

MERCED CITY SCHOOL DISTRICT



SCHOOL BOARD AGENDA

September 27, 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, September 27, 2011
Sheehy Elementary School
1240 West 6th Street
Merced, California

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

AGENDA

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

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

The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call (209) 385-6753, 48 hours in advance of the meeting, so arrangements can be made for an interpreter. *El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (209) 385-6752, 48 horas antes de la junta, para poder hacer arreglos de intepretacion. 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 LEGAL COUNSEL - ANTICIPATED LITIGATION, Significant exposure to litigation: Two (2) potential cases, 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. **School Showcase** - Sheehy School Principal, Ms. Lucrecia Sicairos
- C. **Written Communications**
- D. **Board Reports**
Board member representatives to various committees may report on actions and discussion at those committee meetings held since the last meeting of the Board of Education. Board representatives may receive direction for future committee meetings.

VIII. REPORT

- | | | |
|-------------------|--|-------------------------------------|
| E-13-11-12 | California Standards Test 2010-2011 | Ms. Dossetti |
| A-30-11-12 | Rivera Joint-Use Gym Facilities Project | Mr. Spicer
Mr. Magnussen |

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-9-11-12 Meeting Minutes Dr. P. Duran
It is recommended that the Board of Education approve the minutes from the regular meeting of September 9, 2011.

b. Administrative Services

A-31-11-12 Employment Transactions - Certificated Personnel Mr. Spicer
Approval is recommended for certificated personnel items.

A-32-11-12 Employment Transactions - Classified Personnel Mr. Spicer
Approval is recommended for classified personnel items.

c. Fiscal Services

**F-10-11-12 Warrants Mr. Spicer
Ms. Cavallero**
It is recommended that the Board of Education ratify the list of warrants issued in the following consecutively numbered 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-10-11-12 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 \$1,863.38.

b. Administrative Services

A-33-11-12 New Job Description **Mr. Spicer**
Early Mental Health Initiative Grant – Child Aide **Dr. Testa**
Second Reading
It is recommended that the Board of Education approve the new job description for Child Aide for Early Mental Health Initiative Grant as a second reading.

A-34-11-12 Accounting Technician Job Description – Revised – **Mr. Spicer**
First And Second Reading
It is recommended that the Board of Education approve the revisions to the Accounting Technician job description as a first and second reading.

A-35-11-12 Rivera Joint-Use Gym Project – Request For Change **Mr. Spicer**
Order – Category 10 **Mr. Magnussen**
It is recommended that the Board of Education accept the Request for Change Order (RCO 1-10) from Tarlton & Son, Inc.

A-36-11-12 Memorandum Of Understanding Regarding SELPA **Mr. Spicer**
Transportation Management And Monitoring **Mr. Magnussen**
It is recommended that the Board of Education approve the Memorandum of Understanding between the Merced County Office of Education and the Merced City School District to provide management and monitoring services for the Special Education Local Plan Area Transportation Program.

c. Fiscal Services

F-12-11-12 **2011-12 K-3 Class Size Reduction Operations Applications**

**Mr. Spicer
Ms. Cavallero**

It is recommended that the Board of Education approve the 2011-12 Operations Applications and Certifications for K-3 Class Size Reduction.

XI. COMMUNICATIONS

E. Public Comment Period

Members of the audience may also address the Board on any topic *not* listed on the agenda at this time. Topics not on the agenda, which are brought to the Board's attention, may be investigated by the administration and a report made to the Board, either publicly or privately at a future meeting. Comments from members of the public shall not exceed three (3) minutes or a total of twenty (20) minutes, unless timelines are waived by a majority of the Board.

XII. BOARD MEMBER ROUNDTABLE

XIII. ADJOURNMENT

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

POSTED: September 23, 2011

Board of Education Meeting Schedule

2011-2012 School Year

<u>Date Of Meeting</u>	<u>Time</u>	<u>Location</u>
Tuesday, August 9, 2011	7:00 p.m.	Board Room
Tuesday, August 23, 2011	7:00 p.m.	Board Room
First day of school - (August 15)		
Tuesday, September 13, 2011	7:00 p.m.	Board Room
Tuesday, September 27, 2011	7:00 p.m.	Sheehy School
Tuesday, October 11, 2011	7:00 p.m.	Board Room
Tuesday, October 25, 2011	7:00 p.m.	Gracey School
Tuesday, November 15, 2011	7:00 p.m.	Hoover School
Nov. 8 – Election Day *Thanksgiving Week - (November 21-25)		
Tuesday, December 13, 2011	7:00 p.m.	Board Room
*Winter Break - (December 16-January 3)		
Tuesday, January 17, 2012	7:00 p.m.	Board Room
Tuesday, February 14, 2012	7:00 p.m.	Wright School
Tuesday, February 28, 2012	7:00 p.m.	Fremont School
Tuesday, March 13, 2012	7:00 p.m.	Board Room
Tuesday, March 27, 2012	7:00 p.m.	Chenoweth School
Tuesday, April 17, 2012	7:00 p.m.	Stowell School
*Spring Break - (April 2 - 9)		
Tuesday, May 8, 2012	7:00 p.m.	Cruickshank School
Tuesday, May 22, 2012	7:00 p.m.	Board Room
Graduation - (May 31)		
Tuesday, June 12, 2012	7:00 p.m.	Board Room
Tuesday, June 26, 2012	7:00 p.m.	Board Room

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

Merced City School District Board Room: 444 West 23rd Street

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

**District Board Room
September 13, 2011**

- CALL TO ORDER: The meeting was called to order by President Cherf at 6:00 p.m.
- MEMBERS PRESENT: Mr. Darrell Cherf, Mr. Adam Cox, Ms. Jessica Kazakos, Mr. Gene Stamm, Dr. Susan Walsh
- CLOSED SESSION: The Board met in closed session from 6:02 p.m. to 7:03 p.m. to discuss:
- PUBLIC EMPLOYEE: DISCIPLINE/DISMISSAL/RELEASE
 - CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Significant exposure to litigation: Two (2) potential cases, Gov. Code 54956.9(b)
- OPEN SESSION: The Board reconvened to open session at 7:04 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; 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. Cesar Hernandez; MCTA Vice President, Mr. Gary Arzamendi
- PLEDGE OF ALLEGIANCE: Mr. Adam Cox, clerk
- REPORT OF ACTION TAKEN IN CLOSED SESSION: No action was taken.
- 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
- Dr. Walsh attended the Back to School Night event at Wright School on September 8.
 - Mr. Cox attended the Back to School Night event at Fremont Charter and Muir Schools on September 8. Mr. Cox also participated in the AGB visit at Rivera Middle School on September 13.
 - Mr. Cherf visited Back to School events at Chenoweth, Franklin, Stefani, and Peterson Elementary School on September 8.
- SUPERINTENDENT
- Dr. Duran attended Back to School events at Fremont Charter School on September 8 and Rivera Middle School on September 15.

REPORTS:

STUDENT ATTENDANCE

Routine monthly report on daily student attendance. Director of Information Technology and Support Services, Mr. Greg Blount reported on the current status of attendance and enrollment.

FARM TO SCHOOL PROGRAM

Director, School Nutrition Services, Ms. Terri Soares reported on the Farm to School Program and introduced Mr. Jim Shasky, Shasky Farms.

CONSENT:

It was moved by Mr. Cox, seconded Ms. Kazakos, to approve the Consent agenda as presented. Motion carried.

Superintendent

Meeting Minutes

- Approval of the regular meeting minutes of August 23, 2011

Educational Services

Youth Enrichment Program

- Approval of the Youth Enrichment Program grant application for 2011-2012.

Employment Transactions -
Certificated Personnel:

- Approval of the following certificated personnel items:

A. Employment

Claudia Becerra, Clinician, Tenaya Middle School, effective 8/10/2011
Pamela Briggs, Clinician, Reyes School, effective 8/11/2011
Kristal Brown, Clinician, Cruickshank Middle School, effective 8/31/2011
Penny Brown, Clinician, Sheehy School, effective 8/24/2011
Evelyn Burgos, Clinician, Rivera Middle School, effective 8/10/2011
Diana Capron, Clinician, Reyes School, effective 8/11/2011
Sara Cardella, Clinician, Cruickshank Middle School, effective 8/15/2011
Rosemarie Church, Clinician, Wright School, effective 8/16/2011
Ryan Cromar, Clinician, Rivera Middle School, effective 8/15/2011
Nicole DalPorto, Clinician, Peterson School, effective 8/19/2011
Patricia D'Escoto, Clinician, Chenoweth School, effective 8/16/2011
Melissa Dickinson, Clinician, Sheehy School, effective 8/9/2011
Allison Dossetti, Classroom Teacher, Cruickshank Middle School, effective 8/24/2011
Amber Engel, Classroom Teacher, Tenaya Middle School, effective 8/24/2011
Aurora Flores, Clinician, Rivera Middle School, effective 8/29/2011
Karen Greene, Classroom Teacher, Tenaya Middle School, effective 8/23/2011
Michelle Gresham, Clinician, Rivera Middle School, effective 8/29/2011

Pamela Hastings, Clinician, Muir School, effective 8/15/2011
Emilie Herr, Clinician, Sheehy School, effective 8/10/2011
Catherine Hofmann-Mook, Classroom Teacher, Cruickshank Middle School, effective 8/24/2011
Brenda Hughes, Clinician, Wright School, effective 8/16/2011
Deborah Jones, Clinician, Franklin School, effective 8/15/2011
Melissa Kelly Ortega, Clinician, Peterson School, effective 8/19/2011
Elisa Kleitman, Classroom Teacher, Givens School, effective 8/15/2011
Stacey Leal, Clinician, Hoover Middle School, effective 8/11/2011
Anthony Luiz, Clinician, Hoover Middle School, effective 8/10/2011
Stephanie Martha, Clinician, Tenaya Middle School, effective 8/16/2011
Amy Moldenhauer, Clinician, Cruickshank Middle School, effective 9/6/2011
Diana Morais, Clinician, Burbank School, effective 8/15/2011
Domerica Moreno, Clinician, Gracey School, effective 8/15/2011
Jamie Morris, Clinician, Stowell School, effective 8/15/2011
John Moua, Clinician, Stowell School, effective 8/15/2011
Mary Moua, Clinician, Reyes School, effective 8/25/2011
Elisse Murdock, Clinician, Muir School, effective 8/15/2011
Cheryl Neely, Clinician, Burbank School, effective 8/15/2011
Lisa Oliveira, Classroom Teacher, Tenaya Middle School, effective 8/24/2011
Luis Salcedo, Clinician, Rivera Middle School, effective 8/10/2011
Ora Saosavang, Clinician, Givens School, effective 8/15/2011
Louise Schwemler, Clinician, Fremont Charter School, effective 8/9/2011
Jackie Simmons, Clinician, Givens School, effective 8/24/2011
Teresa Thissen, Clinician, Stefani School, effective 8/15/2011
Evelyn Torres, Clinician, Franklin School, effective 8/15/2011
Chai Vang, Clinician, Reyes School, effective 8/11/2011
Lucy Walker, Clinician, Rivera Middle School, effective 8/10/2011
Stephanie Wendel, Clinician, Chenoweth School, effective 8/15/2011
Jeannette Wersinger, Clinician, Givens School, effective 8/15/2011
Kou Yang, Clinician, Gracey School, effective 8/15/2011
Esmeralda Zaragoza, Clinician, Fremont Charter School, effective 8/9/2011

Substitutes:

Jeanette Gonzalez – Multiple Subject
Stephanie Ramirez – Multiple Subject
Tomas Ramos – Single Subject
Jesus Santos – Multiple Subject
Allan Spencer – Single Subject

B. Change of Status

Evelyn Burgos, From Clinician, Rivera Middle School to Classroom Teacher, Tenaya Middle School, effective 8/24/2011

Sara Cardella, From Clinician, Cruickshank Middle School to Classroom Teacher, Reyes School, effective 8/24/2011

Ryan Cromar, From Clinician, Rivera Middle School to Classroom Teacher, Reyes School, effective 8/24/2011

Emilie Herr, From Clinician, Sheehy School to Classroom Teacher, Sheehy School, effective 8/24/2011

Chai Vang, From Clinician, Reyes School to Classroom Teacher, Stowell School, effective 8/24/2011

Lucy Walker, From Clinician, Rivera Middle School to Classroom Teacher, Burbank School, effective 8/15/2011

Jeannette Wersinger, From Clinician, Givens School to Classroom Teacher, Sheehy School, effective 8/24/2011

Employment Transactions -
Classified Personnel:

- Approval of the following classified personnel items:

A. Employment

Giovona L. Allen, Cafeteria Food Packager, Tenaya Middle School, effective 8/15/2011

Margarita L. Calderon, Preschool Instructional Assistant: Spanish Bilingual, Gracey School, effective 8/15/2011

Linda S. Garcia, Preschool Instructional Assistant, Muir School, effective 8/25/2011

April A. Garcia, Preschool Instructional Assistant, Franklin School, effective 8/15/2011

Mark R. Hamilton, Custodian, Stefani School, effective 8/15/2011

Tylene D. Hose, Preschool Instructional Assistant, Galen Clark Preschool, effective 8/25/2011

Angelique Jasmin A. Jabson, Preschool Instructional Assistant, Fremont Charter School, effective 8/25/2011

Juan A. Laurel, Preschool Instructional Assistant, Sheehy School, effective 8/15/2011

Adriana Mata, Preschool Instructional Assistant, Reyes School, effective 8/15/2011

Hugo Mendoza, Bus Driver, Transportation Department, effective 8/29/2011

Amanda L. Moore, Preschool Instructional Assistant, Burbank School, effective 8/15/2011

Rebecca C. Pena, Health Assistant, Hoover Middle School, effective 8/29/2011

Hermelinda S. Trenado, Preschool Instructional Assistant: Spanish Bilingual, Franklin School, effective 8/15/2011

Minora S. Trenado Mendoza, Preschool Instructional Assistant: Spanish Bilingual, Reyes School, effective 8/15/2011

Ester A. Trenado Perez, Preschool Instructional Assistant: Spanish Bilingual, Givens School, effective 8/15/2011

Randall L. Whitehead, Cafeteria Cook/Baker, Gracey School, effective 8/15/2011

- B. **Change of Status**
 Gina M. Garcia, From Instructional Assistant, Muir School to Custodian, Student and Family Services Center, effective 8/15/2011
 Susie S. Moua, From Instructional Assistant: Hmong Bilingual, Givens School to Preschool Instructional Assistant, Wright School, effective 8/22/2011
 Alejandra I. Villanueva, From Health Assistant, Reyes School to Specialized Health Care Nurse, Sheehy School, effective 8/15/2011
- C. **Resignation**
 Deborah A. Braceros, Instructional Assistant (Preschool) 39-Month Rehire List, effective 8/12/2011
 Anna M. Eddings, Preschool Instructional Assistant, Fremont Charter School, effective 8/12/2011
 Nadia I. Gonzalez, Accounting Technician, School Nutrition Services, effective 9/9/2011
 Sheril M. Tingey, Instructional Assistant, Burbank School, effective 8/12/2011
- D. **Unpaid Leave of Absence**
 Susan N. Beltran, School Office Manager, Muir School, Unpaid Leave of Absence from 9/19/2011 through 10/28/2011, effective 9/19/2011
 Alicia Flores, Instructional Assistant: SDC Givens School, Unpaid Leave of Absence from 8/15/2011 through 9/16/2011, effective 8/15/2011
 Felicitas A. Jimenez, Instructional Assistant: Spanish Bilingual, Stowell School, Unpaid Leave of Absence from 8/29/2011 through 6/1/2012, effective 8/29/2011

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>
018630-018726	8/12/11	\$ 310,671.91
021901-021970	8/22/11	\$ 506,933.75
023466-023523	8/26/11	<u>\$ 313,037.99</u>
	Total:	\$1,130,643.65

BOARD ACTION

SUPERINTENDENT

GIFTS/GRANTS AND BEQUESTS

It was moved by Dr. Walsh, seconded by Ms. Kazakos, to accept eh gifts/grants and bequests in the amount of \$2,222.55. Motion carried.

REVIEW PROPOSED TRUSTEE
 ELECTION REDISTRICTING MAPS

It was moved by Mr. Stamm, seconded by Dr. Walsh, to approve trustee area redistricting map options C2 and D. Motion carried. Votes: Cherf, Stamm and Walsh – YES. Cox and Kazakos – NO

Both options will be discussed at board meetings in October before a final selection is made.

EDUCATIONAL SERVICES:

CREATIVE ALTERNATIVES NON-PUBLIC SCHOOL SERVICES CONTRACT

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the service agreement with Paradigm HealthCare Services to provide billing of Medi-Cal reimbursements. Motion carried.

PARADIGM HEALTHCARE SERVICE AGREEMENT

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the service agreement with Paradigm HealthCare Services to provide billing of Medi-Cal reimbursements. Motion carried.

PUBLIC HEARING
RESOLUTION NO. E-11-2011-2012
CERTIFICATION OF PROVISION
OF STANDARDS-ALIGNED
INSTRUCTIONAL MATERIALS
FOR STUDENTS FOR FISCAL
YEAR 2011-2012

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to hold a public hearing to determine sufficiency of textbooks and instructional materials for each pupil in the district and to adopt Resolution No. E-11-2011-2012 certifying the provision of standards-aligned textbooks for all children in the Merced City School District. Motion carried.

Public Hearing Opened: 8:00 p.m.
Comments: Ms. Debbie Alexander, CSEATreasurer/LMA at Cruickshank Middle School commented on the topic.
Public Hearing Closed: 8:04 p.m.

COMMUNITY-BASED ENGLISH TUTORING PROGRAM

It was moved by Ms. Kazakos, seconded by Mr. Stamm, to approve an agreement between the Merced Adult School and the Merced City School District for services beginning August 22, 2011 through May 22, 2012. Motion carried.

ADMINISTRATIVE SERVICES:

VARIABLE TERM WAIVER REQUEST

It was moved by Ms. Kazakos, seconded by Mr. Stamm, to approve the intent to employ Haley Whittemore as a speech therapist with a Variable Term Waiver Request for the 2011-2012 school year. Motion carried.

NEW JOB DESCRIPTION
EARLY MENTAL HEALTH
INITIATIVE GRANT – CHILD AIDE
FIRST READING

It was moved by Mr. Cox, seconded by Ms. Kazakos, to approve the new job description for Child Aide for Early Mental Health Initiative Grant as a first reading. Motion carried.

APPOINTMENT OF DISTRICT REPRESENTATIVE AND ALTERNATE TO MERCED COUNTY SCHOOLS INSURANCE GROUP I

It was moved by Ms. Kazakos, seconded by Mr. Stamm, to approve the appointment of David E. Perkins and Kristin A. Cavallero as Representative and Alternate respectively from the District to the Merced County Schools Insurance Group I. Motion carried.

CAPITAL PROJECTS NOTICE OF COMPLETION

It was moved by Mr. Stamm, seconded by Mr. Cox, to accept as complete the new roofing project at Cruickshank Middle School and to authorize the filing of the Notice of Completion. Motion carried.

CAPITAL PROJECTS NOTICE OF COMPLETION

It was moved by Dr. Walsh, seconded by Mr. Stamm, to accept as complete the exterior paint project at Muir Elementary School and to authorize the filing of the Notice of Completion. Motion carried.

BUS FLEET LEASE AGREEMENT This item was pulled from the agenda.

FISCAL SERVICES:

FINAL 2010-11 UNAUDITED
ACTUALS REPORT AND
CERTIFICATION

It was moved by Mr. Stamm, seconded by Ms. Kazakos, to approve the Final Year End Unaudited Revenue, Expenditure and Changes in Fund Balance as reported on the 2010-11 Unaudited Actuals Report. Motion carried.

2010-2011 GANN
APPROPRIATIONS LIMIT AND
2011-2012 ESTIMATED
APPROPRIATIONS LIMIT
RECALCULATION RESOLUTION
NO. F-9-2011-2012

It was moved by Ms. Kazakos, seconded by Mr. Stamm, to approve the 2010-2011 Appropriations Limit Recalculation and the 2011-2012 estimated Appropriations Limit Calculation in the amounts of \$49,417,655.88 and \$50,571,920.38 respectively, and approval of Resolution No. F-9-2011-12 adopting the "Gann" Limit. Motion carried.

COMMUNICATIONS:

None.

ADJOURNMENT:

The meeting adjourned at 8:20 p.m.

Secretary

Clerk

REPORT

MERCED CITY SCHOOL DISTRICT

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

FROM: Annie Dossetti
Assistant Superintendent, Educational Services

DATE: September 27, 2011

SUBJECT: **REPORT ON CALIFORNIA STANDARDS TEST 2010-2011**

Background

A report presenting the results of the California Standards Test (CST) will be presented by Annie Dossetti.

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: September 13, 2011

SUBJECT: **RIVERA JOINT-USE GYM FACILITIES PROJECT**

Background

A report will be presented to the Board of Education with updates on the Rivera Joint Use-Gym Facilities Project.

CONSENT

MERCED CITY SCHOOL DISTRICT

TO: Board of Education

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

DATE: September 27, 2011

SUBJECT: **MEETING MINUTES**

Recommendation

It is recommended that the Board of Education approve the minutes from the regular meeting of September 9, 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: Denise Hernandez
Personnel Specialist

DATE: September 27, 2011

SUBJECT: **EMPLOYMENT TRANSACTIONS – CERTIFICATED PERSONNEL**

Recommendation

Approval is recommended for the following certificated personnel items:

A. Employment

Substitutes

Julie Vang – Multiple Subject

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: General Fund

MERCED CITY SCHOOL DISTRICT

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

FROM: Greg Spicer
Associate Superintendent, Administrative Services

PREPARED BY: Elsa Servin
Personnel Specialist

DATE: September 27, 2011

SUBJECT: **EMPLOYMENT TRANSACTIONS – CLASSIFIED PERSONNEL**

Recommendation

Approval is recommended for the following classified personnel items.

A. Employment

Sandra Bravo	Health Assistant Muir Elementary School Effective 9/6/2011
Angel J. Briceno	Cafeteria Food Packager Hoover Middle School Effective 9/14/2011
Yolanda A. Haro	Cafeteria Food Packager Hoover Middle School Effective 9/13/2011
Alfonso R. Torres	Cafeteria Food Packager Hoover Middle School Effective 9/14/2011

B. Change of Status

Givona L. Allen	From Cafeteria Food Packager, Tenaya Middle School to Health Assistant, Reyes Elementary School Effective 9/6/2011
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MERCED CITY SCHOOL DISTRICT

C. Unpaid Leave of Absence

Alicia Flores

Instructional Assistant: SDC
Givens Elementary School
Unpaid Leave of Absence from 9/19/2011
through 10/28/2011
Effective 9/19/2011

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: September 27, 2011

SUBJECT: **WARRANTS**

Recommendation

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

Warrant Numbers	Dated	Amount
031077-031169	9/9/11	\$ 865,617.13
	Total	<hr/> \$ 865,617.13

Background

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

Fiscal Impact

Revenue: None
Expenditure: \$ 865,617.13
Budget Category: Various

Merced City School District
 WARRANT REGISTER FOR WARRANTS DATED 09/09/11

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
031077	008470	ACTION COMPUTERS	03270	96.81	031078	000062	ALL-PHASE ELECTRIC SUPPLY	03270	202.33
031079	011733	ALLIANCE PUBLISHING & MARKETING	03270	2,840.92	031080	001930	AMERIPRIDE UNIFORM SERVICES	03270	1,186.49
031081	000100	APPLE COMPUTER INC	03270	1,515.42	031082	003140	ASSOCIATES LOCK & SAFE SVC	03270	41.57
031083	011934	ATWATER RADIATOR & MUFFLER INC	03270	541.93	031084	013081	CALIFORNIA CARTRIDGE COMPANY	03270	1,385.12
031085	002421	CALIFORNIA SCHOOL BOARDS ASSN	03270	3,000.00	031086	001672	CALSTRS	03270	452,388.71
031087	010900	CDW GOVERNMENT INC	03270	2,053.24	031088	010566	COOLE SCHOOL INC	03270	2,458.95
031089	010497	CSL ASSOCIATES INC	03270	6,346.26	031090	000487	CURRICULUM ASSOCIATES INC	03270	396.52
031091	000565	DOM'S ELECTRIC MOTOR SHOP	03270	574.26	031092	000711	FRANKLIN CO WATER DISTRICT	03270	8,470.00
031093	008956	GENERAL BINDING CORPORATION	03270	108.71	031094	007039	GOLDEN VALLEY HEALTH CENTERS	03270	1,615.14
031095	003169	W W GRAINGER INC	03270	168.74	031096	005295	GREAT VALLEY SUPPLY	03270	894.92
031097	009170	THE HOME DEPOT	03270	2,323.63	031098	010208	JACK'S R BETTER INC	03270	646.08
031099	012863	JOHN C FREMONT	03270	6.00	031100	000975	JONES SCHOOL SUPPLY CO INC	03270	126.00
031101	000977	JORGENSEN CO	03270	3,129.15	031102	000999	KELLY MOORE PAINT CO INC	03270	414.28
031103	013069	LIFESAVER CPR	03270	1,590.00	031104	003686	ANNE LIZDAS	03270	66.78
031105	003196	MCGRAW-HILL COMPANIES	03270	474.85	031106	001154	MEADOWBROOK WATER CO OF MERCED	03270	5,729.46
031107	001175	MERCED CO SCHOOL BDS ASS'N	03270	300.00	031108	013005	MERCED COMMUNITY COLLEGE DIST	03270	500.00
031109	001179	MERCED FENCE CO	03270	1,120.00	031110	012849	MONOPRICE INC	03270	20.10
031111	003519	OFFICE DEPOT INC	03270	4,246.15	031112	006816	PARADIGM HEALTHCARE SVCS INC	03270	2,674.14
031113	001368	PG&E	03270	2,487.78	031114	001402	PRAXAIR	03270	62.00
031115	010597	PREMIER AGENDAS INC	03270	3,189.36	031116	011545	PRO TECH SECURITY	03270	600.00
031117	009839	RENAISSANCE LEARNING INC	03270	2,489.76	031118	001843	ROCHESTER 100	03270	495.60
031119	012827	RUSSELL SIGHLER INC	03270	727.37	031120	011417	SCHOETTLER TIRE INC	03270	321.24
031121	009634	SHRED IT CENTRAL CA INC	03270	82.93	031122	012792	SUB SHOP	03270	625.24
031123	011678	TESEI PETROLEUM	03270	5,639.70	031124	001894	UNITED PARCEL SERVICE	03270	88.38
031125	011364	US AIR CONDITIONING DIST	03270	323.44	031126	002027	WASTE MANAGEMENT	03270	1,517.98
031127	012948	ZEP SALES & SERVICE	03270	496.64	031128	008470	ACTION COMPUTERS	03271	65.00
031129	003519	OFFICE DEPOT INC	03271	333.04	031130	012950	DATAKEEPER TECHNOLOGIES LLC	03275	200.00
031131	001065	MERCED SUN-STAR	03275	220.00	031132	003519	OFFICE DEPOT INC	03275	28.65
031133	013059	PELL CONSULTANT SERVICES INC	03275	1,100.00	031134	012558	SILVER CREEK INDUSTRIES INC	03275	9,359.10
031135	001930	AMERIPRIDE UNIFORM SERVICES	03263	32.70	031136	002580	BOB'S REFRIGERATION	03263	4,292.38
031137	004125	CASE PARTS CO	03263	178.83	031138	011010	CORNER STONE STAFFING	03263	451.44
031139	004128	THE DANIELSEN CO	03263	11,448.54	031140	008861	DAYMARK SAFETY SYSTEMS	03263	303.53
031141	009408	FOCUS PACKAGING & SUPPLY CO	03263	840.71	031142	007428	GOLD STAR FOODS INC	03263	4,767.40
031143	010138	HAGUE QUALITY WATER INC	03263	198.00	031144	010273	IMAGE MASTERS	03263	119.58
031145	009605	J M SMUCKERS LLC	03263	8,918.91	031146	013075	JOE ON THE GO	03263	893.33
031147	011151	MADERA PRODUCE INC	03263	11,274.80	031148	009224	MERCED COMMERCIAL PEST CONTROL	03263	644.00
031149	001232	MODERN AIR MECHANICAL INC	03263	4,419.27	031150	004303	NEXTEL COMMUNICATIONS	03263	2,00.49
031151	003519	OFFICE DEPOT INC	03263	96.72	031152	008687	PRODUCERS DAIRY FOODS INC	03263	31,042.61
031153	012913	PURE FORCE	03263	3,837.55	031154	005453	RALEY'S	03263	50.96
031155	001806	REVOLVING ACCOUNT MCSD	03263	566.18	031156	001464	SAVE MART SUPERMARKETS	03263	74.43
031157	009919	SCHOOL LUNCH PRODUCTS INC	03263	736.25	031158	008494	SCHWAN'S FOODSERVICE INC	03263	30,090.93
031159	011620	SYSCO FOOD SERV OF CENTRAL CA	03263	12,862.59	031160	011779	VALLEY FOOD SERVICE	03263	2,082.38
031161	012596	WALLACE PACKAGING LLC	03263	3,734.40	031162	011329	FLOORTEC INC	03276	2,337.44
031163	012752	FRESNO ROOFING COMPANY INC	03276	9,855.00	031164	002557	KLEINFELDER INC	03277	1,392.00
031165	011684	PAOLI & ODELL INC	03277	1,922.60	031166	012699	WLC ARCHITECTS INC	03277	10,081.64
031167	012493	WLC CONSTRUCTION SERVICES INC	03277	35,547.81	031168	013053	MARKO CONSTRUCTION GROUP INC	03265	119,596.86
031169	001179	MERCED FENCE CO	03265	10,619.80					

Merced City School District
WARRANT REGISTER FOR WARRANTS DATED 09/09/11

APY220ME H.00.02

WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT	WARR NUMBER	VENDOR NUMBER	PAYEE NAME	FUND	AMOUNT
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TOTAL AMOUNT OF ALL WARRANTS \$865,617.13***

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: September 27, 2011

SUBJECT: **BUDGET TRANSFERS**

Recommendation

It is recommended that the Board of Education ratify the list of budget transfers completed during the month of August 1 through August 31, 2011.

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: September 27, 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 **\$1,863.38**.

<u>School/Department</u>	<u>Description</u>	<u>Donated By</u>	<u>Value</u>
Burbank School	Monetary donation	PG&E Corporation Foundation	\$123.00
Burbank School	Monetary donation	Target, Take Charge of Education Program	\$131.98
Burbank School	Commission Check	Lifetouch National School Studios	\$732.78
Fremont Charter	Commission Check	Lifetouch National School Studios	\$490.97
Fremont Charter	Monetary donation	Target, Take Charge of Education Program	\$384.65

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: \$1,863.38

Expenditure: None

Budget Category: Instructional Supplies

ADMINISTRATIVE SERVICES

MERCED CITY SCHOOL DISTRICT

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

FROM: Greg Spicer
Associate Superintendent, Administrative Services

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

DATE: September 27, 2011

SUBJECT: **NEW JOB DESCRIPTION - EARLY MENTAL HEALTH
INITIATIVE GRANT – CHILD AIDE – SECOND READING**

Recommendation

It is recommended that the Board of Education approve the new job description for Child Aide for Early Mental Health Initiative Grant as a Second Reading.

Background

Implementation of the Early Mental Health Initiative grant is dependent on the selection of Child Aides who serve as the direct point of contact for kindergarten through third grade students who are identified for participation in the Primary Intervention Program (PIP). With approval of acceptance of the grant award by the Board of Education, students will be provided PIP services at Ada Givens Elementary, Luther Burbank Elementary, Franklin Elementary, and Margaret Sheehy Elementary School over a three year grant period. Since the Child Aide's role is unique to the research-based non-directive play experiences, a job description has been developed to address the particular needs. Two Child Aide positions are planned for Givens, Burbank, and Sheehy elementary sites. Three Child Aide positions are planned for Franklin Elementary due to the anticipated need at the K-2 site.

The Child Aide positions will be funded from EMHI grant fund release resources, which have been adjusted to \$151,701.00 for each of the three years the grant provides funding (2011-12, 2012-13, and 2013-14).

Fiscal Impact

Revenue: \$151,701 from FY 2011-12 only (ADJUSTED GRANT AMOUNT)

Expenditure: Not to exceed \$96,957.00 for 2011-12

Budget Category: Fund 01 – General Fund, Early Mental Health Initiative Grant

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: EARLY MENTAL HEALTH INITIATIVE – CHILD AIDE

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide interactive support and direct supervision for identified kindergarten through third grade students involved in the Early Mental Health Initiative.

REPRESENTATIVE DUTIES:

Provide Primary Intervention Program (PIP) nondirective, expressive play sessions to identified students on a weekly basis. *E*

Participate in weekly supervision and training. *E*

Establish rapport and warm, meaningful relationships with referred students. *E*

Use communication skills, creative play materials, and games with individual students. *E*

Talk with students and establish an atmosphere to encourage expression of feelings and ideas. *E*

Help build confidence in students through one-to-one interactions. *E*

Provide feedback to the program team, including the principal, teachers, and other school personnel. *E*

Participate with school personnel and/or consultants in the selection, progress, and exit conferences of referred and identified students. *E*

Assist with program record keeping. *E*

Attend grant-funded program orientation trainings. *E*

Monitor, record and report behavior of students according to approved procedures regarding student performance and behavior. *E*

Prepare and deliver Primary Intervention Program (PIP) non-directive play materials and the PIP activity room space. *E*

Set up activity room areas and materials, secure facilities and materials daily, and distribute and collect records and supplies. *E*

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance. *E*

MERCED CITY SCHOOL DISTRICT

Assure the health and safety of students by following health and safety practices and regulations. *E*

Confer with teachers concerning programs and materials to meet student needs. *E*

Maintain confidentiality as per program guidelines and protocols. *E*

Participate in meetings and in-service training programs as assigned. *E*

At the conclusion of the twelve to fourteen week PIP session participation for each student, complete a Participation Data Instrument (PDI), and assist the School Based Mental Health Professional in completion of Part II of the PDI. *E*

Perform related duties as assigned. *E*

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

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Principles and services that align to Early Mental Health Initiative (EMHI) policies and training practices.

Demonstrated motivation and interest in the goals of the EMHI program.

Safe practices in classroom and playground environments.

Basic child guidance principles and practices.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Assist a certificated teacher with assigned instructional activities.

Assist with instruction and related activities in a classroom or assigned learning environment.

Demonstrate strong organizational skills and the ability to work independently.

Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.

Perform routine clerical duties in support of classroom activities.

Print and write legibly.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Learn procedures, functions and limitations of assigned duties.

Communicate effectively both orally and in writing.

Learn to apply and explain policies and procedures related to school and program activities.

MERCED CITY SCHOOL DISTRICT

Work cooperatively with others.

Monitor, observe and report students' behavior according to approved policies and procedures.

Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school.

Pass District's Instructional Assistant's NCLB exam or equivalent.

Instructional assistant experience preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Activity (Primary Intervention Program) classroom environment.

Playground.

Office setting.

Seeing to monitor student behavior during classroom activities; hearing and speaking to exchange information related to classroom assignments; bending at the waist; kneeling, and standing and walking for extended periods of time.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted:

MERCED CITY SCHOOL DISTRICT

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

FROM: Greg Spicer
Associate Superintendent, Administrative Services

DATE: September 27, 2011

SUBJECT: **ACCOUNTING TECHNICIAN JOB DESCRIPTION - REVISED -
FIRST AND SECOND READING**

Recommendation

It is recommended that the Board of Education approve the revisions to the Accounting Technician job description as a First and Second Reading.

Background

The District has three Accounting Technician positions that provide services for various departments and programs. Because the programs, funding sources, compliance requirements and technology have changed over time, it is necessary to update the job description to better represent the tasks being required of the position which was last revised in 1995.

Fiscal Impact

Revenue: None

Expenditure: None

Budget Category: None

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical accounting duties related to the preparation, maintenance and review of ~~financial~~ *various* reports, records and accounts.

REPRESENTATIVE DUTIES:

Perform complex and technical accounting duties in support of an assigned department or set of accounts such as categorical funds and food services; establish, monitor and maintain assigned accounts. *E*

Compile, organize and review financial data and documents; prepare and process financial reports and statements as mandated by County, State and federal agencies; prepare financial reports and related documents including profit and loss statements, balance sheets and reimbursement claims for an assigned department. *E*

Reconcile and balance assigned accounts and bank statements; record financial transactions; maintain journals and ledgers; prepare trial balance. *E*

Process accounts receivable as assigned; prepare billings; maintain related files; record receipts and expenditures; transfer monies and correct errors and discrepancies. *E*

Perform a variety of clerical tasks such as typing, filing, duplications and maintaining a variety of records; answer telephones and monitor inventory for assigned departments. *E*

Monitor and control expenditures for assigned accounts to assure funds cover expenditures; assure expenditures are charged against proper accounts. *E*

Communicate with vendors and District personnel to resolve problems, correct errors, obtain authorizations and exchange information. *E*

Assist public concerning applicable departmental forms, processes, policies and procedures. Provide detailed and technical information as necessary. E

Audit financial data and documents to assure accuracy, completeness and compliance with District policies and procedures and applicable governmental regulations. *E*

MERCED CITY SCHOOL DISTRICT

Prepare statistical and analytical reports for administrators and State/federal funding sources as requested; *assists as directed in preparing reports. E*

Gather, assemble, post, balance and summarize accounting data; receipt and deposit monies as assigned. *E*

Input information into a variety of computerized data processing programs; sort, retrieve and analyze data and generate reports as described by the director and/or supervisor in accordance with established timelines within these processing programs. E

Audit daily receipts as assigned and prepare periodic reimbursement claims; prepare financial statements and projections as requested; assist in the preparation of departmental budget as directed.

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 Accounting Technician works under the direct supervision of the Director/Department Administrator. Exercises no supervision.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Accounting principles, practices and procedures.

Financial, statistical and fiscal record-keeping principles.

Preparation of comprehensive accounting reports.

Modern office practices, procedures and equipment.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

~~Operation of a computer terminal.~~

Use of computers and software applications.

Technical aspects of field of specialty.

District organization, operations, policies and objectives.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Maintain fiscal records and accounts.

Perform technical and complex accounting work in the preparation, maintenance and review of financial records, accounts and reports for an assigned department.

MERCED CITY SCHOOL DISTRICT

Assure compliance with applicable District policies, procedures and governmental regulations.

Balance accounts and reconcile bank statements.

Prepare financial records, reports and statements.

Interpret and apply rules, regulations, policies and procedures.

Operate a variety of office equipment and machines such as **computer**, typewriter, calculator, copier. ~~and computer.~~

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Work independently with little direction.

Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training with specialized course work in accounting, bookkeeping or related field and two years increasingly responsible experience in the preparation and maintenance of financial and statistical records in an automated accounting environment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment; seeing to read, post and assure the accuracy of financial records and documents; hearing and speaking to exchange information.

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: March 3, 1981

Policy Revised: June 4, 1984

Policy Revised: April 4, 1995

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: September 27, 2011

SUBJECT: **RIVERA JOINT-USE GYM PROJECT- REQUEST FOR CHANGE
ORDER – CATEGORY 10**

Recommendation

It is recommended that the Board of Education accept the Request for Change Order (RCO 1-10) from Tarlton & Son, Inc.

Background

Tarlton & Son, Inc. has completed the work required on their primary contract at a cost less than the original contract sum. Therefore, \$3,887.00 will be returned to the District.

The Original Contract Sum:	\$ 142,747.00
Net Changes by previously <i>authorized</i> Change Orders:	\$ 0.00
Contract Sum prior to Change Order:	\$ 142,747.00
Reduction of Original Contract Sum:	\$ (3,887.00)
New Contract Sum:	\$ 138,860.00

Fiscal Impact

Revenue: Reduction of overall planned expenditure(s) - \$ 3,887.00

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: September 27, 2011

SUBJECT: **MEMORANDUM OF UNDERSTANDING REGARDING SELPA
TRANSPORTATION MANAGEMENT AND MONITORING**

Recommendation

It is recommended that the Board of Education approve the Memorandum of Understanding between the Merced County Office of Education and the Merced City School District to provide management and monitoring services for the Special Education Local Plan Area Transportation Program.

Background

The Merced County Office of Education (MCOE) operates the Special Education Local Plan Area (SELPA) for member districts within Merced County. MCOE has contracted with Merced Transportation Company to transport students to and from classes operated on campuses throughout the county. The District has been providing professional management and monitoring services of the SELPA transportation program.

MCOE has requested that the District continue to provide professional management and monitoring services of the SELPA Transportation Program. The District will perform routing, scheduling, monitor global positioning satellite systems, monitor video systems, review billings and develop cost saving strategies.

The term of the MOU is from July 1, 2011 through June 30, 2014. MCOE will pay the District the actual expenses up to the limits identified in "Exhibit A". All expenditures that are not included in the projected budget shall be presented to SELPA for approval prior to making expenditures.

Fiscal Impact

Revenue: \$260,000 – 300,000 (yearly)

Expenditure: \$260,000 – 300,000 (yearly)

Budget Category: General Fund

**MEMORANDUM OF UNDERSTANDING
REGARDING SELPA TRANSPORTATION
MANAGEMENT AND MONITORING**

The Merced County Office of Education ("MCOE") and the Merced City School District ("District") enter into this Memorandum of Understanding ("MOU") effective July 1, 2011.

RECITALS

- A. The Merced County Special Education Local Plan Area ("SELPA") is a state-mandated association [or agency] which oversees and facilitates special education and related services for students with disabilities residing within SELPA member school districts. Governance of the SELPA is through a representational body of superintendents who determine fiscal allocation, policy and Local Plan adjustments. The Merced County Superintendent of Schools acts as the chief executive officer of the SELPA, the Superintendent's employees and agents carry out the functions of the SELPA, and the MCOE is the SELPA's administrative agency.
- B. Pursuant to the SELPA plan, the SELPA is obligated to provide transportation to students with disabilities who attend school within a SELPA member district other than the student's district of residence. MCOE contracted with First Student Transportation ("FST") to provide these transportation services ("The FST Agreement") on behalf of the SELPA.
- C. The MCOE and District desire to enter into an agreement by which the District provides certain management, monitoring and other designated services with regard to the services provided by FST under the FST Agreement.

AGREEMENT

- I. Services. The MCOE and District agree that the District will provide the following services:
 - A. Management and Monitoring
 - i) Provide FST with route and schedule information within time limits established and agreed to by the District and FST. This information will include: pupil lists with addresses and special transportation-related needs, pupil groups by bus, sequences of bus stops, bus type and capacity for each route, and pick-up and arrival times.
 - ii) Review and monitor the GPS system and video system maintained on FST vehicles on an as needed basis as determined by the District or upon request of the SELPA.
 - iii) Monitor the provision of services by FST and report results to the SELPA on a quarterly basis. Monitoring services will include: reviewing fuel and mileage data, calculating costs for service components and service

changes, checking accuracy of contractor charges, reviewing FST vehicle maintenance records, reviewing California Highway Patrol ("CHP") inspection reports and analyzing other data provided by FST.

- iv) Provide recommendations on long range planning needs, equipment, staffing, contracting, cost saving strategies, and Request for Proposals.
- v) Monitor FST's compliance with the FST Agreement and notify SELPA of violations by FST.

B. Liaison and Communication


- i) Conduct communications between FST, MCOE, SELPA and parents to facilitate efficient transportation. Activities will include: receiving route change information, receiving and logging calls and written incident reports on service questions and problem incidents, informing SELPA and FST about route changes and problem incidents, consulting with MCOE staff and parents about relevant transportation information in a timely and effective manner, and monitoring service with a 2-way radio.
- ii) Provide guidance and oversight for driver training. Activities will include observing training sessions at the District's discretion, consulting with FST training staff, and reviewing documentation of training.

- 2. Term. The term of this MOU is from July 1, 2011, through June 30, 2014.
- 3. Payment. MCOE shall pay the District the annual projected budgeted cost of the services provided by the District as set forth in the Budget Report Attachment for the 2011-12 year. The annual payment for the 2012-13 and 2013-14 years shall be agreed upon through negotiations by the parties prior to April 15th of the preceding year. In any year of the MOU, MCOE shall be entitled to reduce the actual payment by the amount that actual District staff time required to provide the services is less than the projected and budgeted time. If the District's actual staff time required exceeds the projected and budgeted time in any year of the MOU, the parties will negotiate in good faith regarding an increase in the annual payment to compensate the District, in whole or in part, for such excess actual costs. MCOE shall pay the District in four (4) installments within thirty (30) days of receipt of an invoice for costs of services rendered each installment from the District.
- 4. Termination. This MOU may be terminated without cause by either party effective six (6) months from the date of delivery of written notice to the other party. In the event of termination pursuant to this section, the District will provide the SELPA with all records and materials related to the services provided pursuant to this MOU, except as may be prohibited by applicable federal or state law.

5. District Employee Status. The District agrees that District employees providing services under this MOU shall not be considered officers, employees, or agents of MCOE, and are not entitled to benefits of any kind or nature normally provided employees of the MCOE, including but not limited to, State Unemployment Compensation insurance, or Worker's Compensation.
6. Indemnity. The District shall defend, save harmless and indemnify MCOE and its officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations or the services provided by the District under this MOU, except for liabilities arising from the sole negligence or willful misconduct of MCOE.

MCOE shall defend, save harmless and indemnify the District and its officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations of First Student Transportation and MCOE under the FST Contract, except for liabilities arising from the sole negligence or willful misconduct of the District.

This MOU agreement is executed in the State of California, County of Merced, by and on behalf of the parties hereto.



Susan Coston, Assistant Superintendent
Special Education Department
Merced County Office of Education

5/23/11

Date

Rosemary Parga-Duran, Superintendent
Merced City School District

Date

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: September 27, 2011

SUBJECT: **2011-12 K-3 CLASS SIZE REDUCTION OPERATIONS
APPLICATIONS**

Recommendation

It is recommended that the Board of Education approve the 2011-12 Operations Applications and Certifications for K-3 Class Size Reduction.

Background

The attached applications use calculations for planning purposes and to continue the flow of funds. Actual funding will be based on our enrollment data as reported on the J-7CSR that will be submitted to the State in the spring of 2012. A separate application is required for Fremont Charter School. The K-3 per pupil allowance has remained the same as in 2008-09 at \$1,071. However, the district will incur a 20% penalty for staffing at 24.94 in K-3 reducing funding to \$856.80 per pupil.

Total estimated revenue to the district is \$3,236,562 and \$222,768 to Fremont Charter School, for a total of \$3,459,330.

Fiscal Impact

Revenue: \$3,459,330

Expenditure: None

Budget Category: Fund 01 – General Fund, Resource 0000 - Undesignated

Fund 09 - Charter School Fund, Resource 0000 – Undesignated

2011-12 Operations Application K-3 Class Size Reduction Program

County and District Code	Charter School Code*																			
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County Merced

District Merced City School District

Charter School* _____

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Contact Person Kris Cavallero

Title Chief Fiscal Officer

Address 444 West 23rd Street

City, Zip Code Merced, CA 95340

Telephone (209) 385-6643 Ext. _____

E-mail Address kcavallero@mcsd.k12.ca.us

Certifications

As a condition of applying for and receiving funds under the Kindergarten and Grades One through Three Class Size Reduction (K-3 CSR) Program, commencing with California *Education Code (EC)* Section 52120, the Governing Board of the above named school district or charter school (applicant) certifies that the statements below are true and accurate, and are evidenced by a Board Resolution or entry in the Board meeting minutes. Please do not submit the Resolution or minutes to the California Department of Education (CDE):

1. The number of classes participating in Option One and Option Two is identified and the total number of classes does not exceed the total number of classes identified on the 2008-09 Operations Application. [EC Section 52123(a), 52124.3(b), Title 5 California Code of Regulations Section 15103]
2. The pupil counts reported do not include special education pupils enrolled in special day classes full time, pupils enrolled in independent study, or charter school pupils enrolled in a home study program. [EC Section 52123(b)]
3. A certificated teacher has been hired by the applicant and is providing direct instructional services to each class participating in the K-3 CSR Program. [EC Section 52123(c)]
4. The applicant will provide a staff development program for any teacher who will participate for the first time in the K-3 CSR Program as specified in Certification #3. Appropriate training to maximize the education advantages of class size reduction will be provided to such teachers. This training shall include, but not be limited to, methods for providing each of the following: (1) individualized instruction, (2) effective teaching, including classroom management in smaller classes, (3) identifying and responding to pupil needs, and (4) opportunities to build on the individual strengths of pupils. [EC sections 52123(d), 52127]
5. The applicant will collect and maintain data required by the State Superintendent of Public Instruction for evaluation of the K-3 CSR Program. The data shall include, but not be limited to, individual test scores or other records of pupil achievement. Any data collected will be protected in a manner that will not permit the personal identification of any pupil or parent. [EC section 52123(e)]
6. Each class participating in the K-3 CSR Program is housed in either a separate, self-contained classroom or the space provided for each participating class for each grade level at that schoolsite is of a square footage per pupil enrolled in each class that is not less than the average square footage per pupil enrolled in those grade levels at that schoolsite in the 1995-96 school year. [EC section 52123(f)]
7. Priority for reducing class size or claiming reduced funding for classes exceeding 20.44 pupils is in accordance with the following grade level implementation requirements at each schoolsite:
 - If only one grade level is reduced/claimed, the grade level will be 1st grade.
 - If two grade levels are reduced/claimed, the grade levels will be 1st and 2nd grades.
 - If three or four grade levels are reduced/claimed, the grade levels will be 1st and 2nd and then any combination of kindergarten and/or 3rd grade.
8. The K-3 CSR Program has been implemented in the current year. A district is considered to have implemented the program even if it claims reduced funding for all eligible classes.
9. **The applicant will submit final enrollment counts on the Form J-7CSR to the CDE by May 11, 2012.**

Signature

I hereby certify that, to the best of my knowledge, this application is true and correct and is in compliance with state law and regulations of the California Department of Education and the State Board of Education. The Governing Board of the above named school district or charter school has authorized me to sign this application on its behalf.

Signature of District Superintendent or
Charter School Chief Administrative Officer

RoseMary P. Duran
Printed Name

Date

2011-12 Operations Application K-3 Class Size Reduction Program

County and District Code

2	4	6	5	7	7	1
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Charter School Code*

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County Merced

District Merced City School District

Charter School* _____

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Intended Level of Program Participation in 2011-12

Check the appropriate box below and, as noted, submit the required pages of the Operations Application to the CDE. This information is for planning purposes and to continue the flow of funds. The calculation of final entitlements will be based on actual enrollment data submitted on the Form J-7CSR. For more information, please see the Application Instructions.

1. The district/charter school intends to participate in the 2011-12 K-3 CSR Program at the same level (number and size of classes) as reported on the 2010-11 Form J-7CSR. The February 2012 apportionment will therefore be based on the district/charter school's 2010-11 final entitlement. **If this box is checked, complete and submit only pages 1 and 2 of this application to the CDE.**

2. The district/charter school intends to participate in the 2011-12 K-3 CSR Program at a higher or lower level than what was claimed on the 2010-11 Form J-7CSR (but capped at the number of classes reported on the 2008-09 Operations Application). The February 2012 apportionment will therefore be based on the information reported on page 3 of this application. **If this box is checked, complete and submit pages 1 through 3 of this application to the CDE.**

3. The district/charter school does not intend to participate in the 2011-12 K-3 CSR Program at either full or reduced funding. **If this box is checked, complete and submit only this page of the application to the CDE. A signature below is necessary only if the district/charter school is not participating in the 2011-12 K-3 CSR Program.**

RoseMary P. Duran

Signature of District Superintendent or
Charter School Chief Administrative Officer

Printed Name

Date

Mail the required pages of this application by September 28, 2011 (postmark) to:

2011-12 Operations Application K-3 Class Size Reduction Program

County and District Code	Charter School Code*														
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	1	2	3	4	5
	Class Size	Number of Classes	Number of Enrolled Pupils	2011-12 Funding Level	Estimated Allocation
Option One					
a	20.44 pupils or fewer	15	302	\$1,071	\$323,442
b	20.45 to 21.44			95%	\$0
c	21.45 to 22.44			90%	\$0
d	22.45 to 22.94			85%	\$0
e	22.95 to 24.94	170	4,092	80%	\$2,913,120
f	24.95 pupils or greater			70%	\$0
g	Subtotal, Option 1	185	4,394		\$3,236,562
Option Two					
h	20.44 pupils or fewer			\$535	\$0
i	20.45 to 21.44			95%	\$0
j	21.45 to 22.44			90%	\$0
k	22.45 to 22.94			85%	\$0
l	22.95 to 24.94			80%	\$0
m	24.95 pupils or greater			70%	\$0
n	Subtotal, Option 2	0	0		\$0
Grand Totals*					
o	Option 1 + Option 2	185	4,394		\$3,236,562

*The total number of classes reported on the application may not exceed the total number of classes reported on the 2008-09 Operations Application.

Complete this page only if box 2 on page 2 was checked. Mail the entire 3-page application by September 28, 2011 (postmark) to:

2011-12 Operations Application K-3 Class Size Reduction Program

County and District Code					Charter School Code*								
2	4	6	5	7	7	1	6	0	2	5	6	5	4

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c	21.45 to 22.44			90%	\$0
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e	22.95 to 24.94	13	324	80%	\$222,768
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i	20.45 to 21.44			95%	\$0
j	21.45 to 22.44			90%	\$0
k	22.45 to 22.94			85%	\$0
l	22.95 to 24.94			80%	\$0
m	24.95 pupils or greater			70%	\$0
n	Subtotal, Option 2	0	0		\$0
Grand Totals*					
o	Option 1 + Option 2	13	324		\$222,768

*The total number of classes reported on the application may not exceed the total number of classes reported on the 2008-09 Operations Application.

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