

MERCED CITY SCHOOL DISTRICT



SCHOOL BOARD AGENDA

October 13, 2009

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, October 13, 2009
Merced City Council Chambers
678 West 18th 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. STUDENT EXPULSION

- Student Case No. 2-2009-2010

B. PUBLIC EMPLOYEE: APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE

C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation: One (1) potential case, Gov. Code 54956.9(b)

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. Written Communications

C. 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-18-09-10 Williams Act 2009-2010

Dr. Calzadillas

F-13-09-10 2009-10 Budget Update

Mr. Spicer

Ms. Cavallero

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-11-09-10 Meeting Minutes **Dr. P. Duran**
It is recommended that the Board of Education approve the minutes from the special board study session of September 17, 2009 and the regular meeting of September 22, 2009.

b. Educational Services

E-21-09-10 Grant Application - Enhancing Education Through Technology **Ms. Dossetti**
Dr. P. Duran
It is recommended that the Board of Education approve the (EETT) Enhancing Education Through Technology competitive grant application for 2009-2011.

c. Administrative Services

A-17-09-10 Employment Transactions - Certificated Personnel **Mr. Spicer**
Approval is recommended for certificated personnel items.

A-18-09-10 Employment Transactions - Classified Personnel **Mr. Spicer**
Approval is recommended for classified personnel items.

A-19-09-10 Capital Projects - Notice Of Completion **Mr. Magnussen**
Peterson Elementary School **Mr. Spicer**
It is recommended that the Board of Education accept as complete the new roofing project at Peterson Elementary School and authorize the filing of the Notice of Completion.

A-20-09-10 Capital Projects - Notice Of Completion **Mr. Magnussen**
Wright Elementary School **Mr. Spicer**
It is recommended that the Board of Education accept as complete the new roofing project at Wright Elementary School and authorize the filing of the Notice of Completion.

d. **Fiscal Services**

F-14-09-10 Warrants

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

**Ms. Cavallero
Mr. Spicer**

F-15-09-10 Budget Transfers

It is recommended that the Board of Education ratify the list of budget transfers completed during the month of September 1 through September 30, 2009.

**Ms. Cavallero
Mr. Spicer**

**F-16-09-10 2008-09 Unaudited Actuals Revision As Recommended
By Merced County Office Of Education**

It is recommended that the Board of Education accept the revisions to the 2008-09 Unaudited Actuals as recommended by the Merced County Office of Education.

**Ms. Cavallero
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-12-09-10 Gifts/Grants and Bequests

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

Dr. P. Duran

b. **Educational Services**

E-20-09-10 Administrator Training Program (ATP) Grant Awards

It is recommended that the Board of Education accept the Administrator Training Program Grants totaling \$18,677.48.

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

**E-22-09-10 Special Education - Teacher Professional Development
Grant Award**

It is recommended that the Board of Education accept the Special Education Teacher Professional Development grant award in the total amount of \$60,000.00.

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

E-23-09-10 Student Expulsion

It is recommended that the Board of Education adopt the findings of fact, rehabilitation plan, and readmission date as set forth in the recommendation of the administrative panel and approve the expulsion of Student Case No. 2-2009-2010.

**Dr. Testa
Dr. P. Duran**

c. Administrative Services

**A-21-09-10 Specialized Health Care Nurse - New Job Description
First and Second Reading**

Mr. Spicer

It is recommended that the Board of Education approve the new job description for a Specialized Health Care Nurse as a first and second reading.

XI. COMMUNICATIONS

D. 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: October 9, 2009

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
Tuesday, September 8, 2009	7:00 p.m.	Sheehy School
Thursday, September 17, 2009	5:00 p.m.	Stowell School
Tuesday, September 22, 2009	7:00 p.m.	Council Chambers
		Study Session
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 SPECIAL MEETING OF THE GOVERNING BOARD OF THE
MERCED CITY SCHOOL DISTRICT**

Don Stowell Elementary School

September 17, 2009

- CALL TO ORDER: The meeting was called to order by President Jordan at 5:02 p.m.
- MEMBERS PRESENT: Mr. Darrell Cherf, Mr. Dennis Jordan, Mr. Tom Parker, Dr. Susan Walsh, Mr. Gene Stamm was absent.
- STAFF PRESENT: District Superintendent, Dr. RoseMary Parga Duran; Associate Superintendent, Mr. Greg Spicer; Administrative Assistant to the Superintendent, Ms. Kathie Kubo; Chief Fiscal Officer, Ms. Kris Cavallero; Director of Special Education and Pupil Services, Dr. Ken Testa; Chief Operations Officer, Mr. Kraig Magnussen; Director of Curriculum and Staff Development, Ms. Annie Dossetti; Director of Information Technology and Support Services, Mr. Greg Blount; Director of State and Federal Programs, Dr. Tammie Calzadillas; Principal, Mr. Cesar Hernandez; Curriculum Coordinator, Ms. Lila Lesly; Operations Supervisor, Mr. Juan Mendoza; Maintenance Supervisor, Mr. Bill Rains
- PLEDGE OF ALLEGIANCE: Mr. Tom Parker, clerk
- APPROVAL OF AGENDA: It was moved by Mr. Stamm seconded by Mr. Parker, to approve the agenda as presented. Motion carried.
- STUDY SESSION
- BUDGET WORKSHOP
1. Overview Report
 2. Update
 3. Public Comment:
 - Maryann Spurgeon, parent (Peterson)
 - Sherry Browning, parent (Peterson)
 - Harvey Moore, parent (Wright)
 - Michelle King, parent (Fremont)
 - Angelique Mendoza, parent (Fremont)
 - Jessica Serna, parent (Stowell)
 - Denesha Akins, aunt of fifth grade student (Gracey)
 - Marty Garcia, parent
 - Lori Cale, parent
 - Vincent Andrade, parent (Chenoweth)
 - Chrystal Nichols
 - Cheriann Ewing, parent (Wright)
 - Sandra Mazzon, parent (Peterson)
 - Victoria Murphy, parent
 - Joel Knox, teacher (Sheehy)
 - Miguel Hernandez, parent (Cruickshank)
- ADJOURNMENT: The meeting adjourned at 6:23 p.m.

Secretary

Clerk

**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD OF THE
MERCED CITY SCHOOL DISTRICT
Merced City Council Chambers
September 22, 2009**

- CALL TO ORDER: The meeting was called to order by President Jordan at 6:00 p.m.
- MEMBERS PRESENT: Mr. Darrell Cherf, Mr. Dennis Jordan, Mr. Tom Parker, Mr. Gene Stamm, Dr. Susan Walsh
- CLOSED SESSION: The Board met in closed session from 6:02 p.m. to 7:02 p.m. to discuss:
- Public Employee: Appointment/Discipline/Dismissal/Release
- OPEN SESSION: The Board reconvened to open session at 7:03 p.m.
- MEMBERS PRESENT: Mr. Darrell Cherf, Mr. Dennis Jordan, Mr. Tom Parker, Mr. Gene Stamm, Dr. Susan Walsh
- STAFF PRESENT: District Superintendent, Dr. RoseMary Parga Duran; Associate Superintendent, 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 Special Education and Pupil Services, Dr. Ken Testa; Director of Information Technology/Support Services, Mr. Greg Blount; Director of State and Federal Programs, Dr. Tammie Calzadillas; Preschool Coordinator, Ms. Melanie Cole; Early Reading First Coordinator, Ms. Lisa Slaton; CSEA Vice President, Mr. Eddie Padilla
- PLEDGE OF ALLEGIANCE: Mr. Tom Parker, clerk
- REPORT OF ACTION TAKEN IN CLOSED SESSION: No items.
- APPROVAL OF AGENDA: It was moved by Mr. Stamm, seconded by Dr. Walsh, to approve the agenda as presented. Motion carried.
- ITEMS OF INTEREST: No items.
- CONSENT: It was moved by Dr. Walsh, seconded by Mr. Stamm, to approve the Consent Agenda. Motion carried.
- Superintendent
- Meeting Minutes
- Approval of the regular meeting minutes of September 8, 2009

Administrative Services

Employment Transactions -
 Certificated Personnel:

- Approval of the following certificated personnel items:
 - A. **Employment**
 Amy Bustabade, Classroom Teacher, Tenaya Middle School, effective 9/9/2009
 Stacey Leal, Classroom Teacher, Rivera Middle School, effective 9/10/2009
 - B. **Resignation**
 Sarah Morgan, Library Media Teacher, Cruickshank Middle School/Stefani School, effective 9/11/2009

Employment Transactions -
 Classified Personnel:

- Approval of the following classified personnel items:
 - A. **Employment**
 Serena L. Williams, Cafeteria Helper, Hoover Middle School, effective 8/27/2009
 Pa N. Yang, Health Assistant, Givens School, effective 9/8/2009
 - B. **Change of Status**
 Ana M. Ambriz, From School Office Clerk: Spanish Bilingual, Chenoweth School to School Office Clerk, Tenaya Middle School, effective 9/8/2009
 Christina Cano, From Instructional Assistant: Spanish Bilingual, Gracey School to Instructional Assistant, Muir School, effective 9/3/2009
 Elizabeth Contreras-Ochoa, From Instructional Assistant: YEP, Peterson School to Account Clerk, Student and Family Services: YEP, effective 9/1/2009
 Paulina L. Gomez, From Instructional Assistant: Spanish Bilingual (Preschool), Franklin School to School Office Clerk: Spanish Bilingual, Chenoweth School, effective 9/14/2009
 Tanya K. Nichols, From Instructional Assistant, Givens School to Instructional Assistant: RSP, Burbank School, effective 8/31/2009
 - C. **Resignation**
 Kristal Vang, Instructional Assistant, Burbank School, effective 6/5/2009

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>
036782-036843	9/4/09	<u>\$1,467,893.92</u>
Total:		\$1,467,893.92

Budget Transfers

- Approval of the ratification of the list of budget transfers completed during the month of August 1 through August 31, 2009

BOARD ACTION

SUPERINTENDENT

GIFTS/GRANTS AND BEQUESTS

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

Burbank School, monetary donation, donated by Lifetouch National School Studios, valued at \$611.16

Clark Preschool, monetary donation, donated by Lifetouch National School Studios, valued at \$74.00

Cruickshank Middle School, monetary donation, donated by TARGET, Take Charge of Education Program, valued at \$170.33

Givens School, monetary donation, donated by Merced County Historical Society, "Endangered Species of California's Central Valley" Exhibit Transportation Grant, valued at \$200

Reves School, monetary donation, donated by TARGET, Take Charge of Education Program, valued at \$76.35

Reves School, monetary donation, donated by Save Mart Supermarkets, valued at \$245.49

EDUCATIONAL SERVICES:

RESOLUTION NO. E-16-2009-2010
LOCAL AGREEMENT FOR CHILD
CARE AND DEVELOPMENT
SERVICES CONTRACT NO. CPKS-9049

It was moved by Mr. Stamm, seconded by Dr. Walsh, to approve contract No. CPKS-9049, Local Agreement for Child Care and Development Services, and adopt Resolution No. E-16-2009-2010 authorizing signatories on behalf of the state preschool program. Motion carried.

WEST ED CONTRACT - ENGLISH
LEARNER PROFESSIONAL
DEVELOPMENT

It was moved by Dr. Walsh, seconded by Mr. Parker, to approve a contract with WestEd to provide professional development for preschool lead and assistant teachers through the English Learner Professional Development training. The trainings will be funded through the Early Reading First Grant and the First 5 Staff Development Grant. Motion carried.

ADMINISTRATIVE SERVICES:

FACILITIES LEASE AGREEMENTS
BETWEEN MERCED COUNTY OFFICE
OF EDUCATION AND THE MERCED
CITY SCHOOL DISTRICT

It was moved by Mr. Parker, seconded by Mr. Stamm, to authorize the Merced County Office of Education to continue the use of ground and facility lease agreements with the Merced City School District at various sites within the District. Motion carried.

BUS FLEET MAINTENANCE
AGREEMENT

It was moved by Dr. Walsh, seconded by Mr. Cherf, to approve the maintenance service agreement with the Merced County Office of Education's (MCOE) Head Start Program and the McSwain School District to perform mechanical and routine maintenance of the Head Start Program and McSwain School District school bus fleet. Motion carried.

FISCAL SERVICES:

FINAL 2008-2009 UNAUDITED
ACTUALS REPORT AND
CERTIFICATION

It was moved by Mr. Stamm, seconded by Mr. Parker, to approve Final Year End Unaudited Revenue, Expenditure and Changes in Fund Balance as reported on the 2008-2009 Unaudited Actuals Report. Motion carried.

2008-2009 GANN
APPROPRIATIONS LIMIT AND
2009-2010 ESTIMATED
APPROPRIATIONS LIMIT
RECALCULATION RESOLUTION
NO. F-12-2009-2010

It was moved by Dr. Walsh, seconded by Mr. Stamm, to approve the 2008-2009 Appropriations Limit Recalculation and the 2009-2010 estimated Appropriations Limit Calculation in the amount of \$51,034,674.01 and \$50,601,363.09 respectively, and Resolution No. F-12-2009-2010 adopting the "Gann" Limit. Motion carried.

COMMUNICATIONS:

AUDIENCE

1. Ronna Bonstein, teacher (Sheehy) - Outdoor School

ADJOURNMENT:

The meeting adjourned at 7:24 p.m.

Secretary

Clerk

REPORT

CONSENT

MERCED CITY SCHOOL DISTRICT

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

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

DATE: October 13, 2009

SUBJECT: **2009-2010 WILLIAMS ACT REPORT**

Recommendation

Dr. Lee Andersen, Superintendent, Merced County Office of Education, will be presenting results from the 2009-2010 Williams Act site visitations and inspections of Merced City School District Cohort I Schools.

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: October 13, 2009

SUBJECT: **2009-10 BUDGET UPDATE**

Background

District staff will provide the Board of Education a report of any changes and/or updates received as they pertain to the 2009-10 budget.

MERCED CITY SCHOOL DISTRICT

TO: Board of Education

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

DATE: October 13, 2009

SUBJECT: **MEETING MINUTES**

Recommendation

It is recommended that the Board of Education approve the minutes from the special board study session of September 17, 2009 and the regular meeting of September 22, 2009.

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: Annie Dossetti
Director, Curriculum and Staff Development

DATE: October 13, 2009

SUBJECT: **ENHANCING EDUCATION THROUGH TECHNOLOGY
COMPETITIVE GRANT APPLICATION**

Recommendation

It is recommended that the Board of Education approve the Enhancing Education Through Technology (EETT) competitive grant application for 2009-2011.

Background

The California Department of Education is inviting Local Educational Agencies (LEA's) to apply for EETT funding through a competitive grant.

The primary goal of the American Recovery and Reinvestment Act EETT grant program, is to improve student achievement on the state content standards and technology literacy in grades four through eight via expanded access to technology, electronic resources, professional development, and enhanced communications.

Eligibility is limited to high-need districts and eligible local partnerships with a state-approved technology plan.

Applications are scored and ranked against other competitors with the top scoring applications being funded. If funded, Merced City School District could receive up to \$300,000 over a two year period.

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: None

MERCED CITY SCHOOL DISTRICT

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

FROM : Greg Spicer
Associate Superintendent, Administrative Services

PREPARED BY: Denise Hernandez
Personnel Specialist

DATE: October 13, 2009

SUBJECT: **EMPLOYMENT TRANSACTIONS – CERTIFICATED PERSONNEL**

Recommendation

Approval is recommended for the following certificated personnel items:

A. Employment

Carole Dietz	Clinician Givens Elementary School Effective 9/21/2009
Martha Espinoza	Clinician Muir Elementary School Effective 9/15/2009
Aurora Flores	Clinician Burbank Elementary School Effective 9/21/2009
Judith Howerton	Clinician Stefani Elementary School Effective 9/21/2009
Anthony Luiz	Classroom Teacher Rivera Middle School Effective 9/23/2009
Laurie Olson	Classroom Teacher Hoover Middle School Effective 9/23/2009

MERCED CITY SCHOOL DISTRICT

Angela Reyes	Clinician Stefani Elementary School Effective 9/21/2009
Susan Rogers	YEP Part-Time Instructor Peterson Elementary School Effective 9/16/2009
Luis Salcedo Jr.	Classroom Teacher Cruickshank Middle School Effective 9/23/2009
Amy Toste	Classroom Teacher Tenaya Middle School Effective 9/21/2009

Substitutes

Georgeanna Donaldson
Brenda Hughes
Cheryl Waite
Jenny Young

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, Administrative Services

PREPARED BY: Elsa Arroyo
Personnel Specialist

DATE: October 13, 2009

SUBJECT: **EMPLOYMENT TRANSACTIONS – CLASSIFIED PERSONNEL**

Recommendation

Approval is recommended for the following classified personnel items.

A. Employment

Roseanne Avila	Instructional Assistant Tenaya Middle School Effective 9/28/2009
AnnMarie R. Barboza	Instructional Assistant Muir Elementary School Effective 9/24/2009
Rosario Hernandez	Instructional Assistant: Spanish Bilingual Gracey Elementary School Effective 9/28/2009
Irma V. Oregel	Health Assistant Sheehy Elementary School Effective 9/14/2009
Brianna M. Ruiz	Instructional Assistant: YEP Peterson Elementary School Effective 9/21/2009

MERCED CITY SCHOOL DISTRICT

B. Change of Status

Josefina P. Ortega

From Instructional Assistant: YEP, Peterson Elementary
School to Instructional Assistant: RSP, Reyes
Elementary School
Effective 10/1/2009

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, Administrative Services

PREPARED BY: Kraig Magnussen
Chief Operations Officer

DATE: October 13, 2009

SUBJECT: **CAPITAL PROJECTS NOTICE OF COMPLETION - PETERSON
ELEMENTARY SCHOOL**

Recommendation

It is recommended that the Board of Education accept as complete the new roofing project at Peterson Elementary School and authorize the filing of the Notice of Completion.

Background

On June, 2009, the Board of Education approved the bid to re-roof three main buildings at Peterson Elementary School. This project is substantially complete and will be closed with the filing of the Notice of Completion.

<u>Contractor</u>	<u>Contract Date</u>	<u>Bid Package #</u>
Four C's Roofing Description: Roofing	June 9, 2009	Roofing

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: None

MERCED CITY SCHOOL DISTRICT

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

FROM: Greg Spicer
Associate Superintendent, Administrative Services

PREPARED BY: Kraig Magnussen
Chief Operations Officer

DATE: October 13, 2009

SUBJECT: **CAPITAL PROJECTS NOTICE OF COMPLETION - WRIGHT
ELEMENTARY SCHOOL**

Recommendation

It is recommended that the Board of Education accept as complete the new roofing project at Wright Elementary School and authorize the filing of the Notice of Completion.

Background

On May 26, 2009, the Board of Education approved the bid to re-roof three main buildings at Wright Elementary School. This project is substantially complete and will be closed with the filing of the Notice of Completion.

<u>Contractor</u>	<u>Contract Date</u>	<u>Bid Package #</u>
Fresno Roofing Co. Description: Roofing	May 26, 2009	Roofing

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: None

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: October 13, 2009

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
039445-039495	9/14/09	\$ 344,764.61
042933-043024	9/18/09	\$ 191,358.11
048033-048076	9/25/09	<u>\$ 289,052.26</u>
	Total	\$ 825,174.98

Background

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

Fiscal Impact

Revenue: None
Expenditure: \$825,174.98
Budget Category: Various

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 09/14/09

APY220ME H. 00. 02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
039445	011955	CASCWA	03270	200.00	039446	000376	CITY OF MERCED	03270	69,684.73
039447	006770	COSTCO WHOLESALE 142	03270	240.17	039448	000711	FRANKLIN CO WATER DISTRICT	03270	8,470.00
039449	002212	MERCED IRRIGATION DISTRICT	03270	2,136.16	039450	002027	MODESTO DISPOSAL SERVICE	03270	1,453.22
039451	004824	SPURR/REMAC	03270	2,837.88	039452	011833	XEROX CORPORATION	03270	4,974.07
039453	000376	CITY OF MERCED	03271	2,934.88	039454	001117	MCNAMARA SPORTS INC	03271	525.43
039455	003519	OFFICE DEPOT INC	03271	337.70	039456	004824	SPURR/REMAC	03271	89.82
039457	000376	CITY OF MERCED	03275	1,224.47	039458	004824	SPURR/REMAC	03275	8.11
039459	001930	AMERIPRIDE	03263	69.92	039460	007591	BERNARD FOOD INDUSTRIES INC	03263	4,993.66
039461	002580	BOB'S REFRIGERATION	03263	193.50	039462	006270	CALIFORNIA DEPT OF EDUCATION	03263	406.25
039463	004128	THE DANIELSEN CO	03263	5,199.43	039464	009408	FOCUS PACKAGING & SUPPLY CO	03263	1,317.62
039465	005432	FORM PLASTICS CO	03263	582.08	039466	000749	GATEWAY FIRE EQUIPMENT	03263	195.00
039467	007428	GOLD STAR FOODS	03263	2,534.96	039468	010138	HAGUE QUALITY WATER INC	03263	198.00
039469	011113	JENNIE-O TURKEY STORE	03263	8,331.81	039470	007394	LA TAPATIA TORTILLERIA INC	03263	985.00
039471	007991	LOS CABOS MEXICAN FOODS	03263	7,804.26	039472	008331	LUNCHBYTE SYSTEMS INC	03263	4,071.10
039473	011151	MADERA PRODUCE INC	03263	6,065.35	039474	009224	MERCED COMMERCIAL PEST CONTROL	03263	611.00
039475	005572	MERCED TRUCK & TRAILER INC	03263	165.37	039476	011024	NEAT SOLUTIONS	03263	610.84
039477	004303	NEXTEL COMMUNICATIONS	03263	162.00	039478	008687	PRODUCERS DAIRY FOODS INC	03263	19,738.74
039479	008695	SA PRODUCTS CO	03263	1,529.38	039480	009919	SCHOOL LUNCH PRODUCTS INC	03263	5,278.00
039481	008494	SCHMAN'S FOODSERVICE INC	03263	21,033.40	039482	008663	SMART AND FINAL	03263	185.56
039483	012474	TERRI SOARES	03263	142.89	039484	012621	STAPLES BUSINESS ADVANTAGE	03263	560.72
039485	009236	SUNNY FRESH FOODS/CARGILL	03263	878.50	039486	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	24,333.29
039487	012197	WESTSIDE WATER CONDITIONING	03263	566.64	039488	002914	YOSEMITE WATERS & COFFEE SVC	03263	54.30
039489	012765	DAVE WILLSON CONSTRUCTION	03276	43,758.60	039490	012752	FRESNO ROOFING COMPANY INC	03273	52,650.00
039491	001223	MINETTI STATIONERS	03273	5,485.71	039492	005201	FOUNDATION FOR MEDICAL CARE	03267	84.49
039493	012337	FOUNDATION FOR MEDICAL CARE	03267	700.00	039494	012337	FOUNDATION FOR MEDICAL CARE	03264	3,780.00
039495	005241	MERCED CITY SCHOOL DISTRICT	03264	24,390.60					

TOTAL AMOUNT OF ALL WARRANTS \$344,764.61***

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 09/18/09

APYZZOME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
042933	007716	A-Z BUS SALES INC	03270	2,743.45	042934	005164	ABS PRESORT INC	03270	427.87
042935	000005	ACE PIPE & STEEL INC	03270	26.42	042936	011005	ADI	03270	130.41
042937	001930	AMERIPRIDE	03270	2,876.88	042938	003140	ASSOCIATES LOCK & SAFE SVC	03270	87.32
042939	000127	ATKIN/ANDEL/LOYA/RUUD & ROMO	03270	6,351.54	042940	000147	DANIEL BALADAD	03270	173.97
042941	005331	BANK OF AMERICA	03270	37.93	042942	000183	BETTIS GLASS	03270	3,984.11
042943	012329	BIG CREEK LUMBER COMPANY INC	03270	484.40	042944	002421	CALIFORNIA SCHOOL BOARDS ASSN	03270	13,506.00
042945	006770	COSTCO WHOLESALE 142	03270	314.36	042946	012767	CROP PRODUCTION SERVICES INC	03270	1,425.65
042947	005711	D&D PEST CONTROL INC	03270	36.00	042948	000565	DOM'S ELECTRIC MOTOR SHOP	03270	401.72
042949	009357	DON'S MOBILE GLASS INC	03270	100.00	042950	008518	EWING IRRIGATION	03270	1,761.75
042951	007963	FASTENAL COMPANY	03270	483.80	042952	000672	FEDEX	03270	16.99
042953	012469	FERGUSON H&C #794	03270	207.74	042954	000026	FOUNDATION FOR EDUCATIONAL	03270	660.00
042955	006180	RAYMOND GEDDES & CO INC	03270	102.99	042956	008956	GENERAL BINDING CORPORATION	03270	745.20
042957	012632	GOLDEN VALLEY DOOR & MILLWORK	03270	51.95	042958	003169	W W GRAINGER INC	03270	1,078.48
042959	009388	RON GRISSOM	03270	210.00	042960	009170	THE HOME DEPOT	03270	2,700.61
042961	009711	HORIZON	03270	1,007.53	042962	010273	IMAGE MASTERS	03270	1,955.65
042963	000977	JORGENSEN CO	03270	5,820.26	042964	000997	KELLOGG'S SUPPLY	03270	452.49
042965	000999	KELLY MOORE PAINT CO INC	03270	128.20	042966	010681	KIMBALL MIDWEST	03270	117.73
042967	008368	LOZANO/SMITH/SMITH/MOLIVER &	03270	1,789.87	042968	008012	ROSEMARY MARQUEZ	03270	5.09
042969	001117	MCNAMARA SPORTS INC	03270	1,738.48	042970	001175	MERCED CO SCHOOL BDS ASS'N	03270	300.00
042971	000450	MERCED COUNTY HEALTH DEPT	03270	59.44	042972	001169	MERCED COUNTY SOLID WASTE DIV	03270	26.00
042973	001065	MERCED SUN-STAR	03270	175.00	042974	002544	MOBILE MODULAR	03270	493.99
042975	012755	MOUNTAIN VALLEY SEPTIC	03270	1,800.00	042976	012754	NATIONAL ART & SCHOOL SUPPLIES	03270	3,281.55
042977	003519	OFFICE DEPOT INC	03270	3,782.24	042978	006816	PARADIGM HEALTHCARE SVCS INC	03270	3,903.18
042979	001368	PG&E	03270	3,513.89	042980	011545	PRO TECH SECURITY	03270	7.68
042981	012537	PROCLEAN	03270	2,699.58	042982	009372	ALAN RASMUSSEN	03270	1,106.50
042983	009839	RENAISSANCE LEARNING INC	03270	2,230.41	042984	011417	SCHOETTLE TIRE INC	03270	57.99
042985	001505	SCHOOL SVCS OF CALIFORNIA INC	03270	3,120.00	042986	001564	SHERWIN WILLIAMS CO	03270	1,753.11
042987	000133	SMITH AUTO PARTS INC	03270	504.48	042988	001663	ANN STANTON	03270	50.02
042989	012621	STAPLES BUSINESS ADVANTAGE	03270	75.19	042990	011913	TIRE DISTRIBUTION SYSTEMS INC	03270	95.71
042991	012084	TOTALFUNDS BY HASLER	03270	4,999.90	042992	012781	PATTY TURNER	03270	211.07
042993	001894	UNITED PARCEL SERVICE	03270	95.67	042994	009197	UNITED RENTALS INC	03270	915.03
042995	010873	VALLEY RENTAL CENTERS INC	03270	831.80	042996	007061	WARD ENTERPRISES	03270	544.57
042997	012651	WESTERN EXTERMINATOR CO	03270	150.00	042998	011060	WILCO SUPPLY	03270	1,601.71
042999	002914	YOSEMITE WATERS & COFFEE SVC	03270	45.80	043000	003519	OFFICE DEPOT INC	03263	165.00
043001	004289	RISO PROD OF SACRAMENTO INC	03271	5,086.02	043002	008780	AFFILIATED PACKAGING SPEC INC	03263	2,003.70
043003	006553	BROWN INDUSTRIES INC	03263	19.95	043004	012774	CENTRAL CALIFORNIA SCHOOL	03263	287.15
043005	011010	CORNER STONE STAFFING	03263	962.44	043006	004128	THE DANIELSEN CO	03263	271.88
043007	005432	FORM PLASTICS CO	03263	1,117.38	043008	012597	G & K SERVICES INC	03263	6,812.24
043009	005850	LAND O LAKES INC	03263	4,609.70	043010	008331	LUNCHBYTE SYSTEMS INC	03263	3,129.10
043011	011151	MADERA PRODUCE INC	03263	3,718.20	043012	005080	PIERRE FROZEN FOODS	03263	227.57
043013	012768	PILGRIM'S PRIDE CORPORATION	03263	7,344.00	043014	008778	PLASTIC PACKAGE INC	03263	842.07
043015	012745	PREMIER VALLEY BANK	03263	100.00	043016	012537	PROCLEAN	03263	991.49
043017	001806	REVOLVING ACCOUNT MCSD	03263	689.15	043018	001464	SAVE MART SUPERMARKETS	03263	5,455.48
043019	009919	SCHOOL LUNCH PRODUCTS INC	03263	8,577.28	043020	011698	SERVICE SOLUTIONS	03263	31,438.53
043021	002811	SMILEMAKERS	03263	379.54	043022	009236	SUNNY FRESH FOODS/CARGILL	03263	
043023	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	14,091.89	043024	005241	MERCED CITY SCHOOL DISTRICT	03264	

TOTAL AMOUNT OF ALL WARRANTS \$191,358.11***

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 09/25/09

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
048033	000062	ALL-PHASE ELECTRIC SUPPLY	03270	54.38	048034	009207	APPLIED INDUST TECHNOLOGIES	03270	142.66
048035	001369	AT&T	03270	63.31	048036	012265	BREW POWER SYSTEMS INC	03270	190.86
048037	000431	CONSOLIDATED ELECTRICAL DIST	03270	1,983.91	048038	000459	GRACE COXEY	03270	32.52
048039	011324	FERGUSON ENTERPRISES INC	03270	1,921.81	048040	012213	HECAT-WEST INC	03270	402.13
048041	012267	JOHNSTONE SUPPLY	03270	4,381.49	048042	002212	MERCED IRRIGATION DISTRICT	03270	31,439.65
048043	005572	MERCED TRUCK & TRAILER INC	03270	5,885.49	048044	009702	PARKER'S ACE HARDWARE INC	03270	2,482.40
048045	001368	PG&E	03270	82,885.49	048046	001402	PRAXAIR	03270	48.48
048047	011913	TIRE DISTRIBUTION SYSTEMS INC	03270	1,732.71	048048	012786	VALLEY DOCUMENT SOLUTIONS	03270	3,271.89
048049	009908	XEROX CORPORATION	03270	38,613.20	048050	011833	XEROX CORPORATION	03270	4,986.10
048051	001368	PG&E	03271	4,297.89	048052	011833	XEROX CORPORATION	03271	197.68
048053	001368	PG&E	03275	634.04	048054	008470	ACTION COMPUTERS	03263	189.95
048055	007591	BERNARD FOOD INDUSTRIES INC	03263	462.98	048056	006270	CALIFORNIA DEPT OF EDUCATION	03263	614.25
048057	012782	CULINARY STANDARDS	03263	6,329.60	048058	004128	THE DANIELSEN CO	03263	1,406.44
048059	009408	FOCUS PACKAGING & SUPPLY CO	03263	491.79	048060	007428	GOLD STAR FOODS	03263	1,577.25
048061	007394	LA TAPATIA TORTILLERIA INC	03263	1,163.20	048062	011151	MADERA PRODUCE INC	03263	3,078.00
048063	009224	MERCED COMMERCIAL PEST CONTROL	03263	611.00	048064	001232	MODERN AIR MECHANICAL INC	03263	686.00
048065	012054	NUTRI-LINK TECHNOLOGIES INC	03263	1,087.50	048066	008778	PLASTIC PACKAGE INC	03263	7,394.00
048067	012665	PRESSED PAPERBOARD	03263	4,141.80	048068	008687	PRODUCERS DAIRY FOODS INC	03263	20,062.80
048069	009919	SCHOOL LUNCH PRODUCTS INC	03263	6,926.62	048070	011249	SHANNON'S IMPERIAL BRAND	03263	4,450.32
048071	012621	STAPLES BUSINESS ADVANTAGE	03263	268.22	048072	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	7,743.31
048073	010894	TRANSILWRAP COMPANY INC	03263	1,108.69	048074	011085	TS WOO DISTRIBUTING	03263	2,016.00
048075	012267	JOHNSTONE SUPPLY	03276	4,861.40	048076	005241	MERCED CITY SCHOOL DISTRICT	03264	27,709.00

TOTAL AMOUNT OF ALL WARRANTS \$289,052.26***

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: October 13, 2009

SUBJECT: **BUDGET TRANSFERS**

Recommendation

It is recommended that the Board of Education ratify the list of budget transfers completed during the month of September 1 through September 30, 2009.

Background

Budget transfer transactions have been completed as necessary to permit payment of the obligations incurred by Merced City School District.

The Budget Transfer Transactions list will be provided to the Board for review.

Fiscal Impact

Revenue: N/A
Expenditure: N/A
Budget Category: Various

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: October 13, 2009

SUBJECT: **2008/09 UNAUDITED ACTUALS REVISION AS RECOMMENDED
BY MERCED COUNTY OFFICE OF EDUCATION**

Recommendation

It is recommended that the Board of Education accept the revisions to the 2008/09 Unaudited Actuals as recommended by the Merced County Office of Education.

Background

The ending fund balance for the Instructional Materials Realignment Fund and Instructional Materials-Williams Case were designated as restricted in the Unaudited Actuals as presented to the Board of Education on September 22, 2009. The final State budget granted districts the ability to move these funds to unrestricted. Based on this flexibility, it was the direction of the Merced County Office of Education that these funds be moved to an unrestricted resource within the General Fund. They also directed that the Deferred Maintenance ending balance be moved from a restricted to an unrestricted resource within the Deferred Maintenance Fund.

Neither of these changes affects the ending balance in the General Fund or Deferred Maintenance Fund. It is merely a shift from Restricted Carryover to Designated Carryover. These funds will remain designated for their intended purpose.

Fiscal Impact

Revenue: None
Expenditure: None
Budget Category: None

BOARD ACTION

SUPERINTENDENT

MERCED CITY SCHOOL DISTRICT

TO: Board of Education

FROM: RoseMary P. Duran
District Superintendent

DATE: October 13, 2009

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>
Burbank School	Monetary donation	TARGET - Take Charge of Education Program	\$47.50
Educational Services	13 books titled: "Orville A Dog Story"	Trails of Happy Tails - An organization dedicated to supporting responsible and caring pet ownership in Merced County.	\$195.00
Stowell School	100 Backpacks - 4 th Grade Students	Costco	\$1,800.00

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: \$2,042.50

Expenditure: None

Budget Category: Instructional Supplies

EDUCATIONAL SERVICES

MERCED CITY SCHOOL DISTRICT

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

FROM: Annie Dossetti
Director, Curriculum and Staff Development

DATE: October 13, 2009

SUBJECT: **ADMINISTRATOR TRAINING PROGRAM GRANT**

Recommendation

It is recommended that the Board of Education accept the Administrator Training Program grant(s) in the amount of \$18,677.48.

Background

The Administrator Training Program is a grant award program designed to provide administrators the skills to become more effective instructional leaders. Specifically, the training program will build skills and capacity necessary to: 1) Establish and communicate state and district visions and goals for student focused instructional improvement; 2) Create awareness and familiarity with state standards for all instructional team members and core subjects; 3) Guide the full implementation of approved instructional program texts and materials; 4) Direct and support proven staff training and professional development activities for uniform instruction and material use; 5) Manage data and assessment for the purpose of guiding teacher decisions regarding student interventions and school site instructional practices; and 6) Fully utilize technology and fiscal and human resources for the purpose of student academic success.

Fiscal Impact

Revenue: \$ 10,403.15
\$ 4,596.85
\$ 3,677.48

Expenditure: None

Budget Category: Staff Development Administrators Training Program
State: 7325 Federal: 4036

MERCED CITY SCHOOL DISTRICT

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

PREPARED BY: Annie Dossetti
Director, Curriculum and Staff Development

DATE: October 13, 2009

SUBJECT: **SPECIAL EDUCATION TEACHER PROFESSIONAL
DEVELOPMENT GRANT**

Recommendation

It is recommended that the Board of Education accept the Special Education Teacher Professional Development grant award in the total amount of \$60,000.

Background

The California State Legislature has appropriated funds for a three-year Special Education Teacher Professional Development Program (SETPD). The achievement goal is that each student will make progress through the Read 180 intensive intervention program toward grade-level reading proficiency, meet all Individualized Education Program (IEP) reading/language arts goals, and move closer to the proficiency level outlined in the California English Language Content Standards.

The grant would provide funding for SB472 and Advanced Reading Institutes. Funds will also be expended on Read 180 materials, reading assessments, private school services, online reporting systems, and classroom library reading materials.

Fiscal Impact

Revenue: \$ 60,000

Expenditure: None

Budget Category: Special Education Teacher Professional Development (SETPD)

MERCED CITY SCHOOL DISTRICT

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

FROM: Ken Testa, Ed.D.
Director, Special Education and Pupil Services

DATE: October 13, 2009

SUBJECT: **STUDENT EXPULSION**

Recommendation

It is recommended that the Board of Education adopt the findings of fact, rehabilitation plan, and readmission date as set forth in the recommendation of the administrative panel and approve the expulsion of Student # 2/2009-10.

Background

The Board of Education may review and deliberate this item only in closed session. The Board of Education must vote in open session concerning each student.

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: None

ADMINISTRATIVE SERVICES

MERCED CITY SCHOOL DISTRICT

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

FROM: Greg Spicer
Associate Superintendent

DATE: October 13, 2009

PREPARED BY: Denise Hernandez
Personnel Specialist II

SUBJECT: **SPECIALIZED HEALTH CARE NURSE – NEW JOB
DESCRIPTION – FIRST AND SECOND READING**

Recommendation

It is recommended that the Board of Education approve the new job description for a Specialized Health Care Nurse as a first and second reading.

Background

A Specialized Health Care Nurse will provide one-on-one nursing and other related services to physically handicapped students. This is a classified position under the general supervision of the Director, Special Education and Pupil Services and under the professional direction of a credentialed School Nurse.

Fiscal Impact

Revenue: None
Expenditure: \$43,330 annually
Budget Category: General Fund

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: SPECIALIZED HEALTH CARE NURSE

BASIC FUNCTION:

Under the direction of the School Nurse, Principal and Director for Pupil Services, the Specialized Health Care Nurse provides nursing and other related services to physically handicapped students. Maintains records and documents the provision of health care procedures.

REPRESENTATIVE DUTIES:

Provides specialized health care such as: intermittently cleans catheterizations, administers slow drip and tube syringe gastrostomy feedings, ostomy care, tracheostomy care, medications and other specialized health care procedures as required. *E*

Provides emergency care and medication regimen as defined by training and instructions. *E*

Maintains required documentation and records: assists School Nurse with written documentation of specific services performed. *E*

Monitors inventory of appropriate materials and supplies needed to administer specialized health care procedures; ensures adequate supply levels are maintained and checks equipment periodically for proper functioning and to ensure sanitary standards are met. *E*

Operates specialized medical equipment, i.e., suction equipment and feeding tubes. *E*

Provides transportation of students when necessary; uses personal vehicle if required. *E*

Recognizes student health problems/concerns and communicates them to the School Nurse/Principal. *E*

Attends and participates in staff inservices as required. *E*

Performs other duties related to specialized health care as assigned.

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Interpersonal skills using tact, patience and courtesy.

Establish and maintain cooperative and effective working relationships with others.

MERCED CITY SCHOOL DISTRICT

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma and completion of the Licensed Vocational Nursing (LVN) program at an accredited school of nursing. One year of full-time experience in a nurse-care program or a program serving the needs of the physically handicapped.

LICENSES AND OTHER REQUIREMENTS:

California Licensed Vocational Nurse License. Current CPR certificate. Valid California driver license.

WORKING CONDITIONS:

ENVIRONMENT:

School classroom environment.

PHYSICAL ABILITIES:

Seeing, as well as dexterity of hands and fingers, to administer medication; hearing and speaking to exchange information in person or on the telephone. Sit, stand, walk, crouch, bend over, grasp, reach overhead, stoop, twist, kneel, crawl, push and pull. Provide services to any age group of student as the need arises that may require the moving, lifting and/or carrying of 0 to 60 pounds to waist height.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: