- Middle Schools - Hoover, Rivera , Tenaya
- Elementary Schools – Gracey, Fremont, Stowell
- Special Education – All meals will be picked up by MCOE Special Education for delivery to their summer school sites (operating under the MCOE National School Lunch Program)
- Community Sites – to be determined

The SSFO and SFSP provide reimbursement rates for all meals served at these sites. The program will be designed to be self-sustaining and will not have a negative impact on the SNS budget. It is estimated that the program will generate a revenue stream with growth anticipated over the long term.

Fiscal Impact

Revenue: \$78,770

Expenditure: \$63,500

Budget Category: Fund 13 - Food Service Fund, Resource 5330 – Summer School Resource