

MERCED CITY SCHOOL DISTRICT

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SCHOOL BOARD AGENDA

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March 9, 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 9, 2010**  
City Council Chambers  
678 West 18<sup>th</sup> 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 23<sup>rd</sup> 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. 12-2009-2010

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

C. 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. **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-46-09-10 Student Attendance**

**Dr. P. Duran  
Mr. Blount**

## 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-27-09-10 Meeting Minutes

It is recommended that the Board of Education approve the minutes from the regular meeting of February 23, 2010.

**Dr. P. Duran**

### b. Educational Services

#### E-48-09-10 Preschool Program Parent Handbook

It is recommended that the Board of Education approve the Preschool Program Parent Handbook for school year 2010-2011.

**Dr. P. Duran  
Dr. Calzadillas  
Ms. Cole**

### c. Administrative Services

#### A-44-09-10 Employment Transactions - Certificated Personnel

Approval is recommended for certificated personnel items.

**Mr. Spicer**

### d. Fiscal Services

#### F-35-09-10 Warrants

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

**Mr. Spicer  
Ms. Cavallero**

#### F-36-09-10 Budget Transfers

It is recommended that the Board of Education ratify the list of budget transfers completed during the month of February 1 through February 28, 2010.

**Mr. Spicer  
Ms. Cavallero**

**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-28-09-10      Gifts/Grants And Bequests**      **Dr. P. Duran**  
It is recommended that the Board of Education accept the gifts/grants and bequests as listed.

**b. Educational Services**

**E-47-09-10      School Site Plans SY 2009-2010**      **Dr. P. Duran**  
It is recommended that the Board of Education approve the Single Plans for Student Achievement 2009-2010 school year.      **Dr. Calzadillas**

**E-49-09-10      Student Expulsion**      **Dr. P. Duran**  
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. 12-2009-2010.      **Dr. Testa**

**c. Administrative Services**

**A-45-09-10      Fahrens Park Elementary School Site**      **Mr. Spicer**  
It is recommended that the Board of Education provide direction to District staff regarding the construction of an elementary school at the Fahrens Park site.      **Mr. Magnussen**

**A-46-09-10      New Job Description - First Reading:  
Preschool Program Support Teacher**      **Mr. Spicer**  
It is recommended that the Board of Education approve the new job description for the position of Preschool Program Support Teacher as a first reading.      **Dr. Calzadillas**  
      **Ms. Cole**

**A-47-09-10      Revised Job Description - First Reading  
Preschool Lead Teacher**      **Dr. Calzadillas**  
It is recommended that the Board of Education approve the revised job description for the position of Preschool Lead Teacher as a first reading.      **Ms. Cole**

- A-48-09-10**      **Revised Board Policy In The 4000 Series (Personnel) - Second Reading**      **Mr. Spicer**  
It is recommended that the Board of Education accept the attached revisions to Board Policy 4113(a) for a second reading.
- A-49-09-10**      **Resolution No. A-49-2009-2010**      **Mr. Spicer**  
**Reduction Or Elimination Of Particular Kinds Of Certificated Services**  
It is recommended that the Board of Education adopt Resolution No. A-49-2009-2010 to reduce or eliminate particular kinds of certificated positions.
- A-50-09-10**      **Obsolete Supplies And Equipment**      **Mr. Spicer**  
It is recommended that the Board of Education declare the items described below to be surplus and to approve the sale and disposal of these items.      **Ms. Soares**

**d.      Fiscal Services**

- F-37-09-10**      **2008-09 Annual Audit**      **Ms. Cavallero**  
It is recommended that the Board of Education accept the 2008-09 Audit and authorize payment of the fee. The District Auditor of Record, Vavrinek, Trine, Day and Co., LLP completed the 2008-09 audit and will provide a summary to the Board of Education.      **Mr. Spicer**
- F-38-09-10**      **Resolution No. F-38-2009-10**      **Ms. Cavallero**  
**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**      **Mr. Spicer**  
It is recommended that the Board of Education 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 Supervisions of the County to issue and sell said series of notes.

**F-39-09-10      2009-10 Second Interim Report  
And Adoption of Resolution No. F-39-2009-10**

**Ms. Cavallero  
Mr. Spicer**

It is recommended that the Board of Education approve the 2009-10 Second Interim Certification and adopt Resolution No. F-39-2009-10 approving the revisions to the 2009-10 budgets.

**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**

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

**POSTED: March 5, 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.	<b>Council Chambers</b>
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.	<b>Council Chambers</b>
Tuesday, October 13, 2009	7:00 p.m.	<b>Council Chambers</b>
Tuesday, October 27, 2009	7:00 p.m.	Wright School
Tuesday, November 10, 2009	7:00 p.m.	<b>Council Chambers</b>
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.	<b>Council Chambers</b>
*Winter Break - (December 21-January 1)		
Tuesday, January 12, 2010	7:00 p.m.	Chenoweth School
Tuesday, February 9, 2010	7:00 p.m.	<b>Council Chambers</b>
Tuesday, February 23, 2010	7:00 p.m.	Reyes School
*Presidents' Week - (February 15-19)		
Tuesday, March 9, 2010	7:00 p.m.	<b>Council Chambers</b>
Tuesday, March 23, 2010	7:00 p.m.	Fremont School
*Spring Break - (April 2 - 9)		
Tuesday, April 13, 2010	7:00 p.m.	<b>Council Chambers</b>
Tuesday, April 27, 2010	7:00 p.m.	Gracey School
Tuesday, May 11, 2010	7:00 p.m.	<b>Council Chambers</b>
Tuesday, May 25, 2010	7:00 p.m.	Cruickshank School
Graduation - (June 3)		
Tuesday, June 8, 2010	7:00 p.m.	<b>Council Chambers</b>
Tuesday, June 22, 2010	7:00 p.m.	Board Room

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

Merced City Council Chambers, 678 West 18<sup>th</sup> Street

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

**Reyes Elementary School**

**February 23, 2010**

- CALL TO ORDER: The meeting was called to order by Mr. Gene Stamm at 6:03 p.m.
- MEMBERS PRESENT: Mr. Darrell Cherf (arrived at 6:15 p.m.), Mr. Adam Cox, Ms. Jessica Kazakos, Mr. Gene Stamm, Dr. Susan Walsh (arrived at 6:07 p.m.)
- CLOSED SESSION: The Board met in closed session from 6:04 p.m. to 7:06 p.m. to discuss:
- Public Employee: Appointment/Discipline/Dismissal/Release
- OPEN SESSION: The Board reconvened to open session at 7:00 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, Mr. Greg Spicer; Administrative Assistant to the Superintendent, Ms. Kathie Kubo; Chief Fiscal Officer, Ms. Kris Cavallero; 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; Principal, Ms. Teresa Saldivar/Morse; Principal, Mr. Cesar Hernandez; Principal, Ms. Paula Heupel; Preschool Coordinator, Ms. Melanie Cole; Early Reading First Coordinator, Ms. Lisa Slaton; Curriculum Coordinator, Ms. Lila Lesly; Maintenance Supervisor, Mr. Bill Rains; Learning Director, Ms. Elaine Smith; CSEA President, Mr. Eddie Padilla
- PLEDGE OF ALLEGIANCE: Dr. Susan Walsh, clerk
- REPORT OF ACTION TAKEN IN CLOSED SESSION: There was no action taken in closed session.
- MOMENT OF REMEMBRANCE: President Cherf asked for a moment of silence in remembrance of Ms. Celina Cervantes, a twelve-year classified employee who worked as an instructional assistant at Franklin and Wright Elementary Schools. Ms. Cervantes passed away on February 14, 2010.
- APPROVAL OF AGENDA: It was moved by Mr. Stamm, seconded by Mr. Cox, to approve the agenda as presented. Motion carried.
- ITEMS OF INTEREST: SUPERINTENDENT
- State Superintendent of Public Instruction, Jack O'Connell called Chenoweth Elementary School Principal, Ms. Paula Heupel on Thursday, February 11 to congratulate the school on being selected as one of the 2009-10 Title I Academic Achievement Award winners.

- Givens Elementary School spearheaded a donation drive for the Haiti Earthquake Relief, especially for the children of Haiti. Third grade Teacher; Ms. Angela Fletcher's class challenged other district schools to donate a penny. Eleven schools participated in the fundraising drive: Burbank, Franklin, Fremont, Givens, Gracey, Reyes, Sheehy, Stefani, Stowell, Wright and Hoover Middle School donated \$4,037.37 to the American Red Cross for the children of Haiti.

SCHOOL SHOWCASE:

Reyes Elementary School Principal, Ms. Teresa Saldivar-Morse shared the book, "Getting Started" that is about Professional Learning Communities (PLC's). The book has been instrumental at Reyes School for structuring school celebrations. The number one reason used for student celebrations at the school is Student Achievement and Academic Achievement. A Can You Collect Them All bulletin board is used for student motivation. Students were acknowledged for having achieved Excellence and Merit Awards.

NATIONAL BLACK HISTORY MONTH

Representative of the National Council of Negro Women, Merced County Section, Ms. Ida Lee Hanson read the Proclamation and made the gift of seventeen books, one to each school library, to the district. The books focus on Black culture.

**REPORTS:**

FACILITIES

Mr. Greg Spicer shared a report on the status of the District's Facility Master Plan. The report included an update on current projects and needs, enrollment and capacity, need for property acquisition, negative impact of state and local budget, and the request for direction from the Board of Education.

**CONSENT:**

It was moved by Dr. Walsh, seconded by Ms. Kazakos, to approve the Consent Agenda as presented. Motion carried.

Superintendent

Meeting Minutes

- Approval of the regular meeting minutes of February 9, 2010

Administrative Services

Employment Transactions -  
Certificated Personnel:

- Approval of the following certificated personnel items:

A. **Retirement**

Jackie Chandler, Preschool Teacher, Muir School, effective 6/4/2010  
Marilyn Harvey, Resource Teacher, Chenoweth School, effective 6/4/2010

Employment Transactions -  
Classified Personnel:

- Approval of the following classified personnel items:

A. **Unpaid Leave of Absence**

Edita Moreno, Detention Supervisor, Rivera Middle School, Unpaid Leave of Absence from 2/1/2010 to 2/26/2010, effective 2/1/2010

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>
128966-128976	1/27/10	\$ 43,387.12
133517-133627	2/5/10	<u>\$1,188,494.08</u>
	Total:	\$1,231,881.20

**BOARD ACTION**

SUPERINTENDENT

GIFTS/GRANTS AND BEQUESTS

It was moved by Mr. Cox, seconded by Dr. Walsh, to accept the gifts/grants and bequests as listed:

**Cruikshank Middle School**, monetary donation, donated by Lifetouch National School Studios, valued at \$310.00.

**Sheehy School**, scholarship donation to Teacher, Mr. Joel Knox, donated by Scholarship America Field Trips, Grant Program, valued at \$800.00.

**Sierra Preschool**, monetary donation, donated by Lifetouch National School Studios, valued at \$217.81.

Motion carried.

2010 CSBA (CALIFORNIA SCHOOL  
BOARDS ASSOCIATION)  
DELEGATE ASSEMBLY  
ELECTION BALLOT - 2  
VACANCIES

It was moved by Dr. Walsh, seconded by Mr. Cox, to vote as a whole using the ballot provided by CSBA for the region/subregion's (8-D) election of candidates running for Delegate Assembly. Motion carried.

ADMINISTRATIVE SERVICES:

BOARD POLICY UPDATE  
REVISION TO EXISTING POLICY  
IN THE 4000 SERIES (PERSONNEL)  
- FIRST READING

It was moved by Dr. Walsh, seconded by Ms. Kazakos, to accept the attached revisions to Board Policy 4113(a) for a first reading. Motion carried.

RESOLUTION NO. A-42-2009-2010  
REDUCTION OR ELIMINATION OF  
PARTICULAR KINDS OF  
CERTIFICATED SERVICES

It was moved by Dr. Walsh, seconded by Mr. Cox, to adopt Resolution No. A-42-2009-2010 to reduce or eliminate particular kinds of certificated positions. Motion carried.

COMMUNICATIONS:

AUDIENCE

1. Ms. Dora Crane, P.E. Teacher (Tenaya) spoke to the board on the topic of the Merced Union High School District's Class of 2014's registration/orientation night.

ADJOURNMENT:

The meeting adjourned at 8:19 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

# **REPORT**

# MERCED CITY SCHOOL DISTRICT

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

PREPARED BY: Greg Blount  
Director of Information Technology and Support Services

DATE: March 9, 2010

SUBJECT: **REPORT ON ATTENDANCE**

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## **Background**

The District places high importance on daily attendance of our students. Mr. Greg Blount, Director of Information Technology and Support Services, will present a status update on the district attendance and enrollments.

# **CONSENT**

# MERCED CITY SCHOOL DISTRICT

TO: Board of Education

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

DATE: March 9, 2010

SUBJECT: **MEETING MINUTES**

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## **Recommendation**

It is recommended that the Board of Education approve the minutes from the regular meeting of February 23, 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 9, 2010

SUBJECT: **EMPLOYMENT TRANSACTIONS – CERTIFICATED PERSONNEL**

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## **Recommendation**

Approval is recommended for the following certificated personnel items:

### **A. Employment**

#### **Substitutes**

Jane Rodgers – Multiple Subject  
Mercedes Steele – Multiple Subject

## **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 9, 2010

SUBJECT: **WARRANTS**

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## **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
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

## **Background**

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

## **Fiscal Impact**

Revenue: None  
Expenditure: \$317,303.97  
Budget Category: Various

Merced City School District  
WARRANT REGISTER FOR WARRANTS DATED 02/09/10

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
134670	012864	LISA HOFFMAN	03270	725.00					

TOTAL AMOUNT OF ALL WARRANTS \$725.00\*\*\*

Merced City School District  
WARRANT REGISTER FOR WARRANTS DATED 02/11/10

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
135829	007716	A-Z BUS SALES INC	03270	1,374.57	135830	008470	ACTION COMPUTERS	03270	54.32
135831	011005	ADI	03270	102.34	135832	010412	AMER.COM	03270	149.50
135833	001930	AMERIPRIDE	03270	2,643.04	135834	009207	INDUST TECHNOLOGIES	03270	128.14
135835	003140	ASSOCIATES LOCK & SAFE SVC	03270	12.23	135836	006641	AUDIO VISUAL REPAIR	03270	432.20
135837	012314	BEVERLY BARELA	03270	67.42	135838	000167	BARTLETT PETROLEUM PRODUCTS	03270	2,969.18
135839	010483	BARTON OVERHEAD DOOR INC	03270	3,250.00	135840	000183	BETTIS GLASS	03270	1,099.08
135841	000431	CONSOLIDATED ELECTRICAL DIST	03270	2,073.10	135842	005711	D&D PEST CONTROL INC	03270	1,116.00
135843	012663	DEAF AND HARD OF HEARING	03270	90.50	135844	000565	DOM'S ELECTRIC MOTOR SHOP	03270	566.17
135845	012827	EDWARD B WARD CO	03270	378.19	135846	008518	EWING IRRIGATION	03270	25.61
135847	007963	FASTENAL COMPANY	03270	112.86	135848	011324	FERGUSON ENTERPRISES INC	03270	541.67
135849	010929	LAURIE M GARCIA	03270	99.74	135850	003169	W W GRAINGER INC	03270	641.39
135851	012750	HM RECEIVABLES CO LLC	03270	457.80	135852	011550	INTERSTATE BATTERIES OF FRESNO	03270	513.03
135853	011065	J'S COMMUNICATIONS INC	03270	59.81	135854	012860	JMP BUSINESS SYSTEMS	03270	291.34
135855	000997	KELLOGG'S SUPPLY	03270	639.63	135856	000999	KELLY MOORE PAINT CO INC	03270	130.24
135857	011204	MERCED AREA SPORTS OFFICIALS	03270	2,000.00	135858	001169	MERCED COUNTY SOLID WASTE DIV	03270	58.10
135859	005572	MERCED TRUCK & TRAILER INC	03270	5,415.47	135860	001223	MINETTI STATIONERS	03270	1,721.51
135861	012324	MODSPACE	03270	481.77	135862	001271	NASCO MODESTO	03270	1,584.99
135863	003519	OFFICE DEPOT INC	03270	3,248.60	135864	012427	INGRID OSBORNE	03270	132.47
135865	001421	PERMA-BOUND	03270	605.08	135866	001402	PRAXAIR	03270	4,565.44
135867	011545	PRO TECH SECURITY	03270	464.31	135868	012537	PROCLEAN	03270	642.66
135869	006848	QUALITY PRODUCTS INC	03270	784.85	135870	001709	RANCHERS TRACTOR CO	03270	197.57
135871	011298	RHINOTEK COMPUTER PRODUCTS	03270	1,251.38	135872	001874	PAM ROYER	03270	146.21
135873	001505	SCHOOL SVCS OF CALIFORNIA INC	03270	350.00	135874	001564	SHERWIN WILLIAMS CO	03270	868.21
135875	009634	SHRED IT CENTRAL CA INC	03270	71.50	135876	000133	SMITH AUTO PARTS INC	03270	16,028.72
135877	001598	SANDRA SOUTHER	03270	149.75	135878	004824	SPURR/REMAC	03270	615.08
135879	012621	STAPLES BUSINESS ADVANTAGE	03270	1,047.78	135880	010642	TACONY CORPORATION	03270	516.11
135881	009654	TRAPEZE SOFTWARE GROUP INC	03270	675.00	135882	010873	VALLEY RENTAL CENTERS INC	03270	538.18
135883	007061	WARD ENTERPRISES	03270	106.80	135884	011060	WILCO SUPPLY	03270	1,415.55
135885	009908	XEROX CORPORATION	03270	366.70	135886	004824	SPURR/REMAC	03271	84.18
135887	003519	OFFICE DEPOT INC	03275	63.67	135888	004824	SPURR/REMAC	03275	975.00
135889	001930	AMERIPRIDE	03263	69.92	135890	006270	CALIFORNIA DEPT OF EDUCATION	03263	12.56
135891	004128	THE DANIELSEN CO	03263	7,132.30	135892	009652	EAST BAY RESTAURANT SUPPLY INC	03263	65.00
135893	005432	FORM PLASTICS CO	03263	458.99	135894	000749	GATEWAY FIRE EQUIPMENT	03263	6,136.19
135895	007428	GOLD STAR FOODS	03263	2,550.58	135896	009605	J M SHUCKERS LLC	03263	147.00
135897	011151	MADERA PRODUCE INC	03263	113.95	135898	001232	MODERN AIR MECHANICAL INC	03263	49.29
135899	008687	PRODUCERS DAIRY FOODS INC	03263	21,130.32	135900	005453	RALEY'S	03263	4,450.32
135901	008494	SCHWAN'S FOODSERVICE INC	03263	8,449.97	135902	011249	SHANNON'S IMPERIAL BRAND	03263	7,061.48
135903	008663	SMART AND FINAL	03263	338.75	135904	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	12.50
135905	006610	DIVISION OF STATE ARCHITECT	03269	4,361.91	135906	005201	FOUNDATION FOR MEDICAL CARE	03267	3,633.00
135907	012337	FOUNDATION FOR MEDICAL CARE	03267	700.00	135908	012337	FOUNDATION FOR MEDICAL CARE	03264	
135909	005241	MERCED CITY SCHOOL DISTRICT	03264	13,523.80					

TOTAL AMOUNT OF ALL WARRANTS \$147,043.30\*\*\*

Merced City School District  
WARRANT REGISTER FOR WARRANTS DATED 02/23/10

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
144061	005331	BANK OF AMERICA	03270	644.74	144062	011170	BARNES & NOBLE INC	03270	81.40
144063	000167	BARTLETT PETROLEUM PRODUCTS	03270	10,808.68	144064	010900	CDW GOVERNMENT INC	03270	1,160.00
144065	000697	FOLLETT LIBRARY RESOURCES	03270	812.13	144066	003169	W W GRAINGER INC	03270	291.54
144067	000822	HAMMOND & STEPHENS CLASSROOM	03270	618.97	144068	012298	SEANNA HASLOUER	03270	83.10
144069	011894	HEALTH CARE INSTRUMENTS INC	03270	430.00	144070	008314	INGRAM'S MUSIC & GIFT SHOP	03270	55.89
144071	002549	MAYER-JOHNSON LLC	03270	150.00	144072	012858	MERCED AUTO & TRUCK PARTS	03270	11.29
144073	002212	MERCED IRRIGATION DISTRICT	03270	14,563.17	144074	012239	NCS PEARSON INC	03270	530.31
144075	003519	OFFICE DEPOT INC	03270	406.46	144076	004134	P & D APPLIANCE SVC CTR INC	03270	321.19
144077	001628	PAR INC	03270	171.60	144078	009702	PARKER'S ACE HARDWARE INC	03270	523.71
144079	001368	PG&E	03270	56,356.98	144080	012537	PROCLEAN	03270	4,944.55
144081	001806	REVOLVING ACCOUNT MCSD	03270	1,515.97	144082	001464	SAVE MART SUPERMARKETS	03270	198.40
144083	010682	TIME TIMER	03270	150.00	144084	010873	VALLEY RENTAL CENTERS INC	03270	143.55
144085	011827	LAURA VERDUZCO THURMAN	03270	62.28	144086	009908	XEROX CORPORATION	03270	536.66
144087	001368	PG&E	03271	1,983.49	144088	011010	CORNER STONE STAFFING	03275	840.18
144089	007990	HONG ARTS BOOKS & CRAFTS	03275	263.83	144090	012208	KAPLAN EARLY LEARNING CO	03275	587.60
144091	001368	PG&E	03275	557.88	144092	010306	MICHELLE PRINE	03275	44.00
144093	012537	PROCLEAN	03275	225.20	144094	006270	CALIFORNIA DEPT OF EDUCATION	03263	2,071.25
144095	000327	CASBO	03263	205.00	144096	004128	THE DANIELSEN CO	03263	2,637.22
144097	009408	FOCUS PACKAGING & SUPPLY CO	03263	951.23	144098	012597	G & K SERVICES INC	03263	229.72
144099	012820	KINGS RIVER PACKING	03263	6,061.50	144100	007394	LA TAPATIA TORTILLERIA INC	03263	2,087.60
144101	007991	LOS CABOS MEXICAN FOODS	03263	379.23	144102	011151	MADERA PRODUCE INC	03263	864.85
144103	003519	OFFICE DEPOT INC	03263	761.06	144104	008687	PRODUCERS DAIRY FOODS INC	03263	22,242.19
144105	012794	SAFEGUARD BUSINESS SYSTEMS	03263	6,246.13	144106	012621	STAPLES BUSINESS ADVANTAGE	03263	331.24
144107	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	7,500.00	144108	010894	TRANSILWRAP COMPANY INC	03263	1,350.00
144109	010808	TYSON FOODS INC	03263	14,888.20	144110	002914	YOSEMITE WATERS & COFFEE SVC	03263	33.50
144111	005241	MERCED CITY SCHOOL DISTRICT	03264						

TOTAL AMOUNT OF ALL WARRANTS \$169,535.67\*\*\*

# 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 9, 2010

SUBJECT: **BUDGET TRANSFERS**

---

## **Recommendation**

It is recommended that the Board of Education ratify the list of budget transfers completed during the month of February 1 through February 28, 2010.

## **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

# **BOARD ACTION**

**SUPERINTENDENT**

# MERCED CITY SCHOOL DISTRICT

TO: Board of Education

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

DATE: March 9, 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.

<b><u>School/Department</u></b>	<b><u>Description</u></b>	<b><u>Donated By</u></b>	<b><u>Value</u></b>
Tenaya Middle School	Gateway computer monitor for room 19	Maria Haro	\$200.00

## **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: \$200.00

Expenditure: None

Budget Category: Instructional Supplies

# **EDUCATIONAL SERVICES**

## MERCED CITY SCHOOL DISTRICT

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

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

DATE: March 9, 2010

SUBJECT: **SINGLE PLANS FOR STUDENT ACHIEVEMENT – 2009-2010**

---

### **Recommendation:**

It is recommended that the Board approve the Single Plans for Student Achievement 2009-2010.

### **Background:**

In 2001, the California legislature amended the planning requirements for schools that participate in state and federal categorical programs funded through the Consolidated Application process, creating the Single Plan for Student Achievement (SPSA). According to California Education Code (EC) Section 64001(a), the stated purpose of the SPSA is to “improve the academic performance of all students to the level of the performance goals, as established by the Academic Performance Index.”

School plans are updated annually. During the 2009 - 2010 school year, each site did a complete rewrite of their SPSA. This process should involve staff and parent groups in the decision-making. Single Plans for Student Achievement describe the educational strategies that will be implemented to support teaching and learning at the site as required by No Child Left Behind Legislation. The School Site Council at each site has reviewed and approved the SPSA. The SPSA is a fluid document and continual review to update the plan will be made to reflect changing needs and priorities as they occur.

The SPSA for 2009-2010 are submitted to the Educational Services Division, Department of State and Federal Programs. The review cycle for the SPSA is December to December of each school year. These plans are available for review in the State and Federal Programs office.

### **Fiscal Impact:**

Revenue: None  
Expenditure: None  
Budget Category: None

# MERCED CITY SCHOOL DISTRICT

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

FROM: Tammie Calzadillas,  
Director, State and Federal Programs

PREPARED BY: Melanie Cole, Coordinator  
Preschool and Child Development Programs

DATE: March 9, 2010

SUBJECT: **PRESCHOOL PROGRAM 2010-2011 PARENT HANDBOOK**

---

## **Recommendation**

It is recommended that the Board of Education approve the Preschool Program 2010-2011 Parent Handbook.

## **Background**

The Merced City School District Preschool Program is funded primarily from the California Department of Education Child Development Division. As a State Preschool Program we are required to follow all regulations as outlined in Title 5 and Title 22. Regulations and the Categorical Program Monitoring (CPM) Process require informing and seeking approval of the governing board as part of the CPM cycle. The seven dimensions of CPM include: involvement; governance and administration; standards, assessment and accountability; staffing and professional development; opportunity and equal educational access; and teaching and learning. Many of these dimensions are addressed in the parent handbook. In addition, annual revisions of the program parent handbook are necessary to revise and clarify new program regulations.

## **Fiscal Impact**

Revenue: None

Expenditure: None

Budget Category: State Preschool

# MERCED CITY SCHOOL DISTRICT

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

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

DATE: March 9, 2010

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 # 12/2009-10.

## **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 Parga Duran, Ed.D.  
District Superintendent

FROM: Greg Spicer  
Associate Superintendent, Administrative Services

PREPARED BY: Kraig Magnussen  
Chief Operations Office

DATE: March 9, 2010

SUBJECT: **FAHRENS PARK ELEMENTARY SCHOOL SITE**

---

## **Recommendation**

It is recommended that the Board of Education provide direction to District staff regarding the construction of an elementary school at the Fahrens Park site.

## **Background**

The community of Merced authorized \$8,900,000.00 in funds to be allocated to a new elementary school in the Fahrens Park Area from Measure "S" bond proceeds. The City of Merced and District staff have been pursuing the transfer of property to the District pursuant to requirements detailed in the Land and Water Conservation Fund Act. The City of Merced set aside three acres for a school providing the District traded for three comparable acres at another allowable location.

In addition, Assemblywoman Barbara Matthews sponsored Assembly Bill 1864 authorizing the designation and replacement of parkland utilized for open space. A number of mitigating issues have been raised if a school were to be built at that location. Given those challenges, District administration is asking the Board of Education to decide whether to seek remedies for the issues at the Fahrens Park location or to seek an alternative location for developing an elementary school site.

## **Fiscal Impact**

Revenue: None

Expenditure: None

Budget Category: N/A

# 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 9, 2010

SUBJECT: **PRESCHOOL PROGRAM SUPPORT TEACHER - NEW JOB  
DESCRIPTION - FIRST 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 first 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

**CLASS 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*  
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*

## MERCED CITY SCHOOL DISTRICT

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.

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.

# MERCED CITY SCHOOL DISTRICT

## **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.

## **WORKING CONDITIONS:**

Typical school classroom and playground environment. Constant interruptions.

## MERCED CITY SCHOOL DISTRICT

### 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 9, 2010

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

---

## **Recommendation**

It is recommended that the Board of Education approve the revised job description for the position of Preschool Lead Teacher as a first 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;** ~~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 9, 2010

SUBJECT: **REVISED BOARD POLICY IN THE 4000 SERIES (PERSONNEL) -  
SECOND READING**

---

## **Recommendation**

It is recommended that the Board of Education accept the attached revisions to Board Policy 4113(a) for a second reading.

## **Background**

It has been a past practice for all series of Board Policies to be reviewed and revised as needed on an annual basis. Revision of Board policies becomes necessary due to changes in the education code, legislative actions, legal decisions and local situations.

## **Fiscal Impact**

Revenue: None

Expenditure: None

Budget Category: General Fund

# MERCED CITY SCHOOL DISTRICT

The basis for revisions that are recommended for your consideration is the California School Boards Association (CSBA) Board Policy Update Services. CSBA maintains a legal staff that develops and distributes sample policy statements to subscribing member districts.

The 4000 series deals with personnel issues related to employment. Within the series the Office of Superintendent is recommending the revision of one policy. Specific changes are summarized on the following pages.

<b>Policy Number</b>	<b>Title</b>	<b>Recommendation</b>
4113(a)	Certificated Personnel - Assignment	A revision to current policy.

# MERCED CITY SCHOOL DISTRICT

Certificated Personnel

BP 4113(a)

## ASSIGNMENT

**\*\*\*Note: Education Code 35035 gives the Superintendent or designee the authority to assign personnel subject to Governing Board approval. The following optional policy may be revised to reflect district practice.\*\*\***

In order to serve the best interests of students and the educational program, the Governing Board authorizes the Superintendent or designee to assign certificated personnel to positions for which their preparation, certification, experience, and aptitude qualify them.

*(cf. 4112.2 – Certification)*

*(cf. 4112.21 – Interns)*

*(cf. 4112.22 – Staff Teaching Students of Limited English Proficiency)*

*(cf. 4112.23 – Special Education Staff)*

*(cf. 4112.8/4212.8/4312.8 – Employment of Relatives)*

Teachers may be assigned to any school within the district in accordance with the collective bargaining agreement **or Board policy**.

*(cf. 4141/4241 – Collective Bargaining Agreement)*

### Assignment to Courses/Classes

~~The Board encourages the assignment of experienced and fully credentialed teachers, including those who have attained National Board for Professional Teaching Standards certification, to schools with the greatest need to improve student achievement.~~ **The Superintendent or designee shall assign teachers to courses based on the grade level and subject matter authorized by their credentials.**

**When there is no credential authorization requirement for teaching an elective course, the Superintendent or designee shall select the credentialed teacher whose knowledge and skills best prepare him/her to provide instruction in that subject.**

**\*\*\*Note: All teachers assigned to teach core academic subjects are required to fulfill qualifications for “highly qualified teachers” (HQT) specified in the No Child Left Behind Act pursuant to 20 USC 6319 and 7801, 34 CFR 200.55-200.57, and 5 CCR 6100-6126: see BP/AR/E 4112.24 – Teacher Qualifications Under the No Child Left Behind Act.\*\*\***

~~Teachers shall be who are assigned to teach core academic subjects in Title I and non-Title I programs in accordance with~~ **shall meet** the requirements of the No Child Left Behind Act (NCLB) pertaining to teacher qualifications **of highly qualified teachers.** (20 USC 6319, 7801; 5 CCR 6100-6126)

## MERCED CITY SCHOOL DISTRICT

*(cf. 4112.24 – Teacher Qualifications Under the No Child Left Behind Act)*  
*(cf. 6171 – Title I Programs)*

**\*\*\*Note: The Commission on Teacher Credentialing’s (CTC) Administrator’s Assignment Manual describes “local teaching assignment options” available to the district when assigning a teacher outside his/her credential authorization. See the accompanying administrative regulation for requirements pertaining to assignments to departmentalized classes in grades K-12 (Education Code 44258.3) or elective courses (Education Code 44258.7).**

**\*\*\* Note: According to the manual, it is inappropriate to use a “local teaching assignment option” for individuals who hold an emergency permit, provisional internship permit (PIP), or short-term staff permit (STSP). For information about the circumstances under which persons holding these permits may be employed, see BP/AR 4112.2 – Certification. If a district uses a local teaching assignment option for a holder of an internship credential, the CTC cautions that the district must ensure that the individual meets the specific requirements of the teaching assignment option as well as the requirements of the internship credential; see BP/AR 4112.21 – Interns for further information about internship programs.\*\*\***

**\*\*\*Note: The CTC manual indicates that the district may use the options at its discretion. The following paragraph may be revised to reflect options available in the district.\*\*\***

The Superintendent or designee may assign ~~holders~~ a teacher, with his/her consent, to a ~~position of a credential other than an emergency permit, with their consent, to teach subjects~~ outside ~~their~~ his/her credential authorization in ~~departmentalized classes~~ when specifically authorized by law or regulation, and in accordance with the local teaching assignment options described in the Commission on Teacher Credentialing’s Administrator’s Assignment Manual. Assignments made pursuant to Education Code 44256, 44258.2 and 44263 shall be annually approved by Board resolution. In such cases, the Superintendent or designee shall, ~~with the assistance of subject matter specialists, develop procedures to verify the subject matter knowledge of the teacher before any such assignment is made.~~ (Education Code 44258.3) reference in district records the statute or regulation under which the assignment is authorized.

*(cf. 3580 – District Records)*

**\*\*\*Note: Education Code 44258.9 provides that the County Superintendent of Schools is responsible for monitoring district assignment practices and vacancies, as defined in Education Code 33126, and reporting the results to the CTC. Pursuant to Education Code 44258.9 the County Superintendent must annually monitor and review assignment practices in (1) schools and districts likely to have problems with teacher misassignment (i.e., placement of a certificated employee in a position for which he/she does not hold a legally recognized certificate or credential or is not otherwise authorized by statute to hold) and vacancies based on past experience and other available information and (2) schools ranked in deciles 1-3 on the statewide Academic Performance Index. In all other schools, such review of assignment practices must be on a four-year cycle. In counties in which**

## MERCED CITY SCHOOL DISTRICT

there is a single school district, the CTC is responsible for monitoring teacher assignments.\*\*\*

\*\*\*Note: Education Code 44265.1, as amended by AB 2302 (Cha. 41, Statutes of 2008), expands the reporting requirement to include a report when students with autism are taught by a teacher whose credential authorizes instruction to students with mild/moderate disabilities rather than moderate/severe disabilities; see AR 4112.23 – Special Education Staff.\*\*\*

\*\*\* Note: Education Code 33126 requires that vacancies and misassignments be reported on the School Accountability Report Card. Also, Education Code 35186 requires districts to develop procedures by which a parent/guardian can file a complaint related to teacher misassignments or vacancies. See AR/E 1312.4 –Williams Uniform Complaint Procedures.\*\*\*

\*\*\*Note: Pursuant to Education Code 44258.9, the County Superintendent is required to notify any certificated administrator responsible for a misassignment and advise him/her to correct it within 30 calendar days. The County Superintendent is also required to notify the Superintendent of any district where five percent or more of the certificated teachers in the secondary schools are misassigned, advising him/her to correct the misassignments with 120 calendar days. If a teacher believes he/she has been misassigned, he/she is authorized, after exhausting any local remedies to file a written notification with the County Superintendent, who must advise the teacher as to the legality of the assignment within 15 working days.\*\*\*

The Superintendent or designee shall periodically report to the Board on ~~any~~ teacher misassignments ~~or~~ and vacancies including the number and type of assignments made outside a teacher's credential authorization through a local teaching assignment option. ~~He/she shall report to the Board the results of the County Superintendent's review of district misassignments and vacancies,~~ Whenever district misassignments and vacancies are reviewed by the County Superintendent of Schools or Commission on Teacher Credentialing, as applicable, the Superintendent or designee shall report the results to the Board and shall provide recommendations for remedying any identified issues.

*(cf. 1312.4 – Williams Uniform Complaint Procedures)*

### ~~Committee on Assignments~~

~~The Superintendent or designee may establish a committee on assignments which may grant approval for the voluntary assignment of full-time teachers to teach one or more elective courses outside their credential authorization in an area for which they have special skills or preparation. (Education Code 44258.7)~~

### Equitable Distribution of Qualified Teachers

\*\*\*Note: Items #1-4 below reflect actions required under California's approved Revised State Plan for the No Child Left Behind Act, developed pursuant to 20 USC 6311, to ensure

## MERCED CITY SCHOOL DISTRICT

that poor, minority, and/or underperforming students are not taught by inexperienced, underqualified, or out-of-field teachers at higher rates than are other students in the district. As a part of these efforts, the California Department of Education (CDE) may require districts to develop a Board policy that addresses the assignment of interns and person holding a PIP or STSP, as provided in items #2 and 3 below.\*\*\*

In order to ensure that highly qualified and experienced teachers are equitably distributed among district schools, including those with higher than average levels of low-income, minority, and/or academically underperforming students, the Superintendent or designee shall:

1. Verify that all teachers of core academic subjects possess the qualifications of highly qualified teachers as required by NCLB or develop immediate and long-term solutions for ensuring that all core academic classes will be taught by highly qualified teachers.
2. Not assign teachers with provisional internship permits, short-term staffing permits, or credential waivers to schools that have 40 percent or higher poverty or are ranked in deciles 1-3 on the statewide Academic Performance Index.
3. Not place interns in high-poverty, low-performing schools in greater numbers than in schools with low poverty or higher academic achievement.
4. Compare teacher retention rates across district schools and develop strategies to recruit and retain experienced and effective teachers in hard-to-staff schools.

*(cf. 4111 – Recruitment and Selection)*

\*\*\*Note: All districts are required to submit to the CDE a worksheet, available on the web site of the Santa Clara County Office of Education's Personnel Management Assistance Team, listing teachers' education levels, years of teaching experience, credential types and authorizations, and compliance with HQT requirements when applicable. Additional worksheets may need to be submitted and additional actions taken depending on whether the district is fully compliant with HQT requirements and has met adequate yearly progress (AYP) requirements; see definitions of AYP in AR 0520.2(a) – Title I Program Improvement Schools. In accordance with criteria developed by the CDE, Level A districts, those that are not fully compliant with HQT requirements but have met AYP, are not required to submit an equitable distribution plan. Level B districts, those that have failed to meet AYP and HQT for two consecutive years, must submit an equitable distribution plan. Level C districts, those that failed to meet AYP and HQT for three consecutive years, must fully implement their equitable distribution plan and must develop a Title II, Part A budget in agreement with CDE.\*\*\*

\*\*\*Note: The following optional paragraph may be revised to reflect district practice.\*\*\*

The Superintendent or designee shall annually report to the Board and the California Department of Education (CDE) comparisons of teacher qualifications across district schools. When required by CDE, the Superintendent or designee shall develop an

## MERCED CITY SCHOOL DISTRICT

equitable distribution plan to identify strategies for recruiting, developing, and retaining highly qualified teachers in low-performing schools. As needed, the Board may direct the Superintendent to transfer teachers to high-need schools in accordance with law and the collective bargaining agreement, and/or may align district resources to improve the skills and qualifications of teachers at those schools.

*(cf. 4114 – Transfers)*

*(cf. 4131 – Staff Development)*

*(cf. 4131.1 – Beginning Teacher Support/Induction)*

*(cf. 4138 – Mentor Teachers)*

**\*\*\*Note: Contingent upon state funding, Education Code 44395 provides a \$20,000 award to teachers who have attained certification from the National Board for Professional Teaching Standards and agree to teach for four years in a high-priority school, defined as one that is in the bottom half of all schools statewide based on the Academic Performance Index; see BP 4112.2(a) – Certification.\*\*\***

*Legal Reference:*

### EDUCATION CODE

33126 School accountability report card

35035 *Additional powers and duties of superintendent*

35186 *Complaint process*

37616 *Assignment of teacher to year-round schools*

44225.6 *Commission report to the legislature re: teachers*

44250-44277 *Credentials and assignments of teachers*

**44314 *Subject matter programs, approved subjects***

44395-44398 – *Incentives for assigning NBPTS-certified teachers to high-priority schools*

44824 *Assignment of teachers to weekend classes*

44955 *Reduction in number of employees*

### GOVERNMENT CODE

3543.2 *Scope of representation*

### CODE OF REGULATIONS, TITLE 5

6100-6126 *Teacher qualifications, No Child Left Behind Act*

**80003-80005 *Credential authorizations***

**80020-80020.5 *Additional assignment authorization***

**80335 *Performance of unauthorized professional services***

**80339-80339.6 *Unauthorized certificated employee assignment***

### UNITED STATES CODE, TITLE 20

**6311 *State plan***

6319 *Highly qualified teachers*

**6601-6651 *Teacher and Principal Training and Recruiting Fund***

7801 *Definitions, highly qualified teacher*

### CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 *Highly qualified teachers*

## MERCED CITY SCHOOL DISTRICT

### *Management Resources:*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

***Revised State Plan for the No Child Left Behind Act, rev. September 2008***

**COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS**

***The Administrator's Assignment Manual, Rev, September 2007***

**U.S. DEPARTMENT OF EDUCATION GUIDANCE**

***Improving Teacher Quality State Grants: ESEA Title II, Part A, rev. October 5, 2006***

### **WEB SITES**

**CSBA: <http://www.csba.org>**

**California Department of Education: <http://www.cde.ca.gov>**

**Commission on Teacher Credentialing: <http://www.ctc.ca.gov>**

***Santa Clara County Office of Education, Personnel Management Assistance Team:***

**<http://www.sccoe.org/depts/pmat>**

***U.S. Department of Education: <http://www.ed.gov>***

*Policy Adopted: September 23, 2008*

*Policy Revised:*

# MERCED CITY SCHOOL DISTRICT

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

FROM: Greg Spicer  
Associate Superintendent, Administrative Services

DATE: March 9, 2010

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

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## **Recommendation**

It is recommended that the Board of Education adopt Resolution No. A-49-2009-2010 to reduce or eliminate particular kinds of certificated positions.

## **Background**

This resolution addresses the need to reduce or eliminate particular kinds of services. The reduction would be eliminating six (6) English Learner-Intervention Support Core Teachers and fourteen (14) Intervention Teacher/Coaches.

## **Fiscal Impact**

Revenue: None

Expenditure: \$1,600,061

Budget Category: Various

# MERCED CITY SCHOOL DISTRICT

## RESOLUTION OF THE MERCED CITY SCHOOL DISTRICT BOARD OF EDUCATION RELATING TO THE REDUCTION OR ELIMINATION OF PARTICULAR KINDS OF CERTIFICATED SERVICES

### RESOLUTION NO. A-49-2009-2010

**WHEREAS**, the Superintendent has recommended to the Board of Education of the Merced City School District that it shall be necessary to reduce or eliminate the particular kinds of services of the District described below not later than the beginning of the 2010-2011 school year; and

**WHEREAS**, Education Code sections 44949 and 44955 require action by the Board of Education to reduce or eliminate particular kinds of services of the District not later than the beginning of the next school year; and

**WHEREAS**, the Board of Education has determined it shall be necessary and in the best interest of the District to reduce or eliminate the particular kinds of services described below and to decrease a corresponding number of certificated employees in the District not later than the beginning of the 2010-2011 school year; and

**WHEREAS**, the Board of Education is required by law to give written notice to all certificated employees to be laid off as a result of a decision to reduce or eliminate particular kinds of certificated services prior to March 15; and

**WHEREAS**, the Board of Education has considered all positively assured attrition, including deaths, resignations, retirements and other permanent vacancies, for 2010-2011 which has occurred to March 2, 2010 in determining the needed services to be reduced or eliminated; and

**WHEREAS**, the Board of Education is authorized by the Education Code section 44955 to establish criteria based upon the needs of the District and the students thereof for determining the order of termination between certificated employees who first rendered paid service to the District on the same date; and

**WHEREAS**, Education Code section 44955 provides that the services of no permanent employee may be terminated while any probationary or any other employee with less seniority is retained to render a service which the permanent employee is certificated and competent to render; and

**WHEREAS**, the Board of Education is authorized by Education Code section 44955 to deviate from terminating certificated employees in order of seniority where the District demonstrates a specific need for personnel to teach a specific course or courses of study or to provide a service for which the certificated employee has special training and experience.

# MERCED CITY SCHOOL DISTRICT

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Merced City School District:

1. That all of the foregoing recitals are true and correct.
2. That the following particular kinds of certificated services shall be reduced or eliminated not later than the beginning of the 2010-2011 school year, as set forth on the exhibit, attached hereto and incorporated herein by reference, as follows:

K-8 Instructional Services:

<b>English Learner-Intervention Support Core Teacher</b>	<b>6.00 FTE</b>
<b>Intervention Teacher/Coach</b>	<b><u>14.00 FTE</u></b>

***TOTAL*                      20.00 FTE**

3. That as a result of the foregoing elimination or reduction of particular kinds of certificated services it is necessary to terminate at the end of the 2009-10 school year the employment of a corresponding number of full time equivalent probationary and/or permanent certificated employees of the District.

4. That “competency” for the purposes of Education Code section 44955 shall be determined solely upon current possession of a preliminary or clear credential for the subject matter or grade level to which the employee will be assigned at the beginning of the 2010-2011 school year.

5. That as between employees who first rendered paid service on the same date, the order of termination shall be based solely on the needs of the District and the students thereof, as determined by the point system described herein. This system shall be applied only where the implementation of layoffs or rehire actually impacts two or more employees with the same first date of paid service and is applied only to those employees. In the case of each tie, points shall be granted to each affected employee based upon all the following criteria:

- a. Possession of a currently valid preliminary or clear California teaching credential - *1 point*;
- b. Possession of multiple valid preliminary or clear California teaching credentials - *1 point*;
- c. Possession of one or more English Language Development certifications (*e.g.*, LDS, CLAD, SB 1969, SB 395, BCC, BCLAD) or other ELD qualifying credential - *1 point*;

**MERCED CITY SCHOOL DISTRICT**

- d. Possession of one or more non-provisional supplemental authorization, permit, certification or other document issued by the Commission on Teacher Credentialing - *1 point*;
- e. Possession of an undergraduate major in: math, science, or special education - *1 point*;
- f. Possession of one or more post graduate degree(s) - *1 point*;
- g. Highest current placement on the certificated salary schedule - *1 point*;
- h. Bilingual competency - *1 point*;
- i. In any case where a tie results after calculating the cumulative points for each the above criteria, then the tie shall be resolved by lottery.

6. That the Superintendent and/or his designee is directed to send appropriate notices to all employees to be affected by virtue of this action in accordance with the provisions of the California Education Code and to afford all such employees all rights to which they are entitled under law.

7. That the Superintendent and/or his designee is directed to make such assignments and reassignments in such manner that certificated employees are retained to render any service which their seniority and qualifications entitle them to render.

**PASSED AND ADOPTED** by the Board of Education of the Merced City School District on March 9, 2010 by the following vote:

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

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

ABSENTS: \_\_\_\_\_

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

**MERCED CITY SCHOOL DISTRICT**

CERTIFICATION

STATE OF CALIFORNIA            )  
  )  
COUNTY OF MERCED            )        ss.

I certify the above is a true copy of a resolution adopted by the Board of Education of the Merced City School District at a meeting held on March 9, 2010.

DATED: March 9, 2010

BOARD OF EDUCATION OF THE MERCED  
CITY SCHOOL DISTRICT, COUNTY OF MERCED,  
STATE OF CALIFORNIA

BY: \_\_\_\_\_  
ROSEMARY PARGA DURAN  
District Superintendent

## MERCED CITY SCHOOL DISTRICT

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

FROM: Greg Spicer  
Associate Superintendent, Administrative Services

PREPARED BY: Terri Soares, Director of School Nutrition Services

DATE: March 9, 2010

SUBJECT: **OBSOLETE SUPPLIES AND EQUIPMENT**

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### **Recommendation**

It is recommended that the Board of Education declare the items described below to be surplus and to approve the sale and disposal of these items.

### **Background**

Regularly, the Board is asked to approve a list of furniture and equipment which has been deemed no longer suitable for school use, obsolete, or no longer needed. In addition, vehicles are being obsolete due to new smog regulations. The following list represents the furniture and equipment currently stored by the District. Board approval will allow the District to sell or otherwise dispose of this or by other means available to the District.

- Plastic packaging materials, packaging film
- Miscellaneous small cafeteria equipment
- Office equipment such as; printers, refrigerators, computer hardware & software, network equipment, fax machines, typewriters, etc.
- Kitchen equipment such as; plastic shelving, transport carts, silverware holders, pots, tray carts, breakfast trays, etc.

MCSD may use InterSchola to assist MCSD in selling surplus new and used education goods in an online auction environment and through other surplus goods channels in compliance with CA Education Code Sections 17540, 17545-17546, and 60510-60511 as appropriate. The property will be offered to non-profit organizations and school districts at no charge. The remaining property, if any, will be offered for sale to the public. Any remaining property will be disposed of by sending to the county landfill or by other appropriate means of salvage.

A detailed list of the items will be available at the School Nutrition Services office.

### **Fiscal Impact**

Revenue: \$100.00  
Expenditure: Approximately \$30.00  
Budget Category: Cafeteria Fund 13

# **FISCAL SERVICES**

# 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 9, 2010

SUBJECT: **2008-09 ANNUAL AUDIT**

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## **Recommendation**

It is recommended that the Board of Education accept the 2008-09 Audit and authorize payment of the fee. The District auditor of record, Vavrinek, Trine, Day & Co., LLP completed the 2008-09 audit and will provide a summary to the Board of Education.

## **Background**

School districts are required to have an independent audit annually to comply with the law and to verify the status of the district.

The findings of the audit determined that the general-purpose financial statements present fairly, in all material respects, the financial position of the District as of June 30, 2009.

A copy of the 2008-09 Audit Report has been filed with the Merced County Office of Education, State Department of Education, State Controller's Office and the Federal Clearinghouse.

The final 10% of the auditor's fee is withheld until the State Controller accepts the audit. The total fee is \$37,310.00.

## **Fiscal Impact**

Revenue: None

Expenditure: \$3,731

Budget Category: Fund 01 – General Fund, Resource 0000 – No Reporting Requirement.

# 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 9, 2010

SUBJECT: **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**

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## **Recommendation**

It is recommended that the Board of Education 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.

## **Background**

By passing the resolution, the District will have the opportunity to once again participate in the California School Cash Reserve Program sponsored by the California School Boards Association Finance Corporation. In 2009-2010, over 145 school districts, community college districts, and county offices of education were involved in the issuance of more than \$531 million of notes issued through the program. This participation represents a significant majority of schools that issue TRANs. The 2010-2011 Program will be the 23rd year of the program.

Through participation in the Cash Reserve Program, the District will be able to issue a tax and revenue anticipation note as part of this cost-effective pooled structure. An overview of this cash management concept and the Program is provided below:

**Tax and Revenue Anticipation Notes (TRANs):** TRANs are short-term debt instruments issued by school districts throughout the State to create an additional reserve to the general fund. In our District, this reserve will act as a cushion to the general fund in the event that we experience temporary cash flow needs. These cash flow needs may occur as a result of

## MERCED CITY SCHOOL DISTRICT

the timing mismatch between the receipt of revenues (generally received in an uneven fashion) and the expenditure of general fund moneys (generally paid out in a more level fashion).

**TRANS Economics:** Through our participation in the Program, our District will issue a tax-exempt note. The proceeds from the sale of this note, while not needed for cash flow, are invested in a taxable investment. This may result in a positive spread between the borrowing rate and the investment return on the TRAN proceeds.

**Cash Reserve Program Background:** The first Cash Reserve Program was issued in June of 1988 for six districts with an aggregate issue amount of \$9.6 million. Since that time the Program has grown dramatically in size, servicing the majority of California school district TRAN issuers, issuing more than \$531 million for the 2009-2010 fiscal year. Each year the Program has resulted in a significant benefit to the participants. The highlights of the Program are as follows:

- Participants benefit from a cost-effective and administratively simple method to issue their TRANs
- Documentation is streamlined for governing board approval
- Participants benefit from year round administrative assistance

### **Cash Reserve Program Process:**

The Cash Reserve Program involves the following key steps in order to participate:

1. **Adoption of Resolution:** Adoption of the resolution does not obligate the District to participate in the Program. The resolution simply delegates to the administration the right to decide on participation.
2. **Cash Flow and Credit Background Process:** Participants submit a completed credit questionnaire and financial information (including audits, budget, and second period interim cash flow report) that is used to develop an initial pro-forma cash flow statement for 2010-2011. Participants review, revise, and approve their cash flow statement. The cash flows are reviewed by Orrick, Herrington & Sutcliffe, the Program's Bond Counsel.
3. **Pricing:** The pricing of the issue is anticipated to occur in early June. At that time the interest rate on the notes will be locked-in. The Program will offer us the option of a fixed-rate investment for the Note proceeds. Our District is not obligated to participate until it acknowledges issuance prior to the sale of notes.
4. **Closing:** Closing of the issue will occur in early July. Our District will have access to the proceeds of the TRAN available to meet our temporary cash flow needs.

We recommend that the Board adopt the resolution. This will allow administration to proceed to the next step in the process and take part in this beneficial Program for schools. Once again, our District is not obligated to participate as a result of resolution adoption. The Resolution simply

## MERCED CITY SCHOOL DISTRICT

delegates to the administration the right to decide on participation prior to the time of TRAN issuance.

### **Fiscal Impact**

Revenue: Up to \$5,000,000 for cash flow purposes only

Expenditure: None

Budget Category: Fund 01- General Fund, Resource 0000 – No Reporting Requirement

# 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 9, 2010

SUBJECT: **2009/10 SECOND INTERIM REPORT AND  
ADOPTION OF RESOLUTION NO. F-39-2009/10**

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## **Recommendation**

It is recommended that the Board of Education approve the 2009/10 Second Interim Certification and adopt Resolution No. F-39-2009/10 approving the revisions to the 2009/10 budgets.

## **Background**

Education Code requires districts to perform formal reviews and certify to their fiscal solvency twice a year. The purpose is to review our financial condition, inform the Board of Education and the public on the status of the District budget, determine any needed revisions and determine if enough cash will be available to meet expenditures and obligations.

The required reports include a summary report of the General Fund, a General Fund narrative and a narrative of all other funds, cash analysis, the criteria and standards for the review of the financial data, and certification of the Interim Report.

## **GENERAL FUND**

### **Revenue Limit**

No change in ADA projections. The Revenue Limit has been reduced due to minor changes in PERS Reduction and the In Lieu Property Tax transfer to Fremont Charter School. Net change in revenue limit of <\$18,605>.

### **Federal**

Federal revenues have been increased to include additional funds received for Title I of +\$226,565, Title II +\$159,503, Title IV +\$5,423, and the Medi-Cal Billing Option +\$10,000. Additionally, prior year carryovers not allocated at First Interim are now budgeted. Net increase in federal revenue of \$1,429,826.

# MERCED CITY SCHOOL DISTRICT

## State

State revenues have also been revised to include increases to Special Education of +\$87,751, Lottery +\$12,913 and Prop 20 Lottery +\$16,233; and a decrease to Economic Impact Aid of <\$211,581>. Net decrease in state revenue of <\$94,977>.

## Local Revenue

Local revenues have been revised to include an increase of \$43,852 for the Microsoft Voucher Program, an overall decrease in expected donation revenue of <\$33,899>, and decreased encroachment in Special Education due to increased state revenue. Additionally, the Safety Credit budget in the amount of \$60,000 has been moved from Fund 69 Property and Liability to Fund 01 to comply with the SACS accounting structure. Net increase in local revenue of \$86,734.

Total increase in revenue of +\$1,402,978.

## Expenditures

Salaries and benefits have been adjusted to include carryover funds and to account for staff movement and savings due to the hiring freeze.

Materials, supplies and services have been adjusted for carryover funds and extended day programs. Funds not expected to be spent this fiscal year will continue to remain in the ending balance and will not be budgeted until/unless needed.

Capital outlay has been increased to cover the purchase of a boom truck out of Safety Credit funds, and virtual servers under the Microsoft Voucher Program, Title II Technology, SELPA and School Nutrition Services (Fund 13).

Direct/Indirect Support costs have been decreased by <\$1,752> due to the inclusion of categorical carryover funds.

Total increase in budgeted expenditures of +\$1,226,518.

## Ending Balance

Current revenue and expenditure allocations reflect an ending balance of \$10,965,191 – slightly higher than the \$10,788,731 projected at First Interim. This includes the statutory reserve for the stores account of \$128,244, revolving cash account of \$2,550, restricted carryover of \$3,100,166, designated carryover of \$5,250,523 and the mandatory 3% reserve for economic uncertainties of \$2,483,708. This leaves an unallocated amount of \$0 in unrestricted funds.

## Negotiations

Negotiations have not been settled with any bargaining units for the 2009-2010 fiscal year. Currently, no funds have been set aside for any kind of settlement.

# MERCED CITY SCHOOL DISTRICT

## Cash

A cash flow projection through June 30, 2010 reflects the District will NOT have a positive cash flow throughout the 2009-10 fiscal year. It is very likely the District will have to borrow from the Bond Fund (Fund 21) or the Mid-Year TRANS to meet its General Fund obligations in June, if not sooner, should there be any further cash deferrals imposed by the State.

## Fiscal Impact

Overall decrease in the projected fund balance of <\$4,353,666>. This deficit spending was planned for the 2009-2010 and 2010-2011 fiscal years as part of the Board of Education and District's two-year commitment to maintain staff and programs to the extent possible.

## **MULTI-YEAR PROJECTION 2010-2012**

Revenue and expenditure assumptions for the Multi-Year Projection are based on estimates provided in the Governor's budget, School Services of California and Merced County Office of Education.

We are projecting a flat enrollment for 2010-2011 and 2011-2012. This is good news, as the District has been experiencing a decline in enrollment for the last few years. Enrollment will be monitored very closely for the balance of this fiscal year and projections will have to be adjusted as necessary.

The Governor's Budget Proposal for 2010-2011 includes a <\$214> to <\$250> per ADA decrease for school districts. This amounts to a loss of <\$2,100,000> to <\$2,500,000> for our district. In essence, the \$2,500,000 ONE-TIME Revenue Limit adjustment imposed on districts for the 2009-2010 fiscal year is going to become permanent. To offset this loss, the District is instituting an "Adjustment and Attrition" policy. Any positions that become vacant due to resignation or retirement will not be filled unless absolutely necessary. Also, positions will be adjusted based on student population, i.e. Community Day and Special Education. Reductions approved by the Board of Education so far include:

1.00 FTE	Community Day School Teacher
1.00 FTE	English Learner-Intervention Support Core Teacher
3.00 FTE	Intervention Teacher/Coach
1.00 FTE	Resource Specialist
1.00 FTE	Resource Teacher
1.00 FTE	Sheltered Core Teacher
4.00 FTE	Site Day School Teacher
1.00 FTE	TSA Even Start Coordinator
5.00 FTE	TSA Preschool Instructional Coach
1.00 FTE	Coordinator

## MERCED CITY SCHOOL DISTRICT

In addition, the Board is asked tonight to approve the inclusion of 20 FTE certificated positions to this list. This is a precautionary measure *only* at this point to provide a safeguard for the District in case of more drastic budget cuts.

Other than these staffing reductions, the 2010-2011 and 2011-2012 budgets are “roll-over” budgets. They **do not** include any projected cost increases other than step and column movement, golden handshake, and a 5% increase for utilities. No new programs or one-time expenses are included.

Projections reflect the District will have a positive ending balance through the 2011-2012 fiscal year – but just barely. Caution must be emphasized at this time, however, since the Governor’s proposed budget can, and very likely will, change in the next few months.

### OTHER FUNDS

Charter School – Fund 09  
<\$430,363>

Revision to revenue in the amount of <\$21,316> to reflect decreased Charter School Block Grant funding. Minor revisions have been made to salaries and benefits for step and column and personnel movement. Other expenditure accounts have been revised to allow for purchase of needed instructional materials supplies.  
Net decrease to fund balance of <\$430,363>.

Child Development – Fund 12  
-0-

Revenues have been increased to cover interest earnings, Instructional Materials grants +\$3,166, Facility and Renovation grants +\$42,740, Family Literacy Program +\$5,000, and an increase to YEP Parent Fees +\$6,125. Salaries and benefits have been adjusted for personnel movement and increased substitute usage. Other expenditure accounts have been revised for year-end needs.  
No change in fund balance.

Cafeteria Fund – Fund 13  
<\$175,000>

Federal and local revenues have been increased \$6,110 to include a Professional Development Grant and a Local Grant. Expenditure accounts have been revised to budget these new funds and allow for the purchase of needed equipment and supplies for the cafeterias.  
Net decrease to fund balance of <\$175,000>.

Deferred Maintenance – Fund 14  
<\$297,444>

No revision at this time.  
Net decrease to fund balance <\$297,444>.

## MERCED CITY SCHOOL DISTRICT

Special Reserve – Other than Capital Outlay – Fund 17  
<\$5,125>

Local Revenue has been increased \$1,000 to cover interest earnings.  
Net decrease to fund balance <\$5,125>.

Bond Proceeds – Fund 21  
<\$130,943>

No change to revenue. Expenditures have been revised to include additional plan check fees for the Rivera Gym project.  
Net decrease to fund balance <\$130,943>.

Capital Facilities – Fund 25  
+\$50,544

Revenue has been revised to include additional Developer Fees received. Expenditures have been revised to include additional plan check fees for the Tenaya Multi-Purpose and Choir/Music projects.  
Net increase to fund balance +\$50,544.

State School Building Fund – Fund 35  
<\$40,559>

No revision at this time.  
Net decrease to fund balance <\$40,559>.

Special Reserve #1 – Capital Outlay – Fund 41  
+\$627,514

Revenue has been increased to include payback of a prior year loan to Fund 70 in the amount of \$661,000. Expenditures have been revised to include repayment of interest earned on Wright ERP project funds.  
Net increase to fund balance +\$627,514.

Special Reserve #2 – Technology – Fund 42  
+\$81,000

No revision at this time.  
Net increase to fund balance +\$81,000.

Self Insurance – Income Protection – Fund 68  
+\$40,030

No revision to revenue. Minor revision to expenditures of \$64.

## MERCED CITY SCHOOL DISTRICT

Net increase to fund balance +\$40,030.

Self Insurance – Property/Liability – Fund 69  
+\$327,888

Local Revenue has been increased to include payback of a prior year loan to Fund 70 in the amount of \$400,000. It has also been revised to reflect increased interest earnings, and the transfer of the Safety Credit budget to the General Fund (Fund 01). Expenditure accounts have also been revised to reflect this move.

Net increase to fund balance +\$327,888.

Self Insurance – Health - Fund 70  
<\$993,449>

No revision to revenue. Expenditures have been revised to include minor benefit changes and payback of prior year loans to Fund 70 from Fund 41 and Fund 69 in the amount of \$1,061,000. Net decrease to fund balance <\$993,449>.

# MERCED CITY SCHOOL DISTRICT

## RESOLUTION NO. F-39-2009/10

### AUTHORIZING REVISIONS IN 2009/10 INCOME AND EXPENDITURE BUDGETS

**WHEREAS**, subsequent to the adoption of the 2009/10 Budgets of the Merced City School District, it has been determined there is a need to revise revenue and expenditure budgets.

**WHEREAS**, changes are required in several funds.

**THEREFORE BE IT RESOLVED**, that changes in the 2009/10 income and expenditure budgets for the Merced City School District be revised in the amounts shown on the attached sheets.

**PASSED AND ADOPTED** by the Board of Education on March 9, 2010 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

I, RoseMary P. Duran, Secretary, Board of Education of the Merced City School District, do hereby certify that the foregoing is a full, true and correct copy of a Resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

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RoseMary P. Duran, Secretary, Board of Education  
of the Merced City School District  
Merced County, State of California

**MERCED CITY SCHOOL DISTRICT  
2009/10 BUDGET SUMMARY  
REVISION**

	2009/10 APPROVED		2009/10 1ST INTERIM		2009/10 2ND INTERIM		Changes
	7/1/2009	12/15/2009	3/9/2010				
<b>REVENUE</b>							
Revenue Limit	49,755,390	46,998,172	46,979,567	(18,605)			
Federal Revenues	16,221,990	13,208,273	14,638,099	1,429,826			
Other State Revenues	14,156,964	15,489,290	15,394,313	(94,977)			
Other Local Revenues	668,936	1,337,895	1,424,629	86,734			
<b>TOTALS:</b>	<b>80,803,280</b>	<b>77,033,630</b>	<b>78,436,608</b>	<b>1,402,978</b>			<b>Total increase/decrease in revenue</b>
<b>EXPENDITURES</b>							
Certificated Salaries	42,261,480	42,122,415	42,366,823	244,408			
Classified Salaries	10,380,633	10,558,777	10,615,042	56,265			
Employee Benefits	17,423,169	17,675,182	17,805,341	130,159			
Books & Supplies	6,142,348	4,852,777	5,131,585	278,808			
Services /Oper. Exp	4,474,589	5,515,055	5,973,076	458,021			
Capital Outlay		110,861	171,470	60,609			
Other Outgo	734,709	734,709	734,709	-			
Direct Support/Indirect	(461,104)	(358,568)	(360,320)	(1,752)			
Transfers Out	352,548	352,548	352,548	-			
<b>TOTAL EXPENSE</b>	<b>81,308,372</b>	<b>81,563,756</b>	<b>82,790,274</b>	<b>1,226,518</b>			<b>Total increase/decrease in expenditures</b>
<b>INC/DEC</b>	<b>(505,092)</b>	<b>(4,530,126)</b>	<b>(4,353,666)</b>				
<b>BEGINNING BAL.</b>	<b>6,849,893</b>	<b>15,318,857</b>	<b>15,318,857</b>				
<b>ENDING BALANCE</b>	<b>6,344,801</b>	<b>10,788,731</b>	<b>10,965,191</b>				
<b>COMPONENTS OF ENDING BALANCE</b>							
Revolving cash fund				2,550			
Stores Inventory				128,244			
Reserve for economic uncertainties @ 3.0%				2,483,708			
Restricted Carryover				3,100,166			
Designated Carryover				5,250,523			
Unrestricted Discretionary				0			
<b>Total Ending Balance</b>				<b>10,965,191</b>			

**MERCED CITY SCHOOL DISTRICT  
2009/10 BUDGET SUMMARY  
REVISION**

<b><u>Restricted Carryover</u></b>	
3200 State Fiscal Stabilization Funds	1,298,375
5640 Medi-Cal Billing	98,938
6300 Lottery Prop 20	562,849
7090 EIA/SCE	221,046
7091 EIA/LEP	777,795
8150 Routine Repair & Maintenance	141,163
Total	<u>3,100,166</u>

<b><u>Designated Carryover</u></b>	
0000 RDA Collection-Facilities	103,838
0000 Add'l Reserve for Econ Uncertainties	2,982,071
0216 Media Sales	13,764
0300 USI Settlement	900,000
0500 Special Ed Mandate	170,447
0801 Instructional Materials	438,031
1100 District Lottery	507,177
9471 Reserve for Retiree Benefits	135,195
Total	<u>5,250,523</u>

**MERCED CITY SCHOOL DISTRICT**

**2009/10 PROJECTED BUDGETS - ALL FUNDS**

<b>NAME</b>	<b>ACTUAL 7/1/2009 BEG BAL</b>	<b>REV</b>	<b>EXP</b>	<b>SURPLUS/ DEFICIT</b>	<b>PROJECTED 6/30/2010 END BAL</b>
GEN FUND	15,318,857	78,436,608	82,790,274	-4,353,666	10,965,191
FREMONT CHARTER	1,495,728	3,117,168	3,537,531	-420,363	1,075,365
<b>Special Revenue Funds</b>					
CHILD DEV	268,004	3,793,792	3,793,792	0	268,004
CAFETERIA	2,439,946	5,256,510	5,431,510	-175,000	2,264,946
DEF MAINT	695,851	357,548	437,453	-79,905	615,946
EQUIPMENT	174,755	2,000	7,125	-5,125	169,630
<b>Bond Proceeds</b>					
BOND PROCEEDS	9,166,598	100,000	230,943	-130,943	9,035,655
<b>Capital Facilities Funds</b>					
DEV FEES	154,128	88,646	38,102	50,544	204,672
<b>State School Building Funds</b>					
SCHOOL FACILITIES	1,949,098	20,000	60,559	-40,559	1,908,539
<b>Special Reserve Funds</b>					
CAPITAL OUTLAY	496,701	1,232,800	605,286	627,514	1,124,215
TECHNLGY	202,145	81,000	0	81,000	283,145
<b>Bond Interest &amp; Redemption</b>					
BOND INTEREST	1,528,766	0	0	0	1,528,766
<b>Self-Insurance Funds</b>					
INC PROT	350,832	144,000	103,970	40,030	390,862
PROP. LIABILITY	220,766	749,357	421,469	327,888	548,654
HEALTH	1,880,336	1,525,810	2,519,259	-993,449	886,887
<b>COMBINED TOTALS</b>	<b>36,342,510</b>	<b>94,905,239</b>	<b>99,977,273</b>	<b>-5,072,034</b>	<b>31,270,476</b>