

AGENDA
AMADOR COUNTY UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

Wednesday, March 28, 2018

CLOSED SESSION 6:00 PM OPEN SESSION 6:30 PM

Meeting Location: Amador County Administration Building, 810 Court St, Jackson, CA

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services to participate in the public meeting, please contact the Superintendent's Office at 209-257-5353 at least 24 hours before the scheduled Board meeting. {Government Code §54954.2} [Americans with Disabilities Act of 1990, §202.]

NOTE: A copy of the Board agenda and backup materials is available for inspection and review at Amador County Office of Education, 217 Rex Ave., Jackson, CA during regular business hours. In addition, this agenda has been posted on the Amador County Unified School District Website at www.amadorcoe.org. An audio recording of the Board Meeting is made.

OUR MISSION: Enriched by the diversity and deep traditions of our unique community, Amador County Public Schools will prepare, support, and inspire each student to achieve career and college success in a rapidly evolving world through highly engaging teaching, rigorous learning and innovative pathways supported by strong partnerships in a safe, caring and collaborative environment.

1.0 **CALL TO ORDER**

2.0 **BOARD MEMBERS**

- [] Susan Ross – Board President
- [] Kandi Thompson – Board Clerk
- [] Bob Laurent
- [] Rose Oneto
- [] Janet White
- [] Lauren Armstrong – Student Board Member
- [] Vanessa Kristoffersen – Student Board Member
- [] Eric Dennis – Student Board Member

3.0 Roll taken by the Secretary to the Governing Board

4.0 Public Comments on Closed Session

5.0 **CLOSED SESSION**

May be called for personnel matters (Government Code §54950 and §54957), litigation pursuant to Government Code Section §54956.9(d)(1), real estate negotiations/acquisitions (Government Code §54957.6) and/or hearing to Consider an Expulsion of a Student (Education Code §48918[c])

5.1 Closed Session Minutes – March 14, 2018

5.2 Negotiations

6.0 **RECONVENE TO OPEN SESSION/REPORT ON CLOSED SESSION**

7.0 **PLEDGE OF ALLEGIANCE**

8.0 **ADDITIONS/DELETIONS OR CORRECTIONS TO THE AGENDA**

9.0 **MINDFULNESS MOMENT** (President Ross)

*The Board may not take action on any item which is not on this agenda, except when (1) an emergency situation exists, (2) there is need to take immediate action and the need for the action came after posting, or (3) the item was posted for a prior meeting within specified time limits.
[Government Code §54954.2]*

10.0 **GOVERNANCE TEAM CELEBRATIONS**

11.0 **PUBLIC COMMENTS**

Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. NOTE: If you wish to address the Board please complete a speaker card and give it to the Board clerk. This part of the Board's meeting is set aside for members of the public requesting to address the Board on general items which are not agenda items calendared for action, which are not first readings listed in the agenda, and are not items previously referred to committee and not yet returned to the Board for action. A speaker is limited to three (3) minutes. This agenda item will be limited to twenty (20) minutes. Anyone whose name remains on the speakers list at the end of the allotted time will be granted time at the end of the regular meeting. The Board will not discuss or take action on an item introduced during this portion of the agenda, as this would constitute an illegal act on the part of the Board.

12.0 **PRESENTATION AND RECOGNITIONS**

12.1 **Spotlight on Schools – Jackson Elementary School (Mr. Vicari)**

This Spotlight on Schools presentation features Jackson Elementary School with Principal Barb Magpusao. The presentation will provide an overview of the school's unique attributes and outstanding accomplishments. Pg. 1

12.2 **Presentation of Loss Prevention Safety Award (Mr. Vicari)**

The award to Amador County Unified School District will be presented by Norma Wallace, Executive Director/Return to Work Coordinator of the Tuolumne Joint Powers Authority (JPA) and Teri Prichard of Prichard Safety & Health. The award is a Loss Prevention Safety Award Plaque and Safety Award Check for \$5,000. The award was based on their October 2017 follow-up safety inspection. In our ADA category, Amador County Unified School District had the highest percentage of items fixed, and won against a district with 1000+ADA. Pg. 3

12.3 **Recognition of Arts Education Month (Mr. Snider)**

California Arts Education Month celebrates arts education including dance, music, theater, literature, design and various visual arts. These experiences encourage creative learning in children and young adults. A well-rounded education should include the stimulation and creative thinking that the arts help to develop. It is important that we recognize and celebrate the essential role of arts education in our schools. Pg. 4

13.0 **CONSENT AGENDA**

The Board of Trustees received these items under separate cover as an addendum. Public copy available during regular Board meeting and on the district website.

13.1 **Minutes**

13.1a Board Meeting – Open Session – March 14, 2018 Pg. 6

13.2 **Personnel** (Mr. Vicari)

13.2a Current Personnel Recommendations Pg. 11

13.3 **Business** (Mr. Critchfield)

13.3a Warrants issued between March 9, 2018 and March 16, 2018- \$527,690.58 Pg. 13

13.6 **Miscellaneous**

13.6a Pine Grove STEM Elementary School overnight field trip to Westminster Woods with 48 Students, 8 Chaperones and 2 Teachers for the purpose of Science Camp. Pg. 17

14.0 **DISCUSSION/ACTION ITEMS**

Public comments regarding Discussion/Action Items will be addressed during the Discussion/Action agenda items. Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. NOTE: If you wish to address the Board please complete a speaker card and give it to the Board clerk. A speaker is limited to three (3) minutes.

14.1 **Resolution 2017/2018-27 Calling for Full and Fair Funding of California's Public Schools – Discussion/Action (Dr. Slavensky)**

Currently, California ranks 41st in per-pupil funding, 45th in the percentage of revenue devoted to public schools, and last or nearly last in almost every measure of school staffing, such as student-teacher ratio or the number of counselors, students, librarians or nurses per student. Recent efforts to address the funding issue, like the Local Control Funding Formula (LCFF), simply restored funding to the pre-recession levels of 2007, doing little to close the funding gap between California and other states. In order to better serve students, rectify years of underinvestment in California public schools and build a brighter future for this state, Superintendent Slavensky recommends the Board approve this resolution for Full and Fair Funding of California public schools.

Pg. 19

14.2 **New Job Descriptions: Communications and Executive Operations Specialist; Director of Maintenance, Operations & Transportation; and Junior High Instructional Administrator – Discussion/Action (Mr. Vicari)**

While state revenues have improved the overall fiscal outlook of the district, California still ranks 41st in per pupil funding in the nation. Although recent state level efforts to address the funding problem have been made (i.e., the Local Control Funding Formula), spiking State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS) pension costs continue to outpace revenues. Therefore, the funding gap remains. As a result, school and district leaders are continually evaluating allocation of resources and program delivery models in order to best meet the needs of students. In order to align district programs and services with available funding, certain kinds of services rendered by confidential and administrative employees have been restructured for the 2018-19 school year.

Pg. 22

15.0 **REPORTS**

15.1 **Enrollment Update (Mr. Critchfield)**

15.2 **Energy Conservation Project and Facilities Update (Mr. Critchfield)**

15.2 **Report from Superintendent**

15.3 **Amador County Recreation Agency Report (ACRA) (Board Member Oneto)**

15.4 **Reports and Remarks from Board Members**

16.0 **FUTURE MEETING ITEMS**

16.1 **Recognition – Week of the Young Child (4/11/18)**

16.2 **Illuminate Update/Report**

16.3 **Wellness Plan/Substance Abuse Prevention Education Report**

16.4 **Career Technical Education (CTE) Report**

17.0 **NEXT MEETING**

ACUSD Regular Meeting: Wednesday, April 11, 2018, Amador County Administration Building, 810 Court St., Jackson, CA. Open Session starts at 6:30 PM.

18.0 **ADJOURNMENT**

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All efforts will be made for reasonable accommodations.

* Any writings or documents that are provided to the governing board in open session will be made available for public inspection at the meeting or at the Amador County Public Schools District Office located at 217 Rex Avenue, Jackson, CA during normal business hours.

Amador County Public Schools

X District

County

DATE: March 28, 2018

AGENDA ITEM #: 12.1

Motion: _____

Second: _____

Vote: _____

SUBJECT:

Spotlight on Schools

BACKGROUND INFORMATION:

The Spotlight on Schools presentation for the March 28, 2018 Amador County Unified School District board meeting features Jackson Elementary, with Principal Barbara Magpusao. The presentation will provide an overview of Jackson Elementary School's unique attributes and outstanding accomplishments.

FISCAL IMPLICATION:

None

RECOMMENDATION:

N/A

PRESENTED BY:

David Vicari, Assistant Superintendent, Human Resources & Labor Relations



AMADOR COUNTY UNIFIED SCHOOL DISTRICT



220 Church Street, Jackson, California, 95642
(209)257-5600 - Fax (209)223-2366

Barbara Magpusao, M.A. – Principal

Jana Whitlock – Administrative Assistant

School Board Presentation
March 28, 2018

1. Introductions – Barbara Magpusao

2. School Leadership – Paula Romo (5 Minutes)

3. Kindness Club – Nikki Silveira (5 Minutes)

4. Wrap it up – Barbara Magpusao

Amador County Public Schools

X District

County

DATE: March 28, 2018

AGENDA ITEM #: 12.2

Motion: _____

Second: _____

Vote: _____

SUBJECT:

Presentation of Loss Prevention Safety Award

BACKGROUND INFORMATION:

The award to Amador County Unified School District will be presented by Norma Wallace, Executive Director/Return to Work Coordinator of the Tuolumne Joint Powers Authority (JPA) and Teri Prichard of Prichard Safety & Health. The award is a Loss Prevention Safety Award Plaque and Safety Award Check for \$5,000. The award was based on their October 2017 follow-up safety inspection. In our ADA category, Amador County Unified School District had the highest percentage of items fixed, and won against a district with 1000+ADA.

FISCAL IMPLICATION:

\$5,000.

RECOMMENDATION:

N/A

PRESENTED BY:

David Vicari, Assistant Superintendent, Human Resources & Labor Relations

Amador County Public Schools

X District

County

AGENDA ITEM #: 12.3

Motion: _____
Second: _____
Vote: _____

SUBJECT:

California Arts Education Month- March 2018

BACKGROUND INFORMATION:

California Arts Education Month celebrates arts education including dance, music, theater, literature, design and various visual arts. These experiences encourage creative learning in children and young adults. A well-rounded education should include the stimulation and creative thinking that the arts help to develop. It is important that we recognize and celebrate the essential role of arts education in our schools.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Superintendent recommends approval of this resolution declaring March, 2018 as California Arts Education Month.

PRESENTED BY:

Sean Snider, Director of Student Services

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
JACKSON, CALIFORNIA
RESOLUTION NO. 2017/2018- 28

ESTABLISHMENT OF ARTS EDUCATION MONTH

WHEREAS, Arts Education, which includes dance, theater, music, and the visual arts, is an essential part of basic education for all students, transitional kindergarten through grade twelve, to provide for balanced learning and to develop the full potential of their minds; and

WHEREAS, through well-planned instruction and activities in the arts, children develop initiative, creative ability, self-expression, self-reflection, thinking skills, discipline, a heightened appreciation of beauty, and cross-cultural understandings; and

WHEREAS, experience in the arts develops insights and abilities central to the experience of life, and are collectively one of the most important repositories of culture; and

WHEREAS, many national and state professional arts education associations hold celebrations in March focused on students' participation in the arts; and

WHEREAS, these celebrations give California schools a unique opportunity to focus on the value of the arts for all students, to foster cross-cultural understanding, to give recognition to the state's outstanding young artists, to focus on careers in the arts available to California students, and to enhance public support for this important part of our curriculum; and

WHEREAS, the California State Board of Education states in its Arts Education Policy adopted in July 1989 that each student should receive a high quality, comprehensive arts education program based on the adopted Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve; now

THEREFORE BE IT RESOLVED, by the Amador County Unified School District, the month of March 2018 is designated as Arts Education Month, and that all educational sites be encouraged to celebrate the arts with meaningful student activities and programs that demonstrate learning and understanding in the visual and performing arts; and

BE IT FURTHER RESOLVED, that this resolution be distributed to all schools in the district.

Susan Ross
President of the Board of Education

Kandi Thompson
Clerk of the Board of Education

MINUTES
AMADOR COUNTY UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

Wednesday, March 14, 2018

CLOSED SESSION 5:30 PM OPEN SESSION 6:30 PM

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1.0 **CALL TO ORDER** 6:05

2.0 **BOARD MEMBERS**

- [X] Susan Ross – Board President
- [X] Kandi Thompson – Board Clerk
- [X] Bob Laurent
- [X] Rose Oneto
- [X] Janet White
- [X] Lauren Armstrong – Student Board Member
- [] Vanessa Kristoffersen – Student Board Member
- [X] Eric Dennis – Student Board Member

3.0 Roll taken by the Secretary to the Governing Board

4.0 Public Comments on Closed Session

5.0 **CLOSED SESSION**

May be called for personnel matters (Government Code §54957), litigation pursuant to Government Code Section 54956.9(d)(1), real estate negotiations/acquisitions (Government Code §54957.6) and/or hearing to Consider an Expulsion of a Student (Education Code §48918[c])

5.1 Closed Session Minutes – February 28, 2018

5.2 Expulsion 17/18-03

5.3 Negotiations

5.4 Settlement Agreement (Student)

5.5 Public Employee Discipline/Dismissal/Release

6.0 **RECONVENE TO OPEN SESSION / REPORT ON CLOSED SESSION**

The Board took action in closed session to approve items 5.1, 5.4 and 5.5. The Board discussed item 5.3 Negotiations and gave direction to staff. The Board took action in open session to approve item 5.2; Board President Ross made the motion and Board Clerk Thompson seconded the motion. **The motion passed 5-0.**

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[Government Code §54954.2]*

7.0 **PLEDGE OF ALLEGIANCE**

The pledge was led by Liam Howarth, student from Pioneer VAPA Elementary School.

8.0 **ADDITIONS/DELETIONS OR CORRECTIONS TO THE AGENDA**

A revised document was provided for item 13.2a.

9.0 **MINDFULNESS MOMENT** (President Ross)

Mindfulness helps in challenging times. President Ross selected peace in the mindfulness practice today.

10.0 **GOVERNANCE TEAM CELEBRATIONS**

Student Board Member Lauren Armstrong was excited to report about the success of the Argonaut Girls' and Boys' Basketball teams. Board Clerk Thompson announced that the Argonaut High School Boys' Basketball team has been very successful this season and will play at Argonaut High School on Saturday, March 17, 2018. She also stated that if they win, they will play in the CIF Division V State Championship Game at the Golden One Arena in Sacramento. She asked about providing a rooter bus for the fans. Assistant Superintendent Jared Critchfield said he was already in contact with Principal Troy Gassaway regarding the transportation. President Ross commented about appreciation for all staff.

11.0 **PUBLIC COMMENTS**

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James Haescher, Sutter Creek Elementary School parent, spoke to the Board about concerns regarding a teacher at the school. Sabra Hoyle, Sutter Creek Elementary School parent, spoke to the Board about concerns regarding a teacher at the school. Adia Hoyle, a student from Amador High School serving as a teacher's assistant at Sutter Creek Elementary School, spoke to the Board about similar concerns.

12.0 **PRESENTATION AND RECOGNITIONS**

12.1 **Spotlight on Schools – Pioneer VAPA Elementary School (Mr. Vicari)**

This Spotlight on Schools presentation featured Pioneer VAPA Elementary School with Principal Laurie Carson. The presentation provided an overview of Pioneer VAPA Elementary School's unique attributes and outstanding accomplishments. Ms. Carson introduced Mrs. Davis a 5th grade teacher and Mrs. Jentzen, a first grade teacher who shared about Legos We Do Kits. The students are using Legos to make robots. Students Alyssa Riley and Travis Riley spoke about playing and learning in the snow. Several students spoke to the Board and they taught the Board and audience a few dance steps.

13.0 **CONSENT AGENDA**

The Board of Trustees received these items under separate cover as an addendum. Public copy available during regular Board meeting and on the district website. Board Member Thompson moved to approve the consent agenda. Board Member Laurent seconded the motion. **The motion passed 5-0 with 2 advisory votes in favor of the motion.**

13.1 **Minutes**

13.1a Board Meeting and Workshop – Open Session – February 28th, 2018

13.2 **Personnel** (Mr. Vicari)

13.2a Current Personnel Recommendations

13.3 **Business (Mr. Critchfield)**

13.3a Warrants issued between February 28th and March 1st, 2018 – \$111,721.83

13.3b Payroll issued between February 1st and February 28th, 2018- \$2,320,852.66

13.3c Unreconciled Cash Balance as of February 28th, 2018

13.4 **Donations/Gifts/Contributions**

13.4a Pioneer VAPA Elementary School received basketballs from James Marzano.

13.4b Plymouth Elementary School received a donation from the Rotary Club of Plymouth.

13.5 **Educational Services (Dr. Slavensky)**

13.5a Consolidated Application (ConAPP), Part 2

The Consolidated Application (ConAPP) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, each local educational agency (LEA) submits the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

13.6 **Surplus**

13.6a Switch-Broken

13.7 **Miscellaneous**

13.7a Argonaut, Amador, and Independence High School would like to take 56 students and 5 chaperones to Juvenile Justice of Amador County at Jackson Rancheria

14.0 **DISCUSSION/ACTION ITEMS**

Public comments regarding Discussion/Action Items will be addressed during the Discussion/Action agenda items. Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. NOTE: If you wish to address the Board please complete a speaker card and give it to the Board clerk. A speaker is limited to three (3) minutes.

14.1 **Resolution: Student Safety in California's Public Schools – Discussion/Action (Mr. Vicari) Pg. 36**
California is home to 6.2 million public school students, 12 percent of the nation's total. We have a duty not only to educate these students, but also to protect and nurture them. Academic achievement, which is our primary charge, occurs at the highest levels when students feel safe, cared for and supported. Recent events have reinforced our obligations as the stewards of California schools. We must be vigilant where security is concerned, diligent in our attention to positive school culture and unrelenting in our advocacy for policies that increase student safety. Board Clerk Thompson moved to approve item 14.1 and Board Member Oneto seconded the motion. **The motion passed 5-0 with 2 advisory votes in favor of the motion.**

14.2 **Approval of New/Updated A-G Courses Designation for Argonaut High School Pg. 39**
(Dr. Slavensky/Ms. Hunkins) During the 2016-2017 school year and in response to the data regarding students who are college and career ready, Argonaut High School staff focused on an initiative to offer substantially more courses which reflect an A-G designation. All courses not reflecting an A-G status were reviewed, updated and submitted for College Board A-G approval. The Educational Services Department is requesting approval for the following 18 courses already approved by the College Board. Board President Ross moved to approve item 14.2 and Board Member White seconded the motion. **The motion passed 5-0 with 2 advisory votes in favor of the motion.**

14.3 **2017-2018 Amador County Unified School District Second Interim Report – Discussion/ Action**
(Mr. Critchfield) Pg. 58
Education Code Section 35035 requires two Interim Reports each fiscal year, one for the period through October and another through January. Report provided under separate cover. Board Clerk

Thompson moved to approve item 14.3 with a positive certification and Board Member Oneto seconded the motion. **The motion passed 5-0 with 2 advisory votes in favor of the motion.**

- 14.4 **2017-2018 Amador County Unified School District Second Interim Budget Revisions – Discussion/Action (Mr. Critchfield) Pg. 59** These budget revisions reflect additions and reductions for the 2017-18 budget since the First Interim Report in December 2017. Changes are routine adjustments due to categorical income and expenses. Board Clerk Thompson moved to approve item 14.4 and Board President Ross seconded the motion. **The motion passed 5-0 with 2 advisory votes in favor of the motion.**

- 14.5 **Board Policy Manual – First Reading – Discussion (Dr. Slavensky) Pg. 63**
In January 2017, with support from the California School Boards Association (CSBA), a subcommittee of the Board reviewed and revised the Board Bylaws which guide and regulate the work of the Board of Trustees/Governance Team. The subcommittee consisted of Kandi Thompson and Bob Laurent. Simultaneously, the Superintendent, Cabinet and other staff reviewed and revised the Board Policies (BP) and Administrative Regulations (AR) which guide and regulate the work of the ACUSD and ACOE. The Draft Board Policy Manual, approximately 1,000 pages, was provided electronically for the Board and is available for review by the public in the Superintendent’s Office. Dr. Slavensky provided additional background information and current status. She explained a process related to Board Policy 5132 Dress and Grooming giving credit to Student Board Members Kristoffersen and Armstrong who led an initiative to review the Board Policy at the school level. Board Clerk Thompson motioned to approve Board Policy 5132 and Board Member Laurent seconded the motion. **The motion passed 5-0 with 2 advisory votes in favor of the motion.** The Board had further discussion and agreed to schedule a Board Workshop allowing time to more fully review, discuss, and approve the Board Policy Manual recommended revisions.

- 14.6 **Resolution 2017/2018-23: Notice of Intent to Reduce or Eliminate Classified Management Positions – Discussion/Action (Mr. Vicari) Pg. 67**
While state revenues have improved the overall fiscal outlook of the district, school and district leaders are continually evaluating allocation of resources and program delivery models. To best meet the needs of the Amador County Unified School District, changes to the delivery model for certain services are recommended for the 2018-19 school year.

Joey Pechette, Director of Maintenance and Operations, addressed the Board with concerns related to the reduction or elimination of classified management positions

Board member Laurent motioned to approve item 14.6 and Board President Ross seconded the motion. **The motion passed 5-0 with no advisory votes in favor of the motion.**

- 14.7 **Resolution 2017/2018-24: Notice of Intent to Reduce or Eliminate Confidential Positions – Discussion/Action (Mr. Vicari) Pg. 69**
While state revenues have improved the overall fiscal outlook of the district, school and district leaders are continually evaluating allocation of resources and program delivery models. To best meet the needs of the Amador County Unified School District, changes to the delivery model for certain services are recommended for the 2018-19 school year. Board Clerk Thompson motioned to approve item 14.7 and Board President Ross seconded the motion. **The motion passed 4-1 with no advisory votes in favor of the motion. Board Member Laurent voted no.**

- 14.8 **Resolution 2017/2018-24: Notice of Intent to Reduce, Eliminate or Reassign Certificated Administrative Positions – Discussion/Action (Mr. Vicari) Pg. 71**
While state revenues have improved the overall fiscal outlook of the district, school and district leaders are continually evaluating allocation of resources and program delivery models. To best meet the needs of the Amador County Unified School District, changes to the delivery model for certain

services are recommended for the 2018-19 school year. Dr. Slavensky provided additional information regarding the positions and the intent to reassign certain positions allowing for the restoration of a position through alternative funding. Board Clerk Thompson motioned to approve item 14.8 and Board President Ross seconded the motion. **The motion passed 5-0 with no advisory votes in favor of the motion.**

15.0 **REPORTS**

15.1 **Food Services Department Update (Mr. Critchfield/Mr. Pingree)**

Mr. Pingree, Director of Food Services, provided a report about the current work and progress of the Food Services Department, including the healthy “scratch” cooking, Second Chance Breakfast, and the new federally funded Seamless Summer Lunch Program which will provide free lunches during the summer to our students.

15.2 **Report from Superintendent (Dr. Slavensky)**

Dr. Slavensky reported about her recent attendance and speaking opportunities with local service organizations including the Jackson Lion’s Club and the Jackson Rotary Club. She also shared about her recent school site visits and observations of elementary and junior high school Special Education and General Education teachers collaborating at growing levels related to best practices, use of standards-aligned core and supplemental materials, and shared professional learning opportunities.

15.3 **Amador County Recreation Agency Report (ACRA) (Board Member Oneto)**

Board Member Oneto reported that the HUB in Jackson is losing its lease which is set to expire June 30, 2018. She asked everyone to be on the lookout for a new location to lease.

15.4 **Reports and Remarks from Board Members**

Student Board Member Armstrong (Argonaut High School) reported that the ROP class is providing an organ donor booth and to please sign up and receive a T-shirt. Board Member White reported about attending the California School Boards Association (CSBA) Legislative Action Day activities. She was very impressed with the experience and shared details about full funding needed to support schools in California. President Ross reported about her recent activities including a site visit at Argonaut High School.

16.0 **FUTURE MEETING ITEMS**

16.1 Recognition –Spotlight on Schools, Jackson Elementary School

16.2 Illuminate Update

16.3 Wellness Plan

16.4 OpTerra Energy Conservation Update

16.5 Elementary Report Card Update

17.0 **NEXT MEETING**

ACUSD Regular Meeting: Wednesday, March 28, 2018, Amador County Administration Building, 810 Court St., Jackson, CA. Open Session starts at 6:30 PM.

18.0 **ADJOURNMENT**

8:41 PM

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Amador County Public Schools

District

County

DATE: March 28, 2018

AGENDA ITEM #: _____

Motion: _____

Second: _____

Vote: _____

SUBJECT:

Human Resources Consent Agenda for March 28, 2018

CURRENT PERSONNEL RECOMMENDATIONS

Coaches 2017-2018 School Year

Argonaut High

Mike Roots, Girls Basketball Junior Varsity

Amador High

Cassidy Swisher, Girls Varsity Wrestling

Geraldo Leal, Boys Varsity Soccer

Classified~New Employee

Guadalupe Lara, Bilingual Instructional Aide, 5.5 hours/11 months, Plymouth, effective February 26, 2018

Classified~Increased Hours

Mark Armstrong, Bus Driver, from 6.50 hours to 6.75 hours/11 months, Transportation, effective March 1, 2018

Travis Maciejewski, Bus Driver, from 6.25 hours to 6.50 hours/11 months, Transportation, effective March 1, 2018

Classified Confidential~ placed on 39 month rehire

Nancy Lassner, Superintendent's Secretary, 8 hours/12 months, effective May 14, 2018

Classified Administrative ~ placed on 39 month rehire

Joseph Pechette, Director of Maintenance, 8 hours/12 months, effective May 14, 2018

Classified~ Unpaid Leave

Steffani Abercrombie, Instructional Aide, Jackson Elementary, exhausted all Leaves, February 8, 2018 and February 9, 2018 full days

Kathleen Murphy, Library Clerk, Pine Grove Elementary, exhausted all Personal Leaves, March 29, 2018 full day

RECOMMENDATION:

Approve Human Resources Consent Agenda

PRESENTED BY:

David Vicari, Assistant Superintendent, Human Resources & Labor Relations

WARRANTS

<u>Warrant #</u>	<u>Description</u>	<u>District</u>	<u>Date</u>	<u>Amount</u>
60042913	ACCO ENGINEERED SYSTEMS	40	3/9/2018	835.00
60042914	ART IN ACTION	40	3/9/2018	1,750.00
60042915	AUS WEST LOCKBOX	40	3/9/2018	140.60
60042916	BOOKER COMMUNICATIONS	40	3/9/2018	340.69
60042917	CALIFORNIA WELDING SUPPLY	40	3/9/2018	20.46
60042918	CDW GOVERNMENT INC	40	3/9/2018	1,133.49
60042919	CONSOLIDATED ELECTRICAL DI	40	3/9/2018	208.72
60042920	COSTLESS FOOD CO.	40	3/9/2018	37.69
60042921	CREATIVE BUS SALES	40	3/9/2018	145.13
60042922	DELL MARKETING L P	40	3/9/2018	16.08
60042923	FERGUSON ENTERPRISES INC #	40	3/9/2018	21.16
60042924	FLORA FRESH	40	3/9/2018	554.10
60042925	FLORAL SUPPLY SYNDICATE	40	3/9/2018	147.08
60042926	FOLLETT EDUCATIONAL SERVIC	40	3/9/2018	315.28
60042927	HENRY SCHEIN INC	40	3/9/2018	46.44
60042928	IRON MOUNTAIN INC	40	3/9/2018	53.05
60042929	JACKSON PAINT SPOT	40	3/9/2018	18.26
60042930	KIMBALL MIDWEST	40	3/9/2018	365.63
60042931	LOWE'S	40	3/9/2018	555.96
60042932	MAIN STREET TECHNOLOGIES	40	3/9/2018	1,033.32
60042933	MCCARLEY CONSULTING	40	3/9/2018	160.00
60042934	MEEK'S LUMBER & HARDWARE	40	3/9/2018	51.58
60042935	NORMAC INC.	40	3/9/2018	1,301.84
60042936	S & S WORLDWIDE	40	3/9/2018	241.52
60042937	SAVE MART SUPERMARKET	40	3/9/2018	105.84
60042938	STOPIT	40	3/9/2018	1,984.50
60042939	SUPPLYWORKS	40	3/9/2018	1,024.93
60042940	DANIELSEN CO	40	3/9/2018	4,611.23
60042941	CVT-CALIFORNIA'S VALUED TR	40	3/9/2018	371,343.00
60042942	CVT-CALIFORNIA'S VALUED TR	40	3/9/2018	1,076.77
60042943	ALL SIERRA ROOF CO INC	40	3/9/2018	2,011.00
60042944	ALP- AMADOR LEDGER PRINT	40	3/9/2018	313.55
60042945	ALPINE ENVIRONMENTAL	40	3/9/2018	530.00
60042946	AMERICAN RIVER BANK/PETTY	40	3/9/2018	108.50
60042947	AUS WEST LOCKBOX	40	3/9/2018	136.72
60042948	CA.DEPT. OF FORESTRY/FIRE	40	3/9/2018	1,274.00
60042949	CCSESA	40	3/9/2018	100.00
60042950	COSTLESS FOOD CO.	40	3/9/2018	50.30
60042951	EL DORADO SAVINGS/PETTY CA	40	3/9/2018	132.82
60042952	ITS ENTERPRISES INC	40	3/9/2018	2,000.00
60042953	MEEK'S LUMBER & HARDWARE	40	3/9/2018	126.03
60042954	OFFICE DEPOT	40	3/9/2018	507.38
60042955	PERMA BOUND	40	3/9/2018	1,412.60
60042956	PETTY CASH	40	3/9/2018	10.00
60042957	PETTY CASH	40	3/9/2018	94.30

60042958	PETTY CASH	40	3/9/2018	235.81
60042959	PLTW-PROJECT LEAD THE WAY	40	3/9/2018	800.31
60042960	SCHOOL SPECIALTY INC	40	3/9/2018	99.33
60042961	SCHULZE, SCOTT	40	3/9/2018	250.00
60042962	SUSAN MARIE HULSEY	40	3/9/2018	379.32
60042963	AMADOR CO USD REVOLVING FU	40	3/9/2018	24.29
60042964	OFFICE DEPOT	40	3/9/2018	88.08
60042965	OFFICE DEPOT	40	3/9/2018	81.79
60042966	ITS ENTERPRISES INC	40	3/9/2018	12,000.00
60042967	AMADOR CO USD CLEARING ACC	40	3/9/2018	12,620.39
60042968	AUS WEST LOCKBOX	40	3/9/2018	67.64
60042969	CALIFORNIA SCHOOL	40	3/9/2018	1,750.00
60042970	CITY OF JACKSON	40	3/9/2018	30.00
60042971	ENTERPRISE FM TRUST	40	3/9/2018	2,587.51
60042972	FIT DIESEL ELECTRIC	40	3/9/2018	237.50
60042973	HUNT & SONS INC	40	3/9/2018	7,432.29
60042974	INTERQUEST DETECTION CANIN	40	3/9/2018	1,380.00
60042975	JACKSON TIRE SERVICE INC	40	3/9/2018	696.12
60042976	JB'S AWARDS	40	3/9/2018	360.45
60042977	LOWE'S	40	3/9/2018	56.30
60042978	LOZANO SMITH LLP	40	3/9/2018	5,092.26
60042979	NORCAL KENWORTH	40	3/9/2018	359.26
60042980	OFFICE CITY	40	3/9/2018	190.39
60042981	OFFICE DEPOT	40	3/9/2018	355.05
60042982	PERSEUS ASSOCIATES LLC	40	3/9/2018	1,475.00
60042983	RELIABLE TIRE	40	3/9/2018	1,250.22
60042984	SLAVENSKY, AMY	40	3/9/2018	270.00
60042985	SULLIVAN CHIROPRACTIC CENT	40	3/9/2018	285.00
60042986	ENTERPRISE FM TRUST	40	3/9/2018	13,602.40
60042987	CALIFORNIA SCHOOL	40	3/9/2018	500.00
60042988	OLD HICKORY SHEDS	40	3/9/2018	820.00
60042989	CALIFORNIA SCHOOL	40	3/9/2018	5,250.00
60042990	PACIFIC GAS & ELECTRIC CO	40	3/9/2018	655.10
60042991	ACES WASTE SERVICES INC.	40	3/9/2018	6,800.37
60042992	AT&T	40	3/9/2018	9,666.84
60042993	AT&T	40	3/9/2018	13,100.50
60042994	AT&T	40	3/9/2018	204.39
60042995	CITY OF IONE	40	3/9/2018	1,208.66
60042996	CITY OF JACKSON	40	3/9/2018	3,232.90
60042997	CITY OF PLYMOUTH	40	3/9/2018	1,104.60
60042998	PG & E	40	3/9/2018	22,161.90
60042999	WATER AGENCY	40	3/9/2018	31.47
60043000	BESSEMER, LORENA	40	3/9/2018	107.04
60043001	CHURCHILL, KELLY	40	3/9/2018	39.24
60043002	GALVEZ, HEIDI	40	3/9/2018	141.72
60043003	GASSAWAY, TROY	40	3/9/2018	162.59
60043004	MARTINEZ, LORETTA	40	3/9/2018	78.48
60043005	WAGNER JR,FRANK	40	3/9/2018	116.74
60043006	AREVALO, HEATHER	40	3/9/2018	18.53

60043007	PINGREE, MICHAEL	40	3/9/2018	80.00
60043045	A-Z BUS SALES	40	3/16/2018	829.40
60043046	ALHAMBRA	40	3/16/2018	167.78
60043047	CAPITOL CLUTCH AND BRAKE I	40	3/16/2018	398.13
60043048	CAPITOL PUBLIC FINANCE GRO	40	3/16/2018	2,125.00
60043049	CDW GOVERNMENT INC	40	3/16/2018	12,623.48
60043050	COSTLESS FOOD CO.	40	3/16/2018	27.38
60043051	CPM EDUCATION PROGRAM	40	3/16/2018	249.11
60043052	CREATIVE BUS SALES	40	3/16/2018	145.13
60043053	DEPARTMENT OF JUSTICE	40	3/16/2018	845.00
60043054	GLASS DOCTOR	40	3/16/2018	653.33
60043055	JACKSON ACE HARDWARE & GAR	40	3/16/2018	52.71
60043056	JACKSON PAINT SPOT	40	3/16/2018	39.98
60043057	KELLY-MOORE PAINT CO INC	40	3/16/2018	285.82
60043058	LOWE'S	40	3/16/2018	179.37
60043059	LUBRICATION ENGINEERS INC	40	3/16/2018	354.92
60043060	NEW VISIONS	40	3/16/2018	225.00
60043061	PERSEUS ASSOCIATES LLC	40	3/16/2018	300.00
60043062	PIONEER ACE HARDWARE	40	3/16/2018	10.62
60043063	PRICHARD SAFETY AND HEALTH	40	3/16/2018	8,000.00
60043064	RELIABLE TIRE	40	3/16/2018	3,021.84
60043065	RIEBES AUTO PARTS	40	3/16/2018	1,620.25
60043066	SCHAEFFER SPECIALIZED LUB	40	3/16/2018	522.43
60043067	SIERRA YARD SUPPLY & EQUIP	40	3/16/2018	180.00
60043068	SMARTSIGN	40	3/16/2018	405.00
60043069	SOUTHWEST SCHOOL SUPPLY IN	40	3/16/2018	1,884.87
60043070	STANDARD STATIONERY SUPPLY	40	3/16/2018	146.72
60043071	TEAMTALK NETWORKS LLC	40	3/16/2018	1,709.52
60043072	TUOLUMNE JPA	40	3/16/2018	855.00
60043073	TUOLUMNE JPA W/C	40	3/16/2018	52,197.00
60043074	ULINE	40	3/16/2018	2,222.75
60043075	APARICIO, BONNIE J.	40	3/16/2018	500.00
60043076	AUS WEST LOCKBOX	40	3/16/2018	334.14
60043077	LOWE'S	40	3/16/2018	1,097.19
60043078	MEEK'S LUMBER & HARDWARE	40	3/16/2018	192.56
60043079	OFFICE DEPOT	40	3/16/2018	541.45
60043080	ALHAMBRA	40	3/16/2018	41.34
60043081	CLOVER STORNETTA FARMS INC	40	3/16/2018	1,228.18
60043082	DANIELSEN CO	40	3/16/2018	5,781.57
60043083	TRINITY FRESH DISTRIBUTION	40	3/16/2018	2,010.46
60043084	AT&T	40	3/16/2018	27.06
60043085	AT&T	40	3/16/2018	1,061.80
60043086	AT&T	40	3/16/2018	32.66
60043087	CITY OF SUTTER CREEK	40	3/16/2018	8,722.09
60043088	KAMPS PROPANE	40	3/16/2018	1,312.79
60043089	PG & E	40	3/16/2018	16,400.33
60043090	SPURR	40	3/16/2018	23,899.25
60043091	WATER AGENCY	40	3/16/2018	436.52
60043092	AMENT,TRACY	40	3/16/2018	153.90

60043093	ANDREWS,LISA	40	3/16/2018	8.40
60043094	BIDDLE, LORRA	40	3/16/2018	44.25
60043095	BLACKLOCK, TINA	40	3/16/2018	6.70
60043096	CALIFORNIA ASSOCIATION FFA	40	3/16/2018	558.00
60043097	CMI EDUCATION INSTITUTE	40	3/16/2018	219.99
60043098	GRIFFIN, DAWN	40	3/16/2018	224.54
60043099	HANSON, MICHELLE	40	3/16/2018	118.16
60043100	HUNKINS, KELLY	40	3/16/2018	918.94
60043101	LASSNER, NANCY	40	3/16/2018	27.80
60043102	ROSS,SUSAN	40	3/16/2018	94.50
60043103	SACRAMENTO CO OFFICE OF ED	40	3/16/2018	900.00
60043104	MARTINEZ, LORETTA	40	3/16/2018	51.23
60043105	AIM	40	3/16/2018	565.00
60043106	ALHAMBRA	40	3/16/2018	198.82
60043107	AMERICAN RIVER BANK/PETTY	40	3/16/2018	35.72
60043108	AMERICAN RIVER BANK/PETTY	40	3/16/2018	76.33
60043109	AUS WEST LOCKBOX	40	3/16/2018	24.16
60043110	CALIFORNIA WELDING SUPPLY	40	3/16/2018	18.48
60043111	DE LAGE LANDEN	40	3/16/2018	3,521.25
60043112	MOTHER LODE DELI AND CATER	40	3/16/2018	35.80
60043113	PETTY CASH	40	3/16/2018	49.05
60043114	PETTY CASH	40	3/16/2018	286.17
60043115	SAVE MART SUPERMARKET	40	3/16/2018	716.66
60043116	UPS	40	3/16/2018	100.00
60043117	CLOVER STORNETTA FARMS INC	40	3/16/2018	3,040.80
				<u>527,690.58</u>

If there are any questions regarding any of the payments, please contact
Jared Critchfield @ 257-5375 or Nancy Kohlman @ 257-5333

OVERNIGHT FIELD TRIP REQUEST FORM

For the Board Meeting Dated: March 28, 2018

School: Pine Grove STEM Elementary Date of Request: 3/19/18

Departure Date: Mon. May 14th Return Date: Thrs. May 17th

Departure Time: 7:00 am Return Time: 5:00 pm

Destination of Trip (Location and City): Westminster Woods
650 Bohemian Hwy Occidental, CA 95465

Purpose of Trip: Outdoor Education

Name of Sponsoring Organization: Westminster Woods

Source(s) of Funds for Trip: Student + body

Name of Fieldtrip Director/Instructor: Laurie Braun + Tim Keys - teachers

Number of Students: 48 Grade Level: 6th

Number of Chaperones: 8 adults + 2 teachers

Names of Chaperones: Jenn Wylie, Molly Colby, Denise Fabroni, Eric Peterson
Nathan Lawton, David Vitale, Steve Cannon, + Anthony Hanks - all parents

Mode of Travel (circle one): School Bus Charter Bus Van Plane Train
Private Vehicle (Insurance on file: Yes No)

Volunteer Driver Form Completed (required): yes yet to be filed

Name and Address of Overnight Accommodations: Westminster Woods
650 Bohemian Hwy Occidental, CA

Instructor's Signature: Laurie Braun Date: 3/19/18

Site Administrator: Amanda Wyle Date: 3/19/18

* NOTE: This form needs to be submitted to the Superintendent's Office at least 1 week prior to the scheduled Board meeting before the planned trip.

Amador County Public Schools

X District

County

DATE: March 28, 2018

AGENDA ITEM #: 14.1

Motion: _____
Second: _____
Vote: _____

SUBJECT:

Resolution 2017/2018-27 Full and Fair Funding of California’s Public Schools

BACKGROUND INFORMATION:

Currently, California ranks 41st in per-pupil funding, 45th in the percentage of revenue devoted to public schools, and last or nearly last in almost every measure of school staffing, such as student-teacher ratio or the number of counselors, students, librarians or nurses per student.

Substantial research points to a positive relationship between education funding and improved student outcomes, particularly for economically disadvantaged students. As the Full and Fair Funding resolution states, “in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success.”

California has the world’s sixth largest economy and the highest gross domestic product (GDP) of any state, yet spends significantly less per-pupil than most other states. This wasn’t always the case, and the Full and Fair Funding resolution urges the Legislature to reprioritize education. In 1970, California funded schools at \$400 per student above the national average — roughly \$2,600 in today’s money. Today, California funds schools at nearly \$2,000 per student below the national average and nearly \$7,000 per student below the average of the top 10 states.

Recent efforts to address the funding issue, like the Local Control Funding Formula (LCFF), simply restored funding to the pre-recession levels of 2007, doing little to close the funding gap between California and other states.

FISCAL IMPLICATION:

N/A

RECOMMENDATION:

In order to better serve students, rectify years of underinvestment in California public schools and build a brighter future for this state, Superintendent Slavensky recommends the Board approve this resolution for Full and Fair funding of California public schools.

PRESENTED BY:

David Vicari, Assistant Superintendent, Human Resources & Labor Relations

WHEREAS, in *Robles-Wong v. State of California*, a group of plaintiffs led by CSBA argued that California’s school funding system violated Article IX of the State Constitution by denying all students access to an education that prepares them for economic security and full participation in our democratic institutions; and

WHEREAS, the California Supreme Court declined to hear the case by a 4-3 margin, prompting Justice Goodwin H. Liu to write: “It is regrettable that this court, having recognized education as a fundamental right in a landmark decision 45 years ago [Serrano v. Priest (1971) 5 Cal.3d 584], should now decline to address the substantive meaning of the right.”; and

WHEREAS, in order to prepare our students for participation in a democratic society and an increasingly competitive, technology-driven global economy, California must fund schools at a level sufficient to support student success; and

WHEREAS, despite its vast wealth, California has consistently underfunded public education while widening its scope, adding new requirements and raising standards without providing appropriate resources to prepare all students for college, career and civic life; and

WHEREAS, if California is to close opportunity and achievement gaps and create a public school system that offers consistently high levels of education, the State must provide schools with the resources to meet the needs of their specific populations;

NOW, THEREFORE BE IT RESOLVED, that the governing board of the Amador County Unified School District urges the State Legislature to fund California public schools at the national average or higher by the year 2020, and at a level that is equal to or above average of the top 10 states nationally by 2025 and to maintain, at a minimum, this level of funding until otherwise decreed.

The foregoing Resolution was adopted at a regularly called meeting of the Governing Board of the Amador County Unified School District on the March 28, 2018, by the following vote:

AYES:
NOES:
ABSENT:

Susan Ross, President of Board of Trustees
Amador County Unified School District
Amador County, California

I, Kandi Thompson, Clerk of the Board of Trustees of the Amador County Unified School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees during its meeting held on March 28, 2018.

Kandi Thompson, Clerk of Board of Trustees
Amador County Unified School District
Amador County, California

Amador County Public Schools

District

County

DATE: March 28, 2018

AGENDA ITEM #: 14.2

Motion: _____

Second: _____

Vote: _____

SUBJECT:
New Job Descriptions

BACKGROUND INFORMATION:

While state revenues have improved the overall fiscal outlook of the district, California still ranks 41st in per pupil funding in the nation. Although recent state level efforts to address the funding problem have been made (i.e., the Local Control Funding Formula), spiking State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS) costs continue to outpace revenues. Therefore, the funding gap remains. As a result, school and district leaders are continually evaluating allocation of resources and program delivery models in order to best meet the needs of students.

In order to align district programs and services with available funding, certain kinds of services rendered by confidential and administrative employees have been restructured for the 2018-19 school year. To achieve this restructuring and cost savings effort, the following job descriptions are submitted for Board approval:

- Communications and Executive Operations Specialist
- Junior High Instructional Administrator
- Director of Maintenance, Operations, and Transportation

FISCAL IMPLICATION:

There will be an overall cost savings to the general fund through the consolidation of two director positions and by funding some positions with funds other than general funds.

RECOMMENDATION:

Superintendent Slavensky recommends approval.

PRESENTED BY:

Dave Vicari, Assistant Superintendent, Human Resources

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
JUNIOR HIGH INSTRUCTIONAL ADMINISTRATOR

JOB DESCRIPTION:

The Junior High Instructional Administrator functions as a co-administrator focused on teaching and learning support to close achievement gaps and address students' social-emotional and behavioral concerns, working collaboratively with the principal of a junior high Title I school.

REPORTS TO:

School Principal

SUPERVISION OVER:

Certificated, classified and volunteer personnel as assigned by the school principal.

MAJOR RESPONSIBILITIES: (Responsibilities will include, but not be limited to :)

1. Assists the principal in the overall administration of the school related to the school's curriculum, programs, personnel, students, and school safety.
2. Provides leadership and guidance to develop, implement, monitor, revise and secure approval of the school's Single Plan for Student Achievement (SPSA) in conjunction with the School Site Council.
3. Implements and monitors school improvement and intervention programs including before, during, and after school and extended year programs.
4. Collaborates with the leadership team, department chairs, and other staff, to ensure effective instruction, appropriate interventions and supports needed to increase the academic achievement, social-emotional wellness, and behavioral success of all students of each demographic subgroup.
5. In collaboration with the principal and Student Study Team, assesses and defines problems students may be experiencing (e.g., academic, attendance, family interactions, social-emotional, behavioral, and/or school/community relations) which interfere with the student's ability and potential to learn; recommends appropriate supports to address identified problems.
6. Makes regular classroom visits to observe instruction and determine the extent to which instructional methods and materials are being used effectively and to coach teachers.
7. Provides professional development to staff for continuous school improvement.
8. Develops communication networks that enable school personnel, parents and community leaders to be knowledgeable about academic support programs.
9. Collaborates with other staff and parents in facilitating program advisory committee meetings and in participating on ad hoc committees and task forces as required to assure proper representation and program effectiveness.
10. Assists in the school's plan and implementation of effective student, parent, and community engagement activities.
11. Assists in the selection, employment, coaching, feedback and communication with certificated and classified personnel in the school including employment interviews, classroom visits, professional development, student teachers and teacher observation plans.
12. Analyzes data and develops and implements plans for instructional improvement growing out of program assessment.
13. Collects, organizes, and compiles information necessary for project reports, intervention activities, and program performance evaluations.
14. Evaluates the effectiveness of the school's programs and strategies. Provides findings and suggest changes/modifications to improve existing programs.

**AMADOR COUNTY UNIFIED SCHOOL DISTRICT
JUNIOR HIGH INSTRUCTIONAL ADMINISTRATOR**

15. Other duties as assigned as related to supplemental programs designed to improve student achievement.

QUALIFICATIONS AND REQUIREMENTS:

Training, Education and Experience: Bachelor's degree and three years of successful full-time teaching, and experience in staff training and leadership roles. California Teaching Credential, or other relevant Credential; Administrative Services Credential, or must show proof of a Certificate of Eligibility (Administrative Services) upon appointment to the position.

Knowledge and Skills: Operate a computer and other office equipment as assigned; interpersonal skills using tact, patience, and courtesy; public speaking and group facilitation and oral and written communication skills.

Physical Characteristics (consideration will be given to reasonable accommodation): *Sufficient vision to read printed material; *Sufficient hearing to conduct in person and telephone conversations; *Sufficient physical mobility to move about the campus and drive a car; *Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; *Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

*With or without the use of aids.

Other Characteristics: Possession of valid California driver's license; willing to work irregular hours/days including evenings, weekends and holidays, and on-call for emergencies; willing to travel locally; willing to work at any school location and as assigned.

WORK DAYS AND PAY RANGE

197 days; Salary Level II on the Administrative Salary Schedule.

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION

JOB DESCRIPTION:

The Director of Maintenance, Operations and Transportation shall manage, direct, supervise and coordinate the activities and operations of ACUSD/ACOE's transportation, maintenance and facilities programs. The Director shall work to establish adequate procedures and controls for the efficient, safe, and fiscally sound maintenance, upkeep and refurbishing of District buildings and grounds as well as the transportation of students. The Director of M.O.T. supervises the Transportation Supervisor, Lead Maintenance/Grounds and Maintenance Staff.

REPORTS TO:

The Director of Maintenance, Operations and Transportation reports directly to the Assistant Superintendent of Business Services. The Assistant Superintendent is responsible for working with the Director to establish evaluation standards and growth objectives for the Director and his/her departments.

MAJOR RESPONSIBILITIES:

Maintenance and Operations

- Supervises the maintenance and upkeep of all buildings and grounds.
- Plans and supervises the painting, carpentry, plumbing and electrical work necessary for maintenance.
- Plans, directs and supervises necessary in-service training of maintenance and custodial personnel.
- Responsible for the development and implementation of a preventive maintenance program.
- Directs and coordinates District facilities management, including maintenance and operations, shipping and receiving, modernization and construction.
- Monitors the departmental budget for the maintenance, grounds and custodial units.
- Supervises the disposal of all surplus equipment and supplies for the District and is responsible for the disposal of hazardous waste and toxic materials.
- Supervises and directs all grounds and landscaping work and is conversant with modern methods of grounds keeping including the proper mixing and application of herbicides and pesticides.
- Responsible for providing an inventory control/records program for maintenance and operations.
- Inspect buildings and grounds for fire, sanitary and safety hazards and prepares evaluation reports as necessary.
- Acts as District Safety Program Risk Manager.
- Provides technical information on maintenance and operations and studies/evaluates methods and procedures used in performing maintenance and operation duties.

Transportation

- Is responsible for the operation of the District pupil transportation program, including supervision of the Transportation Supervisor, school bus drivers/utility workers, van drivers/utility workers, school bus driver instructors, mechanics and clerical personnel.
- Ensures the timely preparation of routes and schedules for school bus operation in a manner as to ensure maximum safety and cost effectiveness.
- Monitors the transportation department budget.

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION

- Ensures a comprehensive training program is developed, maintained and carried out for department staff, including the training of bus and van drivers.
- Approves routes and schedules for all transportation services, responsible for service changes (i.e. notifies staff and media in event of schedule change due to weather), requests and exemptions; modifies schedules to support special programs, activities and changes in school calendars and reviews all schedules to guarantee compliance with existing policies while providing opportunities for economies and consolidation.
- Ensures that safe riding practices are followed, is responsible for the District pupil management program for school buses and students which includes the conducting of the annual school bus evacuation program.
- Assists in the selection of department personnel, is responsible for evaluating M.O.T. department employees.
- Ensures that all school buses are compliant with the annual CHP Bus Safety Inspections.

QUALIFICATIONS AND REQUIREMENTS:

Training and/or education

- Any combination equivalent to: bachelor's degree in business administration, public administration, or related field, and four years of increasingly responsible experience related to the maintenance of buildings, facilities and transportation.

Licenses and Other Requirements

- Valid California Driver's License

Knowledge and Abilities:

Knowledge of:

- Planning, organization, and direction of broad scale maintenance, operations and transportation functions.
- Methods, materials and equipment used in the building maintenance trades including HVAC, plumbing, carpentry, painting, glazing, and locksmithing.
- Building construction practices and laws governing the construction, maintenance, and repair of schools and public buildings.
- Appropriate safety precautions and procedures.
- Operation of a computer terminal.
- Health and safety regulations.
- Applicable state, county, and city laws, codes, and regulations related to fire, safety, maintenance and transportation operations.
- District organization, operations, policies, and objectives.
- Oral and written communication skills.

Ability to:

- Plan, organize, and administer maintenance, operations and transportation programs for a school district.
- Plan, organize, schedule, assign, and review maintenance, operations and transportation work and projects.
- Train, supervise, and evaluate personnel.
- Prioritize and schedule work.
- Read, interpret, and work from construction drawings and blueprints.

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION

- Communicate effectively both orally and in writing.
- Maintain detailed records, and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.

Working Conditions:

Environment:

- Indoor and outdoor work environment; driving a vehicle to conduct work.

Physical Abilities:

Hearing and speaking to exchange information, walking to conduct inspections, bending at the waist, and sitting or standing for extended periods of time.

WORK DAYS AND PAY RANGE:

Salary Level V on the Classified Management Salary Schedule. The work year for the Director of Maintenance is 260 days; 12 months; 25 vacation days and 13 Holidays

Qualifications:

1. Minimum of one year of supervisory experience with the ability to effectively deal with a wide variety of personalities and situations requiring diplomacy, poise and firmness.
2. Valid California Class A or Class B operator's license and Bus Driver's Certificate. (Desired)
3. Knowledge of Transportation scheduling, practices, laws and regulations.
4. Valid first aid card or certificate of completion of California Highway Patrol First Aid Examination.
5. Knowledge of provisions of the California Motor Vehicle Code Passenger Transportation Safety Handbook.
6. Passage of physical examination requirements as required by the district. **
7. Knowledge of California Administrative Code, Public Contract Code, Education Code and other related codes of regulations as may be required in application to construction, maintenance, and/or modification and renovation of school buildings.
8. Safety requirements for maintenance and operation of school buildings grounds and equipment.
9. Knowledge of methods, materials and equipment used in the maintenance, repair, and renovation of school building and grounds.
10. High school graduate or equivalent.

**** Physical Requirements**

1. Employee lifts/carries 85 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 50 pounds frequently (34-66% of the time).
3. Employee lifts/carries 25 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 94 pounds on objects.
5. Employee's position requires pulling a maximum force of 94 pounds on objects. Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend. Other Conditions: Incumbents may be required to work with harsh or toxic substances; Incumbents may be required to work around foul odors; Incumbents may be required to wear protective apparel including goggles and/or face protectors.

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
COMMUNICATIONS AND EXECUTIVE OPERATIONS SPECIALIST

JOB DESCRIPTION:

Under the direction of the Superintendent, performs a variety of specialized duties in the research, preparation, composition, design, editing and distribution of a variety of materials in print and/or electronic format; assists schools and departments in implementing effective communication plans; facilitates communication between the Superintendent, Board members, staff and community; and performs a variety of executive operational functions.

REPORTS TO:

ACUSD Superintendent of Schools

MAJOR RESPONSIBILITIES:

- Leads and contributes to the development of comprehensive communication plans.
- Provides excellent customer service to all stakeholders, responding to phone calls, e-mails, letters, and other communications in a professional and timely manner.
- Participates in the coordination and implementation of public, employee and media relations strategies at the district level or for a school/program.
- Serves as a resource to administrators and staff, providing information related to strategic communications and public relations, including the dissemination of confidential and nonconfidential information.
- Provides assistance to district staff and others concerning the writing, editing, composition, layout and production of publications as needed.
- Assists staff in responding to media inquiries by determining appropriate resources for responses; and arranges and coordinates media interviews as instructed.
- Researches, prepares, composes, designs, edits and distributes a variety of materials including, but not limited to press releases, promotional materials, newsletters, handbooks, manuals, correspondence, brochures, advertisements, presentations, posters, camera ready artwork, guides, directories and web-based documents in support of established communication goals.
- Conducts interviews and photographs students, teachers, administrators, staff and the public; attends, photographs and reports on District events and activities as assigned.
- Assists with the coordination and production of videos of district events, programs and staff.
- Supports emergency communication efforts and media management during a crisis situation.
- Plans and organizes special events and activities to enhance public relations; coordinates major district events as assigned.
- Explains related graphics, templates, logos, photography, standards, principles, techniques practices and procedures.
- Assists the Technology Department in providing support to schools and departments in the development, implementation and maintenance of websites; reviews websites for conformity to district standards and initiates steps to bring websites into compliance as necessary.

AMADOR COUNTY UNIFIED SCHOOL DISTRICT COMMUNICATIONS AND EXECUTIVE OPERATIONS SPECIALIST

- Serves as executive operations specialist to the Superintendent performing a variety of duties including the facilitation of communication between the Superintendent and stakeholders, scheduling, and maintaining calendars that support the work of the Superintendent and the Board of Trustees.
- Facilitates the preparation of Board of Trustees meetings including drafting agendas, compiling materials from Cabinet members, word processing, editing, and distributing the agenda packet, scheduling use of the Board room, arranging for speakers and guests, and supporting the meeting through attendance and taking minutes.
- Assists in the planning and facilitation of ongoing Board Policy Manual review and revision.
- Develops and maintains professional relationships with news media, business representatives, community members, and district staff.
- Conducts other executive operational functions such as making travel arrangements, preparing periodic reports, and monitoring the Superintendent's Office budget.
- Performs related work as required.

QUALIFICATIONS AND REQUIREMENTS:

Any combination of education/experience equivalent to a Bachelor's degree with major course work in communication, public relations, marketing, graphic design and/or a related field and previous experience in customer service, journalism, public relations and/or another communications related field. Experience with electronic media and web applications required.

Licenses and Certifications:

Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license.

Knowledge, Skills, and/or Capacity to Learn:

- Public relations and communications practices, procedures, and code of ethics
- Social media applications
- All facets of the production process of a periodical or newsletter
- Public speaking techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures and equipment
- Graphic design principles, techniques, and related software
- Accessibility issues as they relate to communication tools and platforms
- Laws and regulations impacting communication tools and strategies
- How to utilize photographic equipment to take pictures
- Copyright laws

Ability to:

- Plan and organize special events and activities to enhance public relations
- Analyze situations accurately and take effective course of action
- Handle multiple tasks, work under pressure and work with priorities/deadlines subject to frequent change
- Prepare a variety of publications and materials

**AMADOR COUNTY UNIFIED SCHOOL DISTRICT
COMMUNICATIONS AND EXECUTIVE OPERATIONS SPECIALIST**

- Conceptualize project objectives and effectively utilize information and knowledge to create the optimum impact
- Compose media stories, publications, letters, memorandums, or other documents that provide accurate and effective information regarding the topic or subject
- Organize and edit rough draft copy according to accepted rules of style and syntax
- Use good judgment and have a strong sense of ethics
- Operate a computer, peripheral equipment and assigned software used in graphic layout and production
- Establish and maintain records and reports, and maintain confidentiality of privileged information obtained in the course of work
- Communicate effectively both verbally and in writing
- Work effectively with all levels of district staff, parents, and the community
- Plan and organize work, adhere to schedules, and meet timelines
- Work independently, accurately and efficiently with little direction
- Complete work with many interruptions
- Maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor setting in an office environment
- Outdoor environment
- Drive a vehicle to conduct work
- Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).
- Inspect documents and other written materials with fine print
- Sufficient color vision to distinguish various shades of color
- Sufficient dexterity to perform manual manipulation and utilize photographic and other equipment
- Mental acuity to determine size and arrangement of illustrative material, style and/or type sizes
- Communicate to exchange information in person, in small groups, and/or on the telephone

Other Characteristics:

Willingness and ability to work evenings. This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

WORK DAYS AND PAY RANGE

260 days (12 months, with 25 vacation days and 13 holidays)
Confidential Salary Level: Range 38