

# MERCED CITY SCHOOL DISTRICT

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## SCHOOL BOARD AGENDA

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May 24, 2011

# 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.”



**MERCED CITY SCHOOL DISTRICT**  
444 West 23rd Street, Merced, California 95340 (209) 385-6600

## **REGULAR MEETING OF THE BOARD OF EDUCATION**

**Tuesday, May 24, 2011**  
District Office Board Room  
444 West 23<sup>rd</sup> Street/Canal Street Entrance  
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. Lub District tos txhais lus Hmoob thiab lwm hom lus tuaj koom ntawm Board cov rooj sibtham. Leej twg vas tuaj koom thiab xav tau ib tus neeg pab txhais lus yuav tsum hu (209) 385-6754, 48 teev tuaj ua ntej ntawm lub rooj sibtham, li ntawd thiab npaj tau tus neeg tuaj txhais lus.*

**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 twenty (20) 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

(These proceedings are being recorded.)

**III. CLOSED SESSION**

- A. PUBLIC EMPLOYEE: APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE
- B. CONFERENCE WITH LABOR NEGOTIATOR, Mr. Greg Spicer, pursuant to Education Code Section 54957.6 regarding negotiations with Certificated and Classified Employees
- C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION, Significant exposure to litigation: One (1) potential case, Gov. Code 54956.9(b)

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

- A. Call to Order
- B. Roll Call

**V. FLAG SALUTE**

**VI. APPROVAL OF AGENDA**

**VII. ITEMS OF INTEREST**

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

**VIII. REPORT**

**E-58-10-11      Preschool Program**

**Ms. Dossetti  
Ms. Cole**

**F-47-10-11      2011-12 Budget Update**

**Mr. Spicer  
Ms. Cavallero**

**IX. CONSENT**

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

**a. Superintendent**

**S-39-10-11 Meeting Minutes**

**Dr. P. Duran**

It is recommended that the Board of Education approve the minutes from the regular meeting of May 10, 2011.

**b. Administrative Services**

**A-127-10-11 Employment Transactions - Certificated Personnel**

**Mr. Spicer**

Approval is recommended for certificated personnel items.

**A-128-10-11 Employment Transactions - Classified Personnel**

**Mr. Spicer**

Approval is recommended for classified personnel items.

**c. Fiscal Services**

**F-48-10-11 Warrants**

**Mr. Spicer**

**Ms. Cavallero**

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

**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-40-10-11      Gifts/Grants And Bequests**      **Dr. P. Duran**  
It is recommended that the Board of Education accept the gifts/grants and bequests in the amount of \$546.24.

**b. Educational Services**

**E-55-10-11      Beginning Teacher Support And Assessment Program (BTSA)**      **Ms. Dossetti**  
It is recommended that the Board of Education approve the Memorandum of Understanding (MOU) and Co-Sponsor Agreement between the Merced City School District, Merced-Mariposa Beginning Teacher Support and Assessment (BTSA) Induction Program and the Merced County Office of Education.      **Ms. Lesly**

**E-56-10-11      First 5 Merced County Parents As Teachers Coordinator – Amended Contract**      **Ms. Dossetti**  
It is recommended that the Board of Education approve the amended contract between the First 5 Merced County Parents as Teachers Coordinator and the Merced City School District.      **Ms. Cole**

**E-57-10-11      State Preschool Program Annual Agency Report**      **Ms. Dossetti**  
It is recommended that the Board of Education approve the Merced City School District State Preschool Program Annual Agency Report for the California Department of Education Child Development Division.      **Ms. Cole**

**c. Administrative Services**

**A-129-10-11      Library Media Teacher Job Description – Revised First Reading**      **Mr. Spicer**  
It is recommended that the Board of Education approve the revisions to the Library Media Teacher (LMT) job description as a First Reading.

- A-130-10-11 Preschool Instructional Assistant Job Description – New First Reading** Mr. Spicer  
It is recommended that the Board of Education approve the new job description for Preschool Instructional Assistant at Range “B” on the Classified Salary Schedule as a First Reading.
- A-131-10-11 Risk Manager Job Description – Revised First And Second Reading** Mr. Spicer  
It is recommended that the Board of Education approve the revised job description for the Risk Manager position as a First and Second Reading.
- A-132-10-11 Deferred Maintenance Flooring Replacement** Mr. Spicer  
Mr. Magnussen  
It is recommended that the Board of Education authorize the purchase of flooring materials and installation from Floor Tec. Inc. through the Department of General Services California Multiple Award Schedule.
- A-133-10-11 Rivera Joint-Use Gym Project Allowance Change Order – Category 2** Mr. Spicer  
Mr. Magnussen  
It is recommended that the Board of Education accept the Allowance Change Order (ACO 1-2) from DC Grading & Paving, Inc.
- A-134-10-11 Rivera Joint-Use Gym Project Allowance Change Order – Category 3** Mr. Spicer  
Mr. Magnussen  
It is recommended that the Board of Education accept the Allowance Change Order (ACO 1-3) from Diede Construction, Inc.
- A-135-10-11 Rivera Joint-Use Gym Project Allowance Change Order – Category 8** Mr. Spicer  
Mr. Magnussen  
It is recommended that the Board of Education accept the Allowance Change Order (ACO 1-8) from Priority Roofing Solutions, Inc.
- A-136-10-11 Rivera Joint-Use Gym Project Allowance Change Order – Category 12** Mr. Spicer  
Mr. Magnussen  
It is recommended that the Board of Education accept the Allowance Change Order (ACO 3-12) from Modern Air Mechanical, Inc.

- A-137-10-11 Rivera Joint-Use Gym Project  
Allowance Change Order – Category 7**  
It is recommended that the Board of Education accept the Allowance Change Order (ACO 1-7) from McFadden Construction, Inc.

**Mr. Spicer  
Mr. Magnussen**

**d. Fiscal Services**

- F-49-10-11 2011-12 Budget – Public Hearing Notice**  
It is recommended that the Board of Education approve June 28, 2011 as the date set for the Public Hearing of the 2011-12 Budget.

**Mr. Spicer  
Ms. Cavallero**

**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 twenty (20) 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: May 20, 2011**

### Board of Education Meeting Schedule 2010-2011 School Year

<u>Date Of Meeting</u>	<u>Time</u>	<u>Location</u>
Tuesday, August 10, 2010	7:00 p.m.	Board Room
Tuesday, August 24, 2010	7:00 p.m.	Board Room
First day of school - (August 16)		
Tuesday, September 14, 2010	7:00 p.m.	Board Room
Tuesday, September 28, 2010	7:00 p.m.	<b>Givens School</b>
Tuesday, October 12, 2010	7:00 p.m.	Board Room
Tuesday, October 26, 2010	7:00 p.m.	<b>Stefani School</b>
Tuesday, November 9, 2010	7:00 p.m.	<b>Rivera School</b>
Nov. 2 – Election Day *Thanksgiving Week - (November 22-26)		
Tuesday, December 14, 2010	7:00 p.m.	Board Room
*Winter Break - (December 20-December 31)		
Tuesday, January 11, 2011	7:00 p.m.	Board Room
Tuesday, February 1, 2011	7:00 p.m.	Board Room
Tuesday, February 15, 2011	7:00 p.m.	<b>Tenaya School</b>
*Presidents' Week - (February 21-25)		
Tuesday, March 8, 2011	7:00 p.m.	Board Room
Tuesday, March 22, 2011	7:00 p.m.	<b>Franklin School</b>
Tuesday, April 12, 2011	7:00 p.m.	Board Room
Tuesday, April 26, 2011	7:00 p.m.	<b>Burbank School</b>
*Spring Break - (April 18 - 25)		
Tuesday, May 10, 2011	7:00 p.m.	<b>Muir School</b>
Tuesday, May 24, 2011	7:00 p.m.	Board Room
Graduation - (June 1)		
Tuesday, June 14, 2011	7:00 p.m.	Board Room
Tuesday, June 28, 2011	7:00 p.m.	Board Room

Meeting dates may change. Merced City School District Board Room: 444 West 23<sup>rd</sup> Street  
 (\*Local Recess) - No School  
 Budget Open Forums: January 13, 20 and February 10  
 Special Meetings: January 25, March 1

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

**Muir Elementary School**

**May 10, 2011**

**Teleconference: Westin Alexandria, Alexandria, Virginia - Contact Adam Cox**

- CALL TO ORDER: The meeting was called to order by President Cherf at 6:00 p.m.
- MEMBERS PRESENT: Mr. Darrell Cherf, Mr. Adam Cox, Ms. Jessica Kazakos, Mr. Gene Stamm, Dr. Susan Walsh (arrived at 6:04 p.m.)
- CLOSED SESSION: The Board met in closed session from 6:02 p.m. to 7:00 p.m. to discuss:
- PUBLIC EMPLOYEE: APPOINTMENT/ DISCIPLINE/ DISMISSAL /RELEASE
  - CONFERENCE WITH LABOR NEGOTIATOR, MR. GREG SPICER, PURSUANT TO EDUCATION CODE SECTION 54957.6, regarding negotiations with Certificated and Classified Employees
- OPEN SESSION: The Board reconvened to open session at 7:02 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; Acting Assistant Superintendent, Educational Services, Ms. Annie Dossetti; Administrative Assistant to the Superintendent, Ms. Kathie Kubo; Chief Fiscal Officer, Ms. Kris Cavallero; Chief Operations Officer, Mr. Kraig Magnussen; Director of Special Education and Pupil Services, Dr. Ken Testa; Director of Information Technology/Support Services, Mr. Greg Blount; Principal, Mr. Irma Ayala-Olson; Principal, Ms. Tara Bright; Principal, Ms. Elena Bubenchik; Interim Principal, Ms. Sandy Clemons; Principal, Mr. Brian Ferguson; Principal, Mr. Cesar Hernandez; Principal, Ms. Paula Heupel; Principal, Mr. Jose Munoz; Principal, Dr. Dalinda Saich; Principal, Ms. Teresa Saldivar Morse; Principal, Ms. Lucrecia Sicairos; Principal, Ms. Lori Slaven; Principal, Ms. Trisha Wylie; Assistant Principal, Ms. Juanita Pedrozo; Learning Director, Ms. Pam Penrose; Curriculum/Compliance Coordinator, Ms. Lila Lesly; MCTA President, Mr. Russell Lawrence
- PLEDGE OF ALLEGIANCE: Dr. Susan Walsh
- REPORT OF ACTION TAKEN IN CLOSED SESSION: No action was taken in closed session.
- APPROVAL OF AGENDA: It was moved by Mr. Stamm, seconded by Dr. Walsh, to approve the agenda as presented. Motion carried.

ITEMS OF INTEREST:

BOARD

- Mr. Stamm volunteered for a kindergarten field trip.

STAFF

- Dr. Parga Duran, Ms. Dossetti and Mr. Spicer attended the Junior Olympics event held at Atwater High School
- Mr. Spicer thanked the school staff members who participated in the weekend May Day Community Service and the community members who volunteered their time at 14 of the 17 school sites doing lots of clean-up type of projects.
- Ms. Dossetti shared that the Community Conversations event is this Saturday, May 14 (8:30 a.m.-1:00 p.m.) at the Merced Boys and Girls Club.

**REPORTS:**

DISTRICT ENGLISH LEARNER  
ADVISORY COMMITTEE

DELAC report on the findings and recommendations for modifications to the existing EL programs and services.

Acting Assistant Superintendent, Ms. Annie Dossetti introduced Chairperson, Ms. Nanci Adinolfi, Vice-Chairperson, Ms. Maria Lua and Ms. Ana Maria Fabian, past chairperson, who reported to the board on the progress school sites have made after recommendations were given during the previous SY 2009-10.

Ms. Dossetti and Curriculum/Compliance Coordinator, Ms. Lila Lesly presented Certificates of Recognition to all of the District English Learner Advisory Committee members.

RIVERA JOINT-USE GYM FACILITIES  
PROJECT

Chief of Operations, Mr. Kraig Magnussen presented the monthly report on the Rivera Joint-Use Gym Facilities Project.

**CONSENT:**

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

Superintendent

Meeting Minutes

- Approval of the regular meeting minutes of April 26, 2011

Administrative Services

Employment Transactions -  
Classified Personnel:

- Approval of the following classified personnel items:

A. **Employment**

Valentin P. Zamarripa, Bus Driver, Transportation, effective 4/26/2011

Fiscal Services

Warrants

- Approval of the ratification of the list of warrants issued

<u>Warrant Numbers</u>	<u>Dated</u>	<u>Amount</u>
160543-160649	4/15/11	\$662,004.83
166041-166094	4/22/11	\$172,624.49
168538-168545	4/27/11	\$ 44,312.81
Total:		\$878,942.13

Budget Transfers

- Approval of the ratification of the list of budget transfers completed during the month of April 1 through April 30, 2011.

**BOARD ACTION**

SUPERINTENDENT

SCHEDULE OF BOARD MEETING  
 DATES FOR SY 2011-2012

It was moved by Dr. Walsh, seconded by Ms. Kazakos, to approve the schedule of board meeting dates for school year 2011-2012. Motion carried.

EDUCATIONAL SERVICES:

OVERNIGHT FIELD TRIP  
 ASSOCIATED STUDENT BODY  
 OFFICERS CAMP

It was moved by Dr. Walsh, seconded by Ms. Kazakos, to approve the overnight field trip (July 21-23, 2011) for student body officers from Tenaya Middle School to participate in the California Association of Directors of Activities (CADA) Leadership Camp in Santa Barbara. Motion carried.

ADMINISTRATIVE SERVICES:

MUIR ELEMENTARY SCHOOL  
 EXTERIOR PAINT PROJECT

It was moved by Dr. Walsh, seconded by Ms. Kazakos, to approve the acceptance of the low responsible Bid from Murphy Blackwood Professional Painting for the Muir Elementary School Exterior Paint Project. Motion carried.

SIERRA/CHENOWETH  
 PRESCHOOL AND PDC SITE  
 CONSTRUCTION WORK

It was moved by Ms. Kazakos, seconded by Dr. Walsh, to approve the contract with Neil O. Anderson for soils services in both soils lab and soils field observation of the Sierra Preschool/PDC construction project. Motion carried.

CRUICKSHANK MIDDLE SCHOOL  
 RE-ROOFING PROJECT

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the base bid, Alternate 1 and Alternate 2 received for the roofing project at Cruickshank Middle School to Fresno Roofing Company Inc., and materials purchased through the U.S. Communities schedule. Motion carried.

AMENDMENT TO CALIFORNIA  
 ENVIRONMENTAL QUALITY ACT  
 (CEQA) STUDY FOR THE RIVERA  
 SCHOOL K-8 CONVERSION  
 PROJECT

It was moved by Dr. Walsh, seconded by Mr. Stamm, to approve the amendment to the agreement for professional services with Paoli & Odell, Inc., for the Rivera School K-8 Conversion Project. Motion carried.

PUBLIC HEARING  
AND NEGOTIATIONS BETWEEN  
MERCED CITY SCHOOL DISTRICT  
AND MERCED CITY TEACHERS'  
ASSOCIATION – 2011-2012  
REOPENERS

Public Hearing Opened: 7:47 p.m.

Comments: None

Public Hearing Closed: 7:48 p.m.

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to hold a public hearing to receive comments concerning the attached proposed issues for contract negotiations between Merced City School District and the Merced City Teachers' Association and approve the proposed issues. Motion carried.

SITE PREPARATION FOR  
MODULAR BUILDINGS SIERRA  
PRESCHOOL/PDC PROJECT

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the contract to Marko Constructional Group Incorporated for site preparation of one (1) Pre-Engineered Modular Building, Alternate 1 (Parking lot) and Alternate 2 (preschool parent pick up and drop off) at the Sierra Preschool/PDC site. Motion carried.

RESOLUTION NO. A 125-2010-2011  
DAY OF THE TEACHER

It was moved by Ms. Kazakos, seconded by Dr. Walsh, to approve the adoption of Resolution No. A-125-2010-2011 proclaiming May 11, 2011 as Day of the Teacher. Motion carried.

RESOLUTION NO. A 126-2010-2011  
CLASSIFIED SCHOOL EMPLOYEE  
WEEK

It was moved by Mr. Stamm, seconded by Dr. Walsh, to approve the adoption of Resolution No. A-126-2010-2011 proclaiming May 15-21, 2011 as Classified School Employee Week. Motion carried.

COMMUNICATIONS:

AUDIENCE

1. Community Member, Mr. Ramon Dominguez stated that he does not agree with the findings of an independently investigated district personnel issue.
2. Merced Organizing Project Member, Ms. Barbara Hill shared information concerning her group's meeting on May 23.

ADJOURNMENT:

The meeting adjourned at 7:55 p.m.

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Secretary

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Clerk

# REPORT

# MERCED CITY SCHOOL DISTRICT

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

FROM: Annie Dossetti  
Acting Assistant Superintendent, Educational Services

PREPARED BY: Melanie Cole  
Coordinator, Preschool

DATE: May 24, 2011

SUBJECT: **REPORT ON PRESCHOOL**

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## **Background**

Ms. Melanie Cole, Coordinator of Preschool, will present a report on our preschool program.

# 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: May 24, 2011

SUBJECT: **2011/12 BUDGET UPDATE**

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## **Background**

On May 19, 2011 district staff attended the May Revision Workshop presented by School Services of California, Inc.

District staff will provide the Board of Education a report of any changes and/or updates received as they pertain to the 2011/12 budget.

**CONSENT**

# MERCED CITY SCHOOL DISTRICT

TO: Board of Education

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

DATE: May 24, 2011

SUBJECT: **MEETING MINUTES**

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## **Recommendation**

It is recommended that the Board of Education approve the minutes from the regular meeting of May 10, 2011.

## **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: Elsa Servin  
Personnel Specialist

DATE: May 24, 2011

SUBJECT: **EMPLOYMENT TRANSACTIONS – CLASSIFIED PERSONNEL**

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## **Recommendation**

Approval is recommended for the following classified personnel items.

### **A. Retirement**

Gwynne Auer	Risk Manager District Office Effective 6/30/2011
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### **B. Resignation**

Karina Tovar	School Office Clerk Hoover Middle School Effective 5/4/2011
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## **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: May 24, 2011

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
173157-173264	5/6/11	\$ 1,486,356.14
	Total	<hr/> \$ 1,486,356.14

## **Background**

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

## **Fiscal Impact**

Revenue: None  
Expenditure: \$1,486,356.14  
Budget Category: Various

**SUPERINTENDENT**

Merced City School District  
WARRANT REGISTER FOR WARRANTS DATED 05/06/11

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
173157	013000	AMERICAN EXPRESS	03270	166,239.70	173158	012967	A TREE OF KNOWLEDGE	03270	4,598.75
173159	012968	A+ EDUCATIONAL CENTERS	03270	80.00	173160	005164	ABS DIRECT	03270	191.23
173161	012894	ACE IT TUTORING OF CALIFORNIA	03270	7,463.42	173162	008470	ACTION COMPUTERS	03270	141.38
173163	010718	AFLAC	03270	6,263.29	173164	000071	AMERICAN FIDELITY ASSURANCE CO	03270	103.58
173165	002390	AMERICAN FIDELITY ASSURANCE CO	03270	195.85	173166	012897	ARIBA EDUCATION	03270	2,090.00
173167	012571	AT&T	03270	2,149.82	173168	000127	ATKIN/ANDEL/LOYA/RUUD & ROMO	03270	14,472.31
173169	012169	AVMARKETPLACE/PROJECTORPEOPLE	03270	149.00	173170	012314	BEVERLY BARELA	03270	99.04
173171	013050	LOUIS BERTAIN	03270	10.00	173172	012966	BIBBY FINANCIAL SERVICES INC	03270	1,080.00
173173	012812	BOYER ASSOCIATES LLC	03270	5,881.70	173174	000314	CALLOWAY HOUSE INC	03270	527.91
173175	012974	CARTER REDDY & ASSOCIATES INC	03270	2,295.00	173176	010900	CDW GOVERNMENT INC	03270	2,369.00
173177	000376	CITY OF MERCED	03270	370.00	173178	012975	CLUB Z1 IN-HOME TUTORING	03270	455.00
173179	011010	CORNER STONE STAFFING	03270	3,514.33	173180	009124	CREATIVE ALTERNATIVES INC	03270	5,446.98
173181	011473	CSEA VICTORY CLUB	03270	220.00	173182	000487	CURRICULUM ASSOCIATES INC	03270	763.21
173183	012978	CVS LEARNING INC	03270	720.00	173184	000530	DEMCO INC	03270	536.88
173185	012808	EXTREME LEARNING INC	03270	8,384.25	173186	000698	FOLLETT SOFTWARE CO	03270	299.00
173187	005201	FOUNDATION FOR MEDICAL CARE	03270	19,009.26	173188	012337	FOUNDATION FOR MEDICAL CARE	03270	517.80
173189	012810	FOUNDATIONS EDUCATIONAL	03270	825.00	173190	010929	LAURIE M GARCIA	03270	163.61
173191	009318	HANDWRITING WITHOUT TEARS	03270	240.48	173192	012818	THE HARTFORD	03270	6,420.31
173193	000852	HAYES SCHOOL PUB CO INC	03270	92.98	173194	009170	THE HOME DEPOT	03270	2,528.10
173195	000925	INSECT LORE PRODUCTS INC	03270	258.47	173196	011943	IVS COMPUTER TECHNOLOGY	03270	788.22
173197	012769	KONE INC	03270	820.00	173198	010527	LATINO FAMILY LITERACY PROJECT	03270	200.00
173199	010078	LINGUISTYSTEMS INC	03270	1,669.65	173200	013011	DANIEL S LOPEZ	03270	10.00
173201	011181	LOYAL AMERICAN LIFE INS CO	03270	1,377.39	173202	013040	M & S TECHNOLOGIES INC	03270	29,847.95
173203	005223	MCGRAW-HILL COMPANIES	03270	7,747.39	173204	001154	MERADBROOK WATER CO OF MERCED	03270	1,379.37
173205	011204	MERCED AREA SPORTS OFFICIALS	03270	3,515.00	173206	010165	MERCED SUN-STAR	03270	967.60
173207	005572	MERCED TRUCK & TRAILER INC	03270	5,234.86	173208	010170	MESTMAKER/CSEA INSURANCE	03270	250.33
173209	013043	MODEL ME KIDS LLC	03270	265.90	173210	007981	NCS PEARSON	03270	95.37
173211	003519	OFFICE DEPOT INC	03270	3,651.55	173212	001368	PG&E	03270	64,741.94
173213	012982	PROFESSIONAL TUTORS OF AMERICA	03270	3,136.25	173214	008648	PROGRESS PUBLICATIONS	03270	670.95
173215	001874	PAM ROYER	03270	159.58	173216	011255	JOSE SANCHEZ MORAN	03270	8.93
173217	012294	SAS/MESTMAKER INSURANCE	03270	80.64	173218	012608	SISC III	03270	912,672.45
173219	001598	SANDRA SOUTHER	03270	190.33	173220	012362	THE STANDARD	03270	1,515.69
173221	012621	STAPLES ADVANTAGE	03270	147.79	173222	012983	STUDENTNEST INC	03270	6,500.65
173223	012716	SULLIVAN LEARNING SYSTEMS INC	03270	19,572.76	173224	004734	RUBEN L. TORRES SR.	03270	273.16
173225	012986	TUTORWORKS INC	03270	3,699.60	173226	001894	UNITED PARCEL SERVICE	03270	100.00
173227	002027	WASTE MANAGEMENT	03270	1,263.60	173228	011620	SYSCO FOOD SERV OF CENTRAL CA	03270	2,030.98
173229	013000	AMERICAN EXPRESS	03271	2,040.57	173230	002611	CENTRAL VALLEY TROPHIES	03271	378.45
173231	000975	JONES SCHOOL SUPPLY CO INC	03271	262.50	173232	001174	MERCED COUNTY ARTS COUNCIL INC	03271	498.00
173233	003519	OFFICE DEPOT INC	03271	358.23	173234	001368	PG&E	03271	2,069.19
173235	013000	AMERICAN EXPRESS	03275	9,200.30	173236	012369	STEPHANIE AGUILAR	03275	246.17
173237	011170	BARNES & NOBLE INC	03275	521.13	173238	000376	CITY OF MERCED	03275	40.00
173239	011010	CORNER STONE STAFFING	03275	1,442.10	173240	003519	OFFICE DEPOT INC	03275	94.48
173241	001368	PG&E	03275	688.08	173242	012573	TAYLOR TETER PARTNERSHIP LLP	03275	11,237.85
173243	011341	USSA - POLYTURF INC	03275	9,099.88	173244	010900	CDW GOVERNMENT INC	03263	1,284.50
173245	004128	THE DANIELSEN CO	03263	1,315.35	173246	011151	MADERA PRODUCE INC	03263	3,081.50
173247	011983	MCSO CAFETERIA PETTY CASH FUND	03263	166.60	173248	009224	MERCED COMMERCIAL PEST CONTROL	03263	611.00
173249	004303	NEXTEL COMMUNICATIONS	03263	199.84	173250	008687	PRODUCERS DAIRY FOODS INC	03263	12,153.11

Merced City School District  
WARRANT REGISTER FOR WARRANTS DATED 05/06/11

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
173251	005453	RALEY'S	03263	107.87	173252	008663	SMART AND FINAL	03263	47.30
173253	000133	SMITH AUTO PARTS INC	03263	47.89	173254	012621	STAPLES ADVANTAGE	03263	248.67
173255	006730	STILES TRUCK BODY & EQUIP INC	03263	665.95	173256	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	8,056.51
173257	010291	TEAM BROKERAGE	03263	1,338.75	173258	001232	MODERN AIR MECHANICAL INC	03276	6,590.00
173259	011532	CATON CONSTRUCTION COMPANY	03277	2,298.00	173260	013044	MERCED COUNTY DEPARTMENT OF	03273	20,000.00
173261	005201	FOUNDATION FOR MEDICAL CARE	03267	1,122.75	173262	012337	FOUNDATION FOR MEDICAL CARE	03267	700.00
173263	012337	FOUNDATION FOR MEDICAL CARE	03264	3,545.50	173264	005241	MERCED CITY SCHOOL DISTRICT	03264	42,885.60

TOTAL AMOUNT OF ALL WARRANTS \$1,486,356.14\*\*\*

# MERCED CITY SCHOOL DISTRICT

TO: Board of Education  
FROM: RoseMary Parga Duran, Ed.D., District Superintendent  
DATE: May 24, 2011  
SUBJECT: **GIFTS/GRANTS AND BEQUESTS**

---

## **Recommendation**

It is recommended that the Board of Education accept the gifts/grants and bequests in the amount of \$546.24.

<b><u>School/Department</u></b>	<b><u>Description</u></b>	<b><u>Donated By</u></b>	<b><u>Value</u></b>
Cruickshank Middle School	Mini-Grant Award to Jennifer Alford	Merced County School Board Association	\$400.00
Cruickshank Middle School	Monetary donation	Pacific Media Group	\$ 28.00
Reyes School	Monetary donation	Save Mart SuperMarkets	\$118.24

**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: \$546.24

Expenditure: None

Budget Category: Instructional Supplies

# **EDUCATIONAL SERVICES**

# MERCED CITY SCHOOL DISTRICT

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

FROM: Annie Dossetti  
Acting Assistant Superintendent, Educational Services

PREPARED BY: Lila Lesly  
Coordinator, Curriculum and Compliance

DATE: May 24, 2011

SUBJECT: **BEGINNING TEACHER SUPPORT AND ASSESSMENT  
PROGRAM (BTSA)**

---

## **Recommendation**

It is recommended that the Board of Education approve the Memorandum of Understanding and Co-Sponsor Agreement between the Merced City School District, Merced-Mariposa Beginning Teacher Support & Assessment (BTSA) Induction Program, and the Merced County Office of Education (MCOE).

## **Background**

In 2003, the Merced County Office of Education (MCOE) BTSA Program became a fully accredited and State approved induction program. With the full implementation of SB2042 (1998), BTSA is required for the Professional Credential recommendation.

Support Providers work with Participating Teachers to create a portfolio as specified in the Induction Standards adopted by the California Commission on Teacher Credentialing and the California Department of Education.

In 2010-11, Merced City School District funded eight Support Providers working with ten Participating Teachers in the program.

## **Fiscal Impact**

Revenue: None  
Expenditure: 2011-12 Estimated \$5,250  
Budget Category: 01-0000 Unrestricted General Fund

# MERCED CITY SCHOOL DISTRICT

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

FROM: Annie Dossetti  
Acting Assistant Superintendent, Educational Services

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

DATE: May 24, 2011

SUBJECT: **FIRST 5 MERCED COUNTY PARENTS AS TEACHERS  
COORDINATOR AMENDED CONTRACT**

---

## **Recommendation**

It is recommended that the Board of Education approve the amended contract between the First 5 Merced County Parents as Teachers Coordinator and the Merced City School District.

## **Background**

For nearly a decade, First 5 Merced County and Merced City School District (MCSD) Preschool Program have collaborated on enhancing the lives of children 0-5 so they can succeed in school. First 5 funding is provided through Proposition 10 that was passed in 1998. First 5 Merced County has provided support for MCSD with three previous programs: School Readiness, Power of Preschool, and Special Needs Project. The strategic plan for First 5 Merced County includes improving parents' capability to spend time with their children through nurturing and engaging relationships. MCSD has implemented the Parents As Teachers Program for several years with funding support from the First 5 Special Needs Project and currently through the Family and Children Support grant. MCSD has provided coordination, technical assistance, and management of the Parents As Teachers program through the previously approved Parents as Teacher Coordinator Contract. The original contract was for October 2010 – March 2011. This amended contract will extend the period from April 2011 – June 2011.

## **Fiscal Impact**

Revenue: \$32,438.00

Expenditure: None

Budget Category: First 5

# MERCED CITY SCHOOL DISTRICT

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

FROM: Annie Dossetti  
Acting Assistant Superintendent, Educational Services

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

DATE: May 24, 2011

SUBJECT: **STATE PRESCHOOL PROGRAM ANNUAL AGENCY REPORT**

---

## **Recommendation**

It is recommended that the Board of Education approve the Merced City School District State Preschool Program Annual Agency Report for the California Department of Education Child Development Division.

## **Background**

California State Preschool Programs are now required to complete an annual report as part of the Desired Results System and present the report to the agency's governing board. The comprehensive annual report examines all components of the program operations, determining program strengths and areas for improvement, and establishing program goals and action steps. The main components of the Desired Results system include: the Desired Results Developmental Profile, the Desired Results Parent Survey, the Early Childhood Environment Rating Scale, and the Categorical Program Monitoring Process. Preschool programs are also expected to use the California State Preschool Learning Foundations and the newly released California Preschool Curriculum Framework.

## **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

DATE: May 24, 2011

SUBJECT: **LIBRARY MEDIA TEACHER JOB DESCRIPTION - REVISED -  
FIRST READING**

---

## **Recommendation**

It is recommended that the Board of Education approve the revisions to the Library Media Teacher (LMT) job description as a First Reading.

## **Background**

On March 1, 2011, the Board of Education took action to eliminate four site Library Media Teachers. The remaining Library Media Teachers will service one middle school and will provide consultative services support to multiple elementary school sites. The revised job description reflects this change.

## **Fiscal Impact**

Revenue: None

Expenditure: None

Budget Category: None

# MERCED CITY SCHOOL DISTRICT

## LIBRARY MEDIA TEACHER

### I. General Description of Assignment

Provides leadership in the cooperative planning and teaching of information skills integrated with classroom instruction in the content areas. Maintains and supervises the library media center at ~~multiple school sites~~ **the assigned middle school site and provides consultative library services support to the assigned elementary school sites.** and Participates in other school-related programs.

### II. Primary Responsibilities

**A. Teaches and facilitates student learning of school library standards.**

~~A-B.~~ Schedules classroom/teacher library time.

~~B-C.~~ Assists students and teachers in the appropriate use of materials and equipment.

~~C-D.~~ Evaluates the library media center services, and materials to adequately meet needs, student needs, community needs, and state and national standards.

~~D-E.~~ Trains and supervises the activities of the classified library media center staff, student library assistants and parent volunteers.

~~E-F.~~ Establishes routines and procedures for selecting, ordering, organizing, and circulating library media center materials and equipment.

~~F-G.~~ Provides a functional and attractive environment conducive to learning.

~~G-H.~~ Establishes standards of student behavioral expectations consistent with site policy.

~~H-I.~~ Participates in District and/or self-selected professional growth activities to enhance professional competence.

~~I-J.~~ Provides statistical accounting and performs other necessary functions required for library media center management.

~~J-K.~~ Attends and participates in designated staff meetings.

### III. Related Responsibilities

## MERCED CITY SCHOOL DISTRICT

- A. Selects and requisitions all instructional materials, supplies, and equipment necessary to provide a library media center appropriate to the learning activities of the school.
- B. Provides for supervision of students during the work day.
- C. Shares in the professional responsibility of participating in curriculum and other developmental program committees within the school of assignment and/or on a District level.

### IV. Supervision

- A. Responsible to site administrator or designee.
- B. ~~District Office Personnel as requested by site administrator.~~ **Responsible to Assistant Superintendent of Educational Services or designee.**

### V. Minimum Qualifications

Appropriate credential as required by the ~~Commission for Teacher Preparation and Licensing.~~ **California Commission on Teacher Credentialing.**

#### Education

Bachelor's Degree and all courses necessary to meet the credential requirements.

#### Experience

Completion of a successful student teaching assignment, or

Two years of successful full-time professional school library experience.

#### Personal Qualities

Recommendations from educators who have observed the personal characteristics, interpersonal relationships, scholastic achievement and classroom and/or library performance of the teacher/librarian, library media teacher.

Legal Reference: California Education Code, Sections 44660-44664  
Policy Adopted: January 8, 1973  
Policy Revised: June 2, 1981  
Policy Revised: December 8, 1990  
Policy Revised: March 20, 2007  
**Policy Revised:**

# MERCED CITY SCHOOL DISTRICT

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

FROM: Greg Spicer  
Associate Superintendent, Administrative Services

DATE: May 24, 2011

PREPARED BY: Elsa Servin  
Personnel Specialist

SUBJECT: **PRESCHOOL INSTRUCTIONAL ASSISTANT JOB  
DESCRIPTION – NEW – FIRST READING**

---

## **Recommendation**

It is recommended that the Board of Education approve the new job description for Preschool Instructional Assistant at Range “B” on the Classified Salary Schedule as a First Reading.

## **Background**

The Preschool Instructional Assistant position will assist with the implementation and maintenance of a quality preschool program. This position will focus on providing a safe and nurturing environment for the growth and development of children cared for in the preschool program.

## **Fiscal Impact**

Revenue: \$0

Expenditure: \$6,722.46 - \$11,245.33 annually

Budget Category: Preschool Fund

# MERCED CITY SCHOOL DISTRICT

## CLASS TITLE: PRESCHOOL INSTRUCTIONAL ASSISTANT

### BASIC FUNCTION:

The preschool instructional assistant is under the direction of the preschool teacher, assists with the implementation and maintenance of a quality preschool program; assists in providing instruction to individuals or small groups of students; provides a safe and nurturing environment for the growth and development of children cared for in the preschool program; involves parents and families in student activities; monitors and reports students progress.

### REPRESENTATIVE DUTIES:

Prepares and follows lesson plans for small group instruction as directed by the teacher in accordance with established policies and formats; plans and provides instruction and activities for children indoors and outdoors. *E*

Assists in implementing the Desired Results performance standards and assures compliance with all state, licensing, and district regulations and requirements. *E*

Provides instruction to small groups of students or individuals as directed by the teacher; monitors, evaluates and reports progress of students. *E*

Assists in meeting compliance standards for the National Association for the Education of Young Children accreditation. *E*

Assists in the preparation of classroom materials and activities. *E*

Models standards of behavior and uses a positive approach while working with children, staff and parents; models family-style meals with students. *E*

Collaborates with the teacher and support staff in providing support for children with challenging behaviors. *E*

Supports parents and families in student activities; assists with parent conferences as assigned. *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*

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

## MERCED CITY SCHOOL DISTRICT

Operates a variety of office and instructional equipment; operates kitchen equipment and utensils. *E*

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

Participates in training as assigned and other meetings as assigned. *E*

Performs other duties as assigned. *E*

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

The preschool instructional assistant is responsible to the coordinator of the preschool program or designee.

### 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.
- Basic child psychology and development.
- Health, safety and nutrition requirements of children.
- Appropriate safety precautions and procedures.
- Methods of observing 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.

# MERCED CITY SCHOOL DISTRICT

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and 6 Units of ECE, Early Childhood Education, or Child Development.

## **WORKING CONDITIONS:**

Typical school classroom and playground environment. Constant interruptions.

## **PHYSICAL ABILITIES:**

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

Legal Reference: California Education Code, Section 44660-44664  
Policy Adopted:

# MERCED CITY SCHOOL DISTRICT

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

FROM: Greg Spicer  
Associate Superintendent, Administrative Services

PREPARED BY: Elsa Servin  
Personnel Specialist

DATE: May 24, 2011

SUBJECT: **RISK MANAGER JOB DESCRIPTION – REVISED – FIRST AND SECOND READING**

---

## **Recommendation**

It is recommended that the Board of Education approve the revised job description for the Risk Manager position as a First and Second Reading.

## **Background**

In its efforts to continue providing exceptional Risk Management services and to align the Risk Management Department within the overall structure of the Administrative Services Department, district administration has placed the Risk Manager's assignment within the job responsibility of the Chief Fiscal Officer. To assist the Risk Manager with the actual operations of the department, it is necessary to have a position of Risk Management Specialist II/Confidential. This will result in an ongoing savings to the District, while providing opportunity for some expansion of services.

## **Fiscal Impact**

Revenue: None

Savings: \$23,020

Budget Category: Self-Insurance Funds

# MERCED CITY SCHOOL DISTRICT

## CLASS TITLE: ~~RISK MANAGER~~ MANAGEMENT SPECIALIST II/CONFIDENTIAL

### BASIC FUNCTION:

Under the direction of the ~~Assistant Superintendent—Personnel Services~~ **District's Risk Manager**, perform a variety of risk management and accounting duties relating to the District's insurance programs including medical, dental, vision, workers' compensation, income protection, property and liability and student; promote understanding and utilization of insurance plans and coordinate activities with service providers; provide work direction and guidance to other department employees involved in risk management duties.

### REPRESENTATIVE DUTIES:

Oversee the assistance of employees, retirees and others with insurance claim issues *and* counsel employees on effective utilization of benefit plans. *E*

Assist active employees, retirees and other special qualifiers during an open enrollment. *E*

Assist site administrators and supervisors in workers' compensation, property/liability and student insurance. *E*

Review and correct monthly insurance eligibility lists for participating plans. *E*

Prepare requests for warrants for payment of claims. *E*

Prepare deposits for premiums for retirees and employees on leaves of absence. *E*

Respond or oversee response to inquiries from carriers, consultants, medical facilities, physicians' offices and employees regarding coverage, premiums, **and** deductions. *E*

Coordinate work with ~~Assistant Superintendent—Personnel Services~~ **the District's Risk Manager**, other administrators, consultants, carrier/broker representatives regarding problems, questions and concerns. *E*

Maintain and oversee the District's and employees' insurance records. *E*

Provide statistical, financial and other information as needed by the District, employees or consultants; assist in managing the District's benefit dollars; prepare reports as requested. *E*

Oversee the maintenance of records, coverage, contracts and manual relating to the District's insurance program. *E*

## MERCED CITY SCHOOL DISTRICT

Adhere to legal timelines for claim procedures and calculating benefit amounts. *E*

Provide coordination between claims filed, investigation of claims and final determination of claims. *E*

Conduct new employee orientation programs and enroll employees in programs. *E*

Coordinate safety-related training, scheduling and tracking employee attendance. *E*

**Coordinate District's Employee Wellness Program, education and activities.**

Process and maintain records regarding student insurance claims. *E*

Perform related duties as assigned.

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

The Risk Manager **Management Specialist II** works under the direct supervision of the ~~Assistant Superintendent Personnel Services~~ **District's Risk Manager**. Supervises and evaluates District personnel under his/her supervision.

### MINIMUM QUALIFICATIONS:

#### KNOWLEDGE OF:

- Insurance terminology and claims practices.
- Basic record-keeping techniques.
- Laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Financial and statistical record-keeping techniques.
- Modern office practice procedures and equipment.

#### ABILITY TO:

- Coordinate safety programs.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.

## MERCED CITY SCHOOL DISTRICT

### EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree, **management, and/or work experience** ~~supplemented by~~ **and** course work in bookkeeping, accounting and insurance and three years progressively responsible record-keeping experience including one year in an insurance or related function.

### WORKING CONDITIONS:

#### ENVIRONMENT:

Office environment.

#### PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to proofread documents and typing assignments; sitting for extended periods of time.

Legal Reference: California Education Code Sections 45103, 45109

Policy Adopted: June 3, 1992

Policy Revised: April 4, 1995

Policy Revised: August 10, 2004

**Policy Revised:**

# 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 Officer

DATE: May 24, 2011

SUBJECT: **DEFERRED MAINTENANCE FLOORING REPLACEMENT**

---

## **Recommendation**

It is recommended that the Board of Education authorize the purchase of flooring materials and installation from Floor Tec, Inc. through the Department of General Services California Multiple Award Schedule.

## **Background**

A thorough evaluation of flooring needs throughout the District was conducted, with only those most necessary classroom and support facilities being considered for repair and/or replacement. Purchase of both materials and labor pursuant to the California Multiple Award Schedule (CMAS) as permitted by state regulations allow the District to take advantage of the purchase of quality materials and installation labor at the lowest possible cost. The District has developed a strong relationship with Floor Tec, Inc. The firm has provided quality service, responsiveness, and cooperation over the past three years. Installation of new flooring will be completed in 28 classrooms and other instructional support spaces this summer under the Deferred Maintenance Program.

## **Fiscal Impact**

Revenue: None

Expenditure: Not to exceed \$98,782.60

Budget Category: Fund 14 - Deferred Maintenance

# 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 Officer

DATE: May 24, 2011

SUBJECT: **RIVERA JOINT-USE GYM PROJECT- ALLOWANCE CHANGE  
ORDER – CATEGORY 2**

---

## **Recommendation**

It is recommended that the Board of Education accept the Allowance Change Order (ACO 1-2) from DC Grading & Paving, Inc.

## **Background**

It has become necessary to provide and install a compact base for a truck access area (Fire Lane).

The Original Allowance Sum:	\$ 20,000.00
Net Changes by previously <i>authorized</i> Change Orders:	\$ 0.00
Remaining Allowance Sum prior to Change Order:	\$ 20,000.00
Cost of Change Order:	<u>\$ 7,601.00</u>
Remaining Allowance Sum:	<b>\$ 12,399.00</b>

## **Fiscal Impact**

Revenue: None

Expenditure: No increase to overall planned expenditure(s)

Budget Category: Fund 21 – Bond Fund

# 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 Officer

DATE: May 24, 2011

SUBJECT: **RIVERA JOINT-USE GYM PROJECT- ALLOWANCE CHANGE  
ORDER – CATEGORY 3**

---

## **Recommendation**

It is recommended that the Board of Education accept the Allowance Change Order (ACO 1-3) from Diede Construction, Inc.

## **Background**

It has become necessary to provide and install additional concrete for a truck access area (Fire Lane), and footing for volleyball sleeves per submittal 52.

The Original Allowance Sum:	\$ 35,000.00
Net Changes by previously <i>authorized</i> Change Orders:	\$ 0.00
Remaining Allowance Sum prior to Change Order:	\$ 35,000.00
Cost of Change Order:	\$ 6,982.00
Remaining Allowance Sum:	<b>\$ 28,018.00</b>

## **Fiscal Impact**

Revenue: None

Expenditure: No increase to overall planned expenditure(s)

Budget Category: Fund 21 – Bond Fund

# 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 Officer

DATE: May 24, 2011

SUBJECT: **RIVERA JOINT-USE GYM PROJECT- ALLOWANCE CHANGE  
ORDER – CATEGORY 8**

---

## **Recommendation**

It is recommended that the Board of Education accept the Allowance Change Order (ACO 1-8) from Priority Roofing Solutions, Inc.

## **Background**

The District is receiving a credit from Priority Roofing Solutions for not water proofing around the foundation per Proposal Request 2. This change order will reduce the contract.

The Original Contract Sum:	\$ 134,500.00
Net Changes by previously <i>authorized</i> Change Orders:	\$ 0.00
Current Contract Amount:	\$ 134,500.00
Contract Sum will be reduced by:	<u>\$ (5,446.00)</u>
New Contract Sum Including this Change Order:	<b>\$ 129,054.00</b>

## **Fiscal Impact**

Revenue: None

Expenditure: Decrease to overall planned expenditure(s)

Budget Category: Fund 21 – Bond Fund

# 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 Officer

DATE: May 24, 2011

SUBJECT: **RIVERA JOINT-USE GYM PROJECT- ALLOWANCE CHANGE  
ORDER – CATEGORY 12**

---

## **Recommendation**

It is recommended that the Board of Education accept the Allowance Change Order (ACO 3-12) from Modern Air Mechanical, Inc.

## **Background**

It has become necessary to provide and install wire covers for the fire sprinkler heads in the locker room.

The Original Allowance Sum:	\$30,000.00
Net Changes by previously <i>authorized</i> Change Orders:	\$ (8,629.00)
Remaining Allowance Sum prior to Change Order:	\$21,371.00
Cost of Change Order:	<u>\$ 201.00</u>
Remaining Allowance Sum:	<b>\$21,170.00</b>

## **Fiscal Impact**

Revenue: None

Expenditure: No increase to overall planned expenditure(s)

Budget Category: Fund 21 – Bond Fund

# 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 Officer

DATE: May 24, 2011

SUBJECT: **RIVERA JOINT-USE GYM PROJECT- ALLOWANCE CHANGE  
ORDER – CATEGORY 7**

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## **Recommendation**

It is recommended that the Board of Education accept the Allowance Change Order (ACO 1-7) from McFadden Construction, Inc.

## **Background**

It has become necessary to provide and install 3x anchor bolts, additional anchor bolts, and additional straps requested by a structural engineer during a site visit. It is also necessary to provide and install DTC clips per RFI 69.

The Original Allowance Sum:	\$ 5,000.00
Net Changes by previously <i>authorized</i> Change Orders:	\$ 0.00
Remaining Allowance Sum prior to Change Order:	\$ 5,000.00
Cost of Change Order:	\$ <u>2,479.10</u>
Remaining Allowance Sum:	\$ <b>2,520.90</b>

## **Fiscal Impact**

Revenue: None  
Expenditure: No increase to overall planned expenditure(s)  
Budget Category: Fund 21 – Bond Fund

# **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: May 24, 2011

SUBJECT: **2011/12 BUDGET – PUBLIC HEARING NOTICE**

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## **Recommendation**

It is recommended that the Board of Education approve June 28, 2011 as the date set for the Public Hearing of the 2011/12 Budget.

## **Background**

Per Education Code Section 42103 Districts are required to hold a Public Hearing prior to adoption of the Budget. This section of code also proscribes the timeline and public notification of the hearing. It is recommended the Board set June 28, 2011 as the date for the Public Hearing of the 2011/12 Proposed Budget.

## **Fiscal Impact:**

Revenue: None  
Expenditure: None  
Budget Category: None