



San Ramon Valley Unified School District
699 Old Orchard Drive, Danville
925-552-2933 * www.srvusd.net



BOARD OF EDUCATION MEETING AGENDA
October 8, 2019

5:30PM Closed Session

Greg Marvel, Vice-President
Mark Jewett, Clerk

Rachel Hurd, President

7:00PM Open Session

Susanna Ordway, Member
Ken Mintz, Member

Welcome to the San Ramon Valley Unified School District Board of Education meeting. Your interest in our schools is greatly appreciated.

Closed Session: Closed session meetings are not open to the public. By law, matters dealing with students and district employees are reserved for closed session to provide confidentiality. Other closed session topics can include litigation, property negotiations, and collective bargaining issues with employee associations. Members of the public are given the opportunity to speak regarding closed session items prior to the closed session.

Open Session: Meetings of the Board of Education are held for board members to conduct the district's business in public. During board meetings, board members have opportunities to recognize individuals for exemplary accomplishments, to review reports from staff, employee groups, and partnership organizations, to discuss district policies and goals, and to act on items that need formal approval. Open session is audio and video recorded.

Individuals who wish to speak before the Board of Education are asked to submit a speaker card to the Board Secretary indicating the item that you wish to address. The Board President will call you forward when the item is introduced. If you are not speaking on a particular agenda item, the Board President will recognize you under non-agenda Public Comment. All comments must be limited to three minutes. By law, board members can only discuss items that are actually on the agenda. For this reason, board members do not engage in dialogue with individuals speaking during the non-agenda public comment section of the meeting. For individuals who wish to speak with board members in depth about an issue, contacting board members on an individual basis is recommended, although individual board members have no legal authority to make decisions without consideration by the whole board.

Action items are considered and voted on individually by the board. **Consent items** are considered routine in nature and are approved by combining them into a single vote. A member of the Board of Education or a member of the public may request that a consent item be removed from the consent agenda and voted on separately.

Copies of board agenda backup and other informational materials provided to members of the Board of Education are available for review in the Office of the Superintendent beginning at 4:00 PM on the last working day of the week preceding each meeting of the Board of Education. For disability related modification or accommodation, please contact the Office of the Superintendent at 552-2933 during business hours.

*In compliance with Brown Act regulations, this agenda was posted 72 hours before the noted meeting.
Cindy Fischer, Executive Assistant*



CLOSED SESSION
Superintendent's Conference Room
October 8, 2019
5:30PM

- 1.0 Call to Order**
- 2.0 Attendance**
- 3.0 Acceptance of Closed Session Agenda and Public Comment**

Adjournment to Closed Session

- 4.0 Closed Session Agenda**
 - 4.1 Conference with Labor Negotiator – Agency Keith Rogenski**
Assistant Superintendent Human Resources
 - 4.2 Consideration of Student Records Challenge**
(Education Code Section 49070)
 - 4.3 Conference with Legal Counsel – Existing Litigation**
(Subdivision (a) of Government Code Section 54956.9)
 - a) SRVUSD vs CAL STRS – 34-2019-8000317
 - 4.4 Public Employee Appointment**
(Government Code Section 54957)
 - a) Assistant Director, Assessment, Research & Evaluation

Adjournment



**OPEN SESSION
Board Rooms
October 8, 2019
7:00 PM**

Please Note: All Public Comment is Limited to Three (3) Minutes

5.0 Pledge of Allegiance/Attendance

6.0 Report of Actions Taken in Closed Session

7.0 Acceptance of Minutes

- 7.1 Minutes of September 17, 2019 **Action**
- 7.2 Minutes of September 23, 2019 **Action**

8.0 Agenda Approval and Consent Action

- 8.1 Acceptance of Open Session Agenda **Action**
- 8.2 Approval of Consent Agenda **Action**

9.0 Reports to the Board

- 9.1 Student Board Member Report – Dougherty Valley High School **Oral**
- 9.2 School Administrator Week – October 14-18 **Oral**
- 9.3 Digital Citizenship Week – October 14-18 **Oral**
- 9.4 Educational Management Solutions (EMS) Classification and Compensation Study **Oral**
- 9.5 Public Comment for Non-Agenda Items (Comments Limited to Three Minutes) **Oral**
- 9.6 Association Presidents’ Comments **Oral**

10.0 Action Items/Public Hearings

- 10.1 Consideration of Approval of a Member of the San Ramon Valley Board of Education to Serve on the Delegate Assembly for the California School Boards Association **Enclosure Action** (Schmitt)
- 10.2 Public Hearing for Sufficiency of Pupil Textbook and Instructional Materials, Grades K-12 **Enclosure** (Taylor)
- 10.3 Consideration of Adoption of Resolution No. 27/19-20, Statement of Assurance for 2019-20 Sufficiency of Pupil Textbook and Instructional Materials Grades K-12 **Enclosure Action** (Taylor)

10.4	Public Hearing for the Initial Proposal for Labor Negotiations from San Ramon Valley Unified School District to San Ramon Valley Education Association (SRVEA) for a Successor Contract	Enclosure (Rogenski)
10.5	Consideration of Acceptance of the Initial Proposal for Labor Negotiations from San Ramon Valley Unified School District to San Ramon Valley Education Association (SRVEA) for a Successor Contract	Enclosure Action (Rogenski)
10.6	Public Hearing for the Initial Proposal for Labor Negotiations from San Ramon Valley Education Association (SRVEA) to San Ramon Valley Unified School District for Article XX: Salary	Enclosure (Rogenski)
10.7	Consideration of Acceptance of the Initial Proposal for Labor Negotiations from San Ramon Valley Education Association (SRVEA) to San Ramon Valley Unified School District for Article XX: Salary	Enclosure Action (Rogenski)
11.0	Consent Items	
11.1	Consideration of Approval of Certificated Personnel Changes	Enclosure Consent
11.2	Consideration of Approval of Classified Personnel Changes	Enclosure Consent
11.3	Consideration of Approval of Contracts/Purchases Over \$50,000	Enclosure Consent
11.4	Ratification of Facilities and Operations Contract	Enclosure Consent
11.5	Ratification of Warrants	Enclosure Consent
11.6	Declaration of Surplus Property	Enclosure Consent
11.7	Consideration of Approval of New Members to SRVUSD Special Education Local Plan Area's (SELPA's) Community Advisory Committee (CAC)	Enclosure Consent
11.8	Consideration of Approval of Out-of-State School Trip for California High School Theater Arts Students to the Theater Learning Program in New York, New York – April 2-6, 2020	Enclosure Consent
11.9	Consideration of Adoption of Resolution #26/19-20, Notice of Completion for AAA Fence Company, Inc. for Fencing and Gating Improvements at Alamo Elementary School, Montair Elementary School, Tassajara Hills Elementary School, Twin Creeks Elementary School and Iron Horse Middle School	Enclosure Consent
11.10	Consideration of Approval of Resolution #28/19-20, Notice of Completion for Shade Structures, Inc., (dba USA Shade & Fabric Structures) for the Shade Structures at Dougherty Valley High School CTE Classroom	Enclosure Consent

- | | | |
|-------|---|-----------------------------|
| 11.11 | Consideration of Approval of Resolution #29/19-20, Notice of Completion for RT & Associates (dba Escon Builders) for the Installation of Shade Structures at Dougherty Valley High School CTE Classroom | Enclosure
Consent |
| 11.12 | Consideration of Approval of the Williams Uniform Complaint Quarterly Report | Enclosure
Consent |
| 11.13 | Consideration of Approval of Revisions to Job Descriptions as a Result of the 2018-19 Classified Reclassification Process | Enclosure
Consent |
| 11.14 | Consideration of Approval of Revised Resolution No. 25/19-20, Establishment of the 2018-19 and 2019-20 GANN Appropriation Limits and Forms A & ECMOE | Enclosure
Consent |
| 11.15 | Preview of Textbook | Enclosure
Consent |

12.0 Administrative Matters

- 12.1 Board Members' Reports
- 12.2 Superintendent's Report

Adjournment

BOARD OF EDUCATION MEETING
September 17, 2019
MINUTES

The audio and video from this meeting can be found on the District website at www.srvusd.net.
The audio timestamp associated with the agenda item is noted under the title

- 1.0 Call to Order** The Board of Education held its regular meeting at the Education Center. The meeting was called to order at 6:00PM in the Board Rooms.
- 2.0 Attendance** Board Members Present: Board President Rachel Hurd, Board Vice President Greg Marvel, Board Member Ken Mintz. Board Member Susanna Ordway participated by phone and Board Clerk Mark Jewett was absent.
- Administrators Present: Superintendent Rick Schmitt, Deputy Superintendent Toni Taylor, Assistant Superintendent Keith Rogenski, Chief Business Officer Greg Medici, Executive Directors Melanie Jones and Danny Hillman. Attorney Tami Culker from Dannis Woliver and Kelly via phone and Recording Secretary Cindy Fischer.
- 3.0 Acceptance of Closed Session Agenda and Public Comment** The closed session agenda was accepted and opened for public comment.
- 4.0 Closed Session** See Item 6.0 for action taken.
- 5.0 Open Session** The closed session was adjourned at 7:04PM.
- Pledge of Allegiance/Attendance** Board President Rachel Hurd reconvened the meeting in open session at 7:06PM.
- Board Members Present: Board President Rachel Hurd, Board Vice President Greg Marvel, Board Member Ken Mintz. Board Clerk Mark Jewett and Board Member Susanna Ordway were absent.
- Administrators Present: Superintendent Rick Schmitt, Deputy Superintendent Toni Taylor, Assistant Superintendents Keith Rogenski and Gary Black and Chief Business Officer Greg Medici.
- Others Present: Executive Directors Melanie Jones, Danny Hillman, Jon Campopiano and MaryAnn Frates, Director Elizabeth Graswich, Math Coordinator Gregory Duran, Recording Secretary Cindy Fischer and 125 visitors attended.
- 6.0 Report of Action Taken in Closed Session** None
- 7.0 Acceptance of Minutes** On a motion by Ken Mintz seconded by Greg Marvel, the August 27, 2019 minutes were approved. (3/0) Absent: Jewett/Ordway
- 8.0 Agenda Approval and Consent Action**
- 8.1 Acceptance of Open Session Agenda** On a motion by Ken Mintz seconded by Greg Marvel, the open session agenda was approved. (3/0) Absent: Jewett/Ordway
- 8.2 Approval of Consent Agenda** On a motion by Greg Marvel seconded by Ken Mintz, the consent agenda was approved. (3/0) Absent: Jewett/Ordway. Board Member Mintz recused himself on items 11.5 and 11.6 regarding ongoing business with AT&T or other telecommunication providers.

- 9.0 Reports to Board**
- 9.1 Student Board Member Report – San Ramon Valley High School (0.01)** Olivia Lee, student Board member shared highlights at San Ramon Valley High School
- 9.2 Presentation – Stone Valley Middle School (1.50)** Principal Justin White shared information on Stone Valley Middle School noting their newly renovated campus, reviewed CAASPP data and social & emotional learning and goals
- 9.3 Dyslexia Awareness Month – October (18.20)** Deputy Superintendent Taylor
Public Comment: Kristie Stifter and Tara Sembrat
- 9.4 National Bullying Prevention Month – October (30.00)** Deputy Superintendent Taylor
- 9.5 Public Comment for Non-Agenda Items (31.001)** Helen
Jamilah Lucas
- 9.6 Association Presidents’ Comments** No comments
- 10.0 Action Items/Public Hearings**
- 10.1 Consideration of Acceptance of the 2018-19 Annual Financial Report – Unaudited Actuals (39.00)** Chief Business Officer Medici shared his report.
On a motion by Ken Mintz seconded by Greg Marvel, the Board accepted the 2018-19 annual financial report – unaudited actuals. (3/0) Absent: Jewett/Ordway
- 10.2 Public Hearing for the Initial Proposal for Labor Negotiations from San Ramon Valley Education Association (SRVEA) to San Ramon Valley Unified School District for a Successor Contract (56.33)** Board President Hurd opened the public hearing
No comments were made
Board President Hurd closed the public hearing
- 10.3 Consideration of Acceptance of the Initial Proposal for Labor Negotiations from San Ramon Valley Education Association (SRVEA) to San Ramon Valley Unified School District for a Successor Contract (57.08)** On a motion by Greg Marvel seconded by Ken Mintz, the Board accepted the initial proposal for labor negotiations from San Ramon Valley Education Association (SRVEA) to San Ramon Valley Unified School District for a Successor Contract. (3/0) Absent: Jewett/Ordway
Public Comment:
Ann Katzburg
Laura Finco
- 11.0 Consent Items**
- 11.1 Consideration of Approval of Certificated Personnel Changes
- 11.2 Consideration of Approval of Classified Personnel Changes
- 11.3 Consideration of Approval of Contracts/Purchases over \$50,000
- 11.4 Ratification of Facilities and Operations Contract
- 11.5 Ratification of Warrants

- 11.6 Ratification of Purchase Orders
- 11.7 Declaration of Surplus Property
- 11.8 Consideration of Approval of Resolution #25/19-20, Establishment of the 2018-19 and 2019-20 GANN Appropriation Limits
- 11.9 Consideration of Approval of Out-of-State School Trip for Monte Vista High School Speech and Debate Students to the Glenbrooks National Speech and Debate Tournament in Chicago, Illinois - November 21-25, 2019
- 11.10 Consideration of Adoption of Resolution #24/19-20, Notice of Completion for DRT Grading and Paving, Inc., for the Seal Coating and Localized Pavement Repair at Various Sites
- 11.11 Consideration of Approval of Revisions to the Measure D Master Program Budget
- 11.12 Consideration of Approval of Additional 2019-2020 Non-Public Agency Master Contract Expenditure

12.0 Administrative Matters

12.1 Board Member's Reports
(1.14.30)

Board members shared their reports and comments, noting attendance at the following:
Board Member Mintz
Board Vice President Marvel
Board President Hurd reminded the Board to attend the CCCSBA presentation on Improving Equity and Integration in Schools on 10/3/19 at the Contra Costa County Office of Education at 6pm.

12.2 Superintendent's Report

No report

Adjourned

Adjourned at 8:26PM.

BOARD OF EDUCATION MEETING - WORKSHOP
September 23, 2019
MINUTES

The audio and video from this meeting can be found on the District website at www.srvusd.net.
The audio timestamp associated with the agenda item is noted under the title

- 1.0 Call to Order** The Board of Education held a workshop at the Education Center. The meeting was called to order at 4:02PM in the Board Rooms.
- 2.0 Attendance** Board Members Present: Board President Rachel Hurd, Board Vice President Greg Marvel, Board Clerk Mark Jewett, Board Members Susanna Ordway and Ken Mintz.
- Administrators Present: Superintendent Rick Schmitt, Chief Business Officer Greg Medici, Executive Director Danny Hillman, Director Elizabeth Graswich, Attorney Don Field from Orrick's Public Finance Group, Attorney Harold Freeman from Lozano Smith via phone and Recording Secretary Cindy Fischer
- 3.0 Acceptance of Closed Session Agenda and Public Comment** The closed session agenda was accepted and opened for public comment.
- 4.0 Closed Session** See Item 6.0 for action taken.
- The closed session was adjourned at 5:03PM.
- 5.0 Open Session** Board President Rachel Hurd reconvened the workshop in open session at 5:05PM.
- Pledge of Allegiance/Attendance** Board Members Present: Board President Rachel Hurd, Board Vice President Greg Marvel, Board Clerk Mark Jewett, Board Members Susanna Ordway and Ken Mintz.
- Administrators Present: Superintendent Rick Schmitt, Assistant Superintendent Gary Black, and Chief Business Officer Greg Medici.
- Others Present: Executive Director Danny Hillman, Director Elizabeth Graswich, Attorney Don Field from Orrick's Public Finance Group, Recording Secretary Cindy Fischer and 2 visitors attended.
- 6.0 Report of Action Taken in Closed Session** None
- 7.0 Acceptance of Open Session** On a motion by Greg Marvel seconded by Ken Mintz, the open session agenda was approved. (5/0)
- 8.0 Board Workshop** Chief Business Office Greg Medici reviewed the current general obligation bonds and parcel tax, potential California and regional funding initiatives on the March 2020 and November 2020 ballots, local student centered "Bridge" of \$9.6 million, potential SRVUSD funding initiatives and reviewed next steps with the Board of Education.
- Following Mr. Medici's presentation the Board had a lengthy conversation on District projects and needs, polling and community education.
- Superintendent Schmitt summarized the discussion and the direction from Trustees as follows:
Board President Hurd and Board Member Mintz will sit on a committee to review potential polling questions.
Staff will begin work on polling the community on a potential future general obligation bond and parcel tax.

9.0 Public Comment for Non-Agenda Items None

Adjourned 6:27 PM

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: **October 8, 2019**

TOPIC: **CONSIDERATION OF APPROVAL OF A MEMBER OF THE SAN
RAMON VALLEY BOARD OF EDUCATION TO SERVE ON THE
DELEGATE ASSEMBLY FOR THE CALIFORNIA SCHOOL BOARDS
ASSOCIATION**

DISCUSSION:

It has recently come to the attention of the San Ramon Valley Unified School District that school districts with 30,000 to 39,999 ADA shall be provided one Delegate seat; districts with 40,000 to 99,999 ADA shall be provided with two Delegate seats; districts with 100,000 to 299,999 ADA shall be provided three Delegate seats; districts with 300,000 ADA and above shall be provided with seven Delegate seats. The governing board of a district having an ADA 30,000 or above shall appoint the Delegate(s) from that district and may participate in the regular nomination and selection of the other Delegates from that region or subregion.

RECOMMENDATION:

Appoint a SRVUSD trustee to serve on the Delegate Assembly for the California School Boards Association

BUDGET IMPLICATIONS:

None



Rick Schmitt
Superintendent

10.1

Item Number

DATE: OCTOBER 8, 2019

**TOPIC: PUBLIC HEARING FOR SUFFICIENCY OF PUPIL TEXTBOOK AND
INSTRUCTIONAL MATERIALS, GRADES K-12**

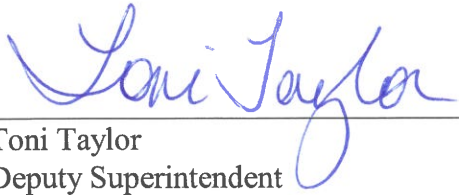
DISCUSSION: In order to comply with the requirements of Education Code Section 60119, the governing board of each district and county office of education is required to hold an annual public hearing and adopt a resolution stating the sufficiency of textbooks, instructional materials, or both in specified subjects for each pupil consistent with the content and cycles of the curriculum framework adopted by the state board.

RECOMMENDATION: A public hearing should be held at this point on the agenda.

BUDGET IMPLICATIONS: None



Debra Petish
Director of Curriculum & Instruction



Toni Taylor
Deputy Superintendent
Educational Services



Rick Schmitt
Superintendent

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, California 94526

DATE: OCTOBER 8, 2019

**TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 27/19-20
STATEMENT OF ASSURANCE FOR 2019-20 SUFFICIENCY OF PUPIL
TEXTBOOK AND INSTRUCTIONAL MATERIALS GRADES K-12**

DISCUSSION: The local governing board of the San Ramon Valley Unified School District hereby certifies that as of October 8, 2019, each pupil in the district, in kindergarten through grade twelve, has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas:

- History/Social Science
- Mathematics
- Reading/Language Arts
- Science

For students in K-8, the instructional materials were purchased from an approved standards-aligned state adoption list as required by *CCR, Title 5, Section 9531*.

For students in grades 9-12, the instructional materials were adopted by the local governing board following district review of the materials and their alignment with the state content standards as required by *CCR, Title 5, Section 9531*.

RECOMMENDATION: Approval of certification

BUDGET IMPLICATIONS: None

Certification was approved by the local governing board at a public meeting held on October 8, 2019.



Debra Petish
Director of Curriculum & Instruction



Toni Taylor
Deputy Superintendent
Educational Services



Rick Schmitt
Superintendent

10.3

Item Number

**RESOLUTION NO. 27/19-20, STATEMENT OF ASSURANCE
FOR 2019-20 SUFFICIENCY OF PUPIL TEXTBOOK AND INSTRUCTIONAL
MATERIALS, GRADES K-12**

WHEREAS, the governing board of San Ramon Valley Unified School District, in order to comply with the requirements of Education Code Section 60119 held a public hearing on October 8, 2019, at 7:00 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the school district that stated the time, place, and purpose of the hearing, and;

WHEREAS, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

FOR A FINDING OF SUFFICIENT INSTRUCTIONAL MATERIALS:

WHEREAS, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks, instructional materials, or both were provided to all students, including English learners, in the district office of education, and;

WHEREAS, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook, digital textbook, instructional materials, or some combination thereof, to use in class and to take home to complete homework assignments, and studying, and;

WHEREAS, sufficient textbooks, instructional materials, or both were provided to each student, including English learners, in mathematics, science, history-social science, and English/language arts, including the English language development component of an adopted program, consistent with the cycles and content of the curriculum frameworks, and;

WHEREAS, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

WHEREAS, sufficient laboratory science equipment was provided for science laboratory classes offered in grades 9-12, inclusive;

NOW, THEREFORE, BE IT RESOLVED, that for the 2019-20 school year, the San Ramon Valley Unified School District has provided each pupil with sufficient textbooks and instructional materials consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED by the following called vote on this 8th day of October, 2019:

AYES:

NOES:

ABSENT:

ABSTAINED:

Rick Schmitt

Secretary to the Board of Education of the San Ramon
Valley Unified School District of Contra Costa County,
State of California

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: **October 8, 2019**

TOPIC: **PUBLIC HEARING FOR THE INITIAL PROPOSAL FOR LABOR
NEGOTIATIONS FROM SAN RAMON VALLEY UNIFIED SCHOOL
DISTRICT TO SAN RAMON VALLEY EDUCATION ASSOCIATION
(SRVEA) FOR A SUCCESSOR CONTRACT**

DISCUSSION:

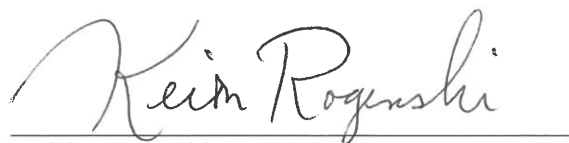
The San Ramon Valley Unified School District is presenting an initial proposal for labor negotiations at this meeting. The Educational Employment Relations Act requires a public hearing on the bargaining proposal prior to the commencement of negotiations. The public is invited to comment on the proposal at the public hearing.

RECOMMENDATION:

The Board of Education hold a public hearing at this meeting on the San Ramon Valley Unified School District initial bargaining proposal for labor negotiations with the San Ramon Valley Education Association (SRVEA) for a successor contract.

BUDGET IMPLICATIONS:

None at this time.



Keith Rogenski
Assistant Superintendent
Human Resources



Rick Schmitt
Superintendent

10.4

Item Number

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: October 8, 2019

**TOPIC: CONSIDERATION OF ACCEPTANCE OF THE INITIAL PROPOSAL
FOR LABOR NEGOTIATIONS FROM SAN RAMON VALLEY UNIFIED
SCHOOL DISTRICT TO SAN RAMON VALLEY EDUCATION
ASSOCIATION (SRVEA) FOR A SUCCESSOR CONTRACT**

DISCUSSION:

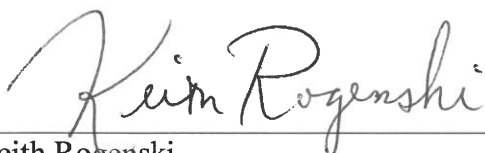
Pursuant to the Educational Employment Relations Act, initial proposals for negotiations by school districts and labor unions must be submitted at a public meeting of the governing Board. The initial proposal from the San Ramon Valley Unified School District is attached hereto. A public hearing is also provided for as a separate agenda item at this meeting, at which time the public may comment on this proposal.

RECOMMENDATION:

Accept the Initial Proposal from the San Ramon Valley Unified School District for a successor contract as presented.

BUDGET IMPLICATIONS:

None at this time.



Keith Rogenski
Assistant Superintendent
Human Resources



Rick Schmitt
Superintendent

10.5

Item Number

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
INITIAL PROPOSAL FOR SUCCESSOR CONTRACT
BETWEEN
SAN RAMON VALLEY EDUCATION ASSOCIATION
AND
SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

October 8, 2019

The San Ramon Valley Unified School District hereby submits the following initial reopener proposal for a three-year successor agreement for the period July 1, 2019 – June 30, 2022.

All terms and conditions of the current collective bargaining agreement between the San Ramon Valley Unified School District and the San Ramon Valley Education Association will remain unchanged, with the exception of agreements that are reached on the articles identified below. The San Ramon Valley Unified School District wishes to discuss and negotiate:

- | | |
|-------------------|-----------------------------|
| 1. Article IV | Nondiscrimination |
| 2. Article IX | Organizational Security |
| 3. Article XIII | Reassignment and Transfer |
| 4. Article XIV | Class Size |
| 5. Article XV | Leaves |
| 6. Article XXIV | Peer Assistance and Review |
| 7. Article XXI | Health and Welfare Benefits |
| 8. Article XX | Salaries |
| 9. Article XXIII | Technology |
| 10. Article XXVII | Full Inclusion |
| 11. Article XXIX | Completion of Agreement |
| 12. Article XXXI | Duration |

The San Ramon Valley Unified School District reserves its individual respective right to create, add to, delete from, amend and modify its proposals and/or open articles of the contract during the negotiation process.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: **October 8, 2019**

TOPIC: **PUBLIC HEARING FOR THE INITIAL PROPOSAL FOR LABOR
NEGOTIATIONS FROM SAN RAMON VALLEY EDUCATION
ASSOCIATION (SRVEA) TO SAN RAMON VALLEY UNIFIED SCHOOL
DISTRICT FOR ARTICLE XX: SALARY**

DISCUSSION:

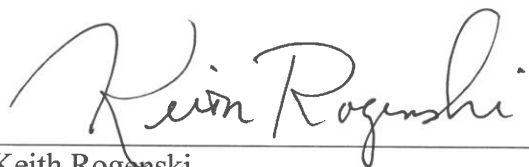
The San Ramon Valley Education Association (SRVEA) is presenting an initial proposal for labor negotiations at this meeting. The Educational Employment Relations Act requires a public hearing on the bargaining proposal prior to the commencement of negotiations. The public is invited to comment on the proposal at the public hearing.

RECOMMENDATION:

The Board of Education hold a public hearing at this meeting on the San Ramon Valley Education Association's (SRVEA) initial bargaining proposal for labor negotiations with San Ramon Valley Unified School District for Article XX: Salary.

BUDGET IMPLICATIONS:

None at this time.



Keith Rogenski
Assistant Superintendent
Human Resources



Rick Schmitt
Superintendent

10.6

Item Number

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: **October 8, 2019**

TOPIC: **CONSIDERATION OF ACCEPTANCE OF THE INITIAL PROPOSAL
FOR LABOR NEGOTIATIONS FROM SAN RAMON VALLEY
EDUCATION ASSOCIATION (SRVEA) TO SAN RAMON VALLEY
UNIFIED SCHOOL DISTRICT FOR ARTICLE XX: SALARY**

DISCUSSION:

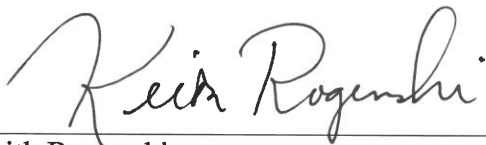
Pursuant to the Educational Employment Relations Act, initial proposals for negotiations by school districts and labor unions must be submitted at a public meeting of the governing Board. The initial proposal from the San Ramon Valley Education Association (SRVEA) is attached hereto. A public hearing is also provided for as a separate agenda item at this meeting, at which time the public may comment on this proposal.

RECOMMENDATION:

Accept the Initial Proposal from the San Ramon Valley Education Association (SRVEA) for Article XX: Salary.

BUDGET IMPLICATIONS:

None at this time.



Keith Rogenski
Assistant Superintendent
Human Resources



Rick Schmitt
Superintendent

<p>10.7 Item Number</p>

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
INITIAL PROPOSAL FOR SUCCESSOR CONTRACT
BETWEEN
SAN RAMON VALLEY EDUCATION ASSOCIATION
AND
SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

September 26, 2019

The San Ramon Valley Unified School District hereby submits the following initial reopener proposal for a three-year successor agreement for the period July 1, 2019 – June 30, 2022.

All terms and conditions of the current collective bargaining agreement between the San Ramon Valley Unified School District and the San Ramon Valley Education Association will remain unchanged, with the exception of agreements that are reached on the articles identified below. The San Ramon Valley Unified School District wishes to discuss and negotiate:

Article XX: Salary

The San Ramon Valley Unified School District reserves its individual respective right to create, add to, delete from, amend and modify its proposals and/or open articles of the contract during the negotiation process.

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, California 94526

DATE: **October 8, 2019**

TOPIC: **CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL
CHANGES**

DISCUSSION:

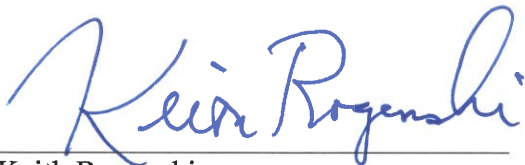
The attached personnel changes require Board approval.

RECOMMENDATION:

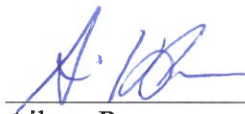
The Administration recommends approval of the Certificated Personnel Changes.

BUDGET IMPLICATIONS:

All recommendations for changes are presently within approved budget categories or have received specific Board approval.



Keith Rogenski
Assistant Superintendent
Human Resources



Aileen Parsons
Director
Human Resources



Rick Schmitt
Superintendent

Item Number

11.1

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - October 8, 2019

Resignations/Retirements

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>	<u>Reason</u>
Sarah	Hart	Teacher, Resource	0.600	CC	06/03/19	Resignation
Abigail	Hofstede	Health Educator	0.600	ES	09/30/19	Resignation

2019-20 Temp Release

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Javier	Olguin	Teacher, High	1.000	CH	08/14/19

2019-20 Leaves of Absence

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Imin	Moriya*	Teacher, High	0.400	CC	07/01/19

2019-20 Leaves of Absence-Partial Year

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Taylor	Castillo	Teacher, Elementary	1.000	MT	09/16/19-03/22/20
Robert	Loney	Teacher, Middle	1.000	WR	08/09/19-01/05/20
Jillian	Orozco	Teacher, High	1.000	SR	08/09/19-10/03/19
Melanie	Philipose	Counselor, Middle	1.000	WR	08/16/19-01/05/20
Gabrielle	Vaughan	Teacher, Elementary	1.000	TH	08/09/19-10/27/19
Jonathan	Williams	Teacher, Elementary	0.500	QR	09/09/19-09/22/19
Jonathan	Williams	TSA, Ed Services	0.500	ES	09/09/19-09/22/19
Jonathan	Williams	Teacher, Elementary	0.500	QR	12/02/19-01/05/20
Jonathan	Williams	TSA, Ed Services	0.500	ES	12/02/19-01/05/20
Jonathan	Williams	Teacher, Elementary	0.500	QR	04/13/20-05/03/20
Jonathan	Williams	TSA, Ed Services	0.500	ES	04/13/20-05/03/20
Jered	Wilson	Teacher, High	1.000	DA	08/27/19-09/08/19

39 Month Reemployment-Tenures

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Brian	Coburn	Teacher, High	0.200	CH	08/09/19

2019-20 Temporary Employment

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Sara	Adams	Teacher, High	1.000	CH	08/09/19
Gita	Agarwal	Teacher, High	1.000	MV	08/09/19
Kimberly	Alston	Teacher, Elementary	0.600	TH	08/09/19
Annette	Alvarez	Teacher, High	0.200	DH	08/09/19
Ryan	Anderson	Teacher, High	1.000	DH	08/09/19
Karla	Angle	Teacher, Elementary	0.100	AL	08/09/19
James	Andrews	Teacher, High	0.200	MV	08/13/19
Robert	Allen	Teacher, High	0.200	CH	08/13/19
Derek	Augarten	Teacher, Middle	1.000	GR	08/09/19
Jennifer	Baker	TSA, Elementary	0.1398	NA	08/09/19
Katie	Baron	Teacher, Elementary	1.000	TC	08/09/19
Marcy	Batza	Teacher, Middle	0.167	GR	08/13/19
Madyson	Benz	Teacher, Elementary	1.000	SY	08/09/19
Neelam	Bhojani	Teacher, Middle	0.833	GR	08/09/19
Jennifer	Bible	Teacher, High	0.200	CH	08/13/19
Eric	Billeci	Teacher, High	0.200	CH	08/13/19
Moriah	Bishop	Teacher, Elementary	0.850	BC/BV	08/09/19
Audriana	Blanchard	Teacher, Middle	0.667	CW	08/23/19
Nicholas	Blank	Teacher, High	0.400	CH	08/09/19
Stephen	Blatteis	Teacher, Elementary	0.400	MT	08/09/19
Alexandra	Boiter	Teacher, Middle	0.166	SV	08/09/19
Brian	Bonilla	Teacher, Elementary	1.000	BC	08/09/19

*Revision

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - October 8, 2019

2019-20 Temporary Employment - Continued

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Karen	Bonnar	Teacher, High	0.200	SR	08/09/19
Sarah	Bowers	Teacher, High	0.200	SR	08/13/19
Madeline	Brandel	Teacher, Elementary	1.000	GB	08/09/19
Darren	Briemle	Teacher, Middle	0.167	SV	08/13/19
Amy	Briggs	Teacher, Middle	0.500	CW	08/09/19
Elizabeth	Burke	Teacher, High	0.200	SR	08/13/19
Kirsten	Burrus	Teacher, Elementary	1.000	TC	08/09/19
Kim	Calvert	Teacher, Elementary	1.000	QR	08/09/19
Sharon	Castellanos	Teacher, Resource	1.000	SR	08/09/19
Alessandra	Castro	Teacher, Middle	1.000	IH	08/09/19
Komila	Chamundeswari	Teacher, Elementary	1.000	QR	08/09/19
Hannah	Cheng	Teacher, High	0.200	CH	08/13/19
Lucia	Choi	Teacher, Elementary	0.600	BC/CR	08/09/19
Leah	Chole	Teacher, High	0.200	SR	08/09/19
Anastasia	Chrzanowski	Teacher, High	0.400	MV	08/09/19
Karen	Cleary	Teacher, Elementary	0.400	TC	08/09/19
Laura	Cogorno	Teacher, Elementary	1.000	NA	08/09/19
Shaun	Collins	Teacher, Elementary	0.067	TC	08/13/19
Anne	Connors	Teacher, High	0.800	MV	08/09/19
Ryan	Cook	Teacher, High	0.200	CH	08/13/19
Courtney	Corkery	Teacher, Elementary	1.000	GL	08/09/19
Heather	Cotton	Teacher, Elementary	1.000	LO	08/09/19
Elizabeth	Crook	Health Educator	1.000	SS	10/09/19
Giovanni	Crotti	Teacher, Elementary	1.000	AL	08/09/19
Michelle	Curach-Turner	Teacher, High	0.200	CH	08/13/19
Kelly	Cushner	Counselor, High	1.000	DH	08/09/19
Preet	Dalziel	Teacher, High	0.200	SR	08/13/19
Susan	Dees	Teacher, Elementary	0.037	TC	08/13/19
Michael	Descombaz	Teacher, Middle	0.167	DV	08/13/19
Andria	Dickson	Teacher, Elementary	1.000	GB	08/09/19
Christopher	Doherty	Teacher, High	0.200	CH	08/13/19
Ruth	Dyrness	Teacher, Middle	0.333	DV	08/09/19
Sarah	Eddings	Teacher, High	1.000	CH	08/09/19
Chavonta	Edington	Teacher, Middle	0.167	DV	08/13/19
Amanda	Eggiman	Teacher, Elementary	0.500	MT	08/09/19
David	Erbez	Teacher, Middle	0.333	PV	08/09/19
Karrie	Eustice	TSA, Elementary	0.100	CC	08/09/19
Ashlee	Evonc	Teacher, Elementary	1.000	MO	08/09/19
Stephen	Farwell	Teacher, High	1.000	CH	08/09/19
Meredith	Fischer	Retired Working Speech Therapist	0.400	DH/SE	08/06/19
Paul	Fortayon	Teacher, High	0.200	CH	08/13/19
Benjamin	Frazier	Teacher, Middle	0.167	GR	08/13/19
<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Sarah	Fuller	Teacher, Elementary	1.000	LO	08/09/19
Meghan	Gates	Teacher, Elementary	0.333	SY	08/28/19
Elizabeth	Ghiassy	Teacher, High	0.800	DH	08/09/19
Jessica	Gilmour	Counselor, High	1.000	MV	08/01/19
Rachelle	Goldenberg	Counselor, High	0.200	CH	08/01/19
Haley	Graham	Teacher, Middle	0.833	IH	08/09/19
John	Hanavan	Teacher, Middle	1.000	GR	08/09/19
Tracy	Harrelson	Teacher, Resource	0.800	WR	08/09/19
Kimberly	Hensley	TSA, Elementary	0.400	MT	08/09/19
Holly	Herrington	Teacher, High	1.000	DH	08/09/19
Monica	Hersch	Counselor, Middle	0.100	WR	08/01/19
Cynthia	Hildebrand	Teacher, Elementary	1.000	VG	08/09/19
Randolph	Hodge	Teacher, High	0.400	SR	08/09/19
Jessica	Hoyt	Teacher, Middle	1.000	PV	08/09/19
Seth	Hunau	Teacher, Middle	0.167	GR	08/13/19
Adria	Ibarra	Teacher, Middle	1.000	GR	08/09/19
Derek	Inzeo	Teacher, Middle	0.167	SV	08/13/19

*Revision

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - October 8, 2019

2019-20 Temporary Employment - Continued

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Olivia	Isseks	Counselor, High	0.800	SR	08/01/19
Rebecca	Jaffee	Teacher, Elementary	0.3856	JB	08/09/19
Anita	Jain	Teacher, Middle	1.000	WR	08/09/19
Surbhi	Jain	Teacher, High	1.000	CH	08/09/19
Ashley	Jenkins	Teacher, Elementary	1.000	VG	08/09/19
Bryan	Jensen	Teacher, High	0.200	MV	08/13/19
Alice	Johnson	Teacher, Middle	1.000	CW	08/09/19
Steve	Johnson	Teacher, High	0.200	SR	08/13/19
Eunhee	Joo	Teacher, High	0.200	DH	08/09/19
Elizabeth	Keyser	Teacher, Middle	0.167	DV	08/13/19
Anthony	Khoo	Teacher, High	0.200	CH	08/13/19
Terri	Knight	Teacher, Elementary	0.102	TC	08/13/19
John	Konjicija	Teacher, Elementary	1.000	CK	08/09/19
Armin	Kraemer	Teacher, Middle	1.000	CW	08/09/19
Lea	Laase	Teacher, Elementary	1.000	GB	08/09/19
Nolita	Larsen	Teacher, Elementary	0.333	RR	08/09/19
Jessica	Laurence	Teacher, High	1.000	MV	08/09/19
Kimberly	Lawrence	TSA, Elementary	0.118	BC	08/09/19
Sonja	Lawrence	Teacher, Middle	0.667	PV	08/09/19
Diana	Leal	Teacher, Middle	1.000	LC	08/09/19
Anne	Lee	Teacher, Elementary	1.000	GL	08/09/19
Niki	Lianides	Teacher, Elementary	1.000	GB	08/09/19
Mary	Loth	Teacher, Middle	0.167	WR	08/09/19
Candice	Lozano	Teacher, SDC-Preschool	1.000	WD	08/09/19
Mayumi	Macalino	Teacher, Elementary	0.222	QR	08/09/19
Morgan	Malone	Teacher, Elementary	1.000	GB	08/09/19
Alicia	Martin	Teacher, Middle	0.167	LC	08/09/19
Jennifer	Mattinson	Teacher, High	0.600	MV	08/09/19
Michelle	McConnell	Teacher, Elementary	0.037	CR	08/13/19
Kelly	McCoy	Teacher, High	0.200	CH	08/13/19
Annemarie	Mcelhattan	Teacher, High	0.300	MV	08/09/19
Heather	Mehta	Teacher, Middle	0.333	CW	08/16/19
Lauren	Milani	Teacher, High	1.000	SR	08/09/19
Rosemary	Miller	Teacher, Middle	0.167	WR	08/09/19
Megan	Mitchner	Teacher, Elementary	1.000	RR	08/09/19
Robin	Mock	Teacher, Middle	1.000	WR	08/09/19
Jessica	Montevago	Teacher, Elementary	1.000	VG	08/09/19
Michael	Morelli	Teacher, High	0.600	DH	08/09/19
Shannon	Mundelius	TSA, Elementary	0.400	MT	08/09/19
Shannon	Mundelius	TSA, Elementary	0.029	MT	08/09/19
Wendy	Nacuma	Teacher, Middle	0.167	SV	08/13/19
Sapna	Nair	Teacher, Middle	0.167	PV	08/13/19
Lauren	Nakaso	Teacher, Middle	1.000	WR	08/09/19
Anh	Nguyen	Teacher, High	0.200	CH	08/13/19
Sarah	Nice	Teacher, Middle	1.000	PV	08/09/19
Brian	Nichols	Teacher, High	0.200	DH	08/09/19
Brant	Nishida	Teacher, High	1.000	SR	08/09/19
Noreen	O'Donnell	Teacher, Elementary	0.962	NA	08/09/19
David	Offerman	Teacher, High	0.400	DH	08/09/19
Marissa	Ogden	Teacher, Middle	1.000	LC	08/09/19
Julie	Oh	Teacher, Elementary	1.000	WD	08/09/19
Lisa	Olson	Counselor, High	0.400	CH	08/01/19
Arash	Pakdel	Teacher, Middle	1.000	GR	08/09/19
Brinda	Patel	Teacher, Middle	0.167	WR	08/09/19
Erin	Parsons	Teacher, High	0.200	CH	08/13/19
Jenni	Perez	Teacher, High	1.000	CH	08/08/19
Susan	Peterson	Teacher, Elementary	0.371	MT	08/09/19
Lyllyon	Pfann	Teacher, Middle	1.000	IH	08/09/19
Melanie	Philipose	Counselor, Middle	1.000	WR	08/01/19
Gregory	Phillips	Teacher, Middle	0.167	SV	08/13/19
Robert	Pitts	Teacher, High	0.200	CH	08/13/19
Linda	Pon	Teacher, High	0.600	DH	08/09/19

*Revision

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - October 8, 2019

2019-20 Temporary Employment - Continued

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Daniel	Prodoehl	Teacher, High	0.200	CH	08/13/19
Merian	Purcell	Teacher, High	0.200	SR	08/13/19
Casey	Putvin	Teacher, Elementary	1.000	LO	08/09/19
Carol	Quach	Teacher, High	0.200	DH	08/09/19
Kelly	Raab	Teacher, Middle	1.000	PV	08/09/19
Mariane	Randall	Teacher, Elementary	0.200	WD	09/20/19
Sushma	Rathi	Teacher, Special Ed	1.000	MT	08/09/19
Kathryn	Readler	Teacher, Elementary	0.200	SY	08/09/19
John	Reed	Teacher, High	0.200	CH	08/09/19
Torri	Rhyne	Teacher, Elementary	1.000	WD	08/09/19
Sarah	Richardson-Gipson	Teacher, High	0.200	CH	08/13/19
Jennifer	Risher	Teacher, Middle	1.000	CW	08/09/19
Tyler	Roberts	TSA, High	0.200	CH	08/09/19
Jolene	Ronda	Teacher, Elementary	1.000	MO	08/09/19
James	Rossi	Teacher, High	0.200	MV	08/13/19
Meghan	Rossi	Teacher, High	0.200	SR	08/09/19
Christine	Russo	Teacher, Elementary	1.000	BV	08/09/19
Anuradha	Sanchi	Teacher, Middle	0.167	CW	08/13/19
Marie-Domini	Santos	Teacher, High	0.200	DH	08/13/19
Veronica	Saxer	Teacher, Elementary	1.000	WD	08/09/19
Peter	Scarpelli	Athletic Director	0.200	SR	08/09/19
Jacob	Schecter	Teacher, High	1.000	CH	08/09/19
Elizabeth	Schreiber	Teacher, Elementary	0.500	QR	08/09/19
John	Scioscia	Teacher, Middle	1.000	PV	08/09/19
Ryane	Siegel	Teacher, High	0.400	CH	08/09/19
Renita	Singh	Teacher, Elementary	1.000	BV	08/09/19
Alicia	Smith	Teacher, Elementary	0.600	CR/GB	08/09/19
Tiffany	Smith Beltran	Teacher, Middle	0.333	WR	08/09/19
Dustin	Smurthwaite	Teacher, Elementary	0.222	SY	08/09/19
Kyle	Sprickman	Teacher, Middle	1.000	IH	08/09/19
Vivian	Srouji	Retired Working Counselor, Middle	0.100	DV	08/01/19
Sheryl	Starkie	Teacher, Elementary	0.888	CK	08/09/19
Sharon	Stewart	Counselor, Middle	1.000	PV	08/01/19
Joseph	Sussman	Teacher, High	0.200	CH	08/13/19
Lindsay	Tanner	Teacher, Elementary	1.000	TC	08/09/19
Linda	Taylor	School Psychologist	0.025	MO	08/01/19
Amanda	Tedder	Teacher, Middle	0.167	GR	08/13/19
Jonelle	Teevens	Teacher, Middle	0.500	WR	08/09/19
Jonathan	Templeton	Teacher, Elementary	1.000	GV	08/09/19
Gilita	Thomas	Teacher, High	0.200	CH	08/13/19
Suzanne	Thomas	Teacher, Elementary	0.8214	QR	08/09/19
Gail	Trenerry	Teacher, Elementary	0.1333	QR	08/09/19
Gail	Trenerry	Teacher, Middle	0.167	GR	08/13/19
Robin	Velasquez	Teacher, High	0.200	SR	08/13/19
Corrin	Vanetti	Teacher, Elementary	1.000	GL	08/09/19
Stacy	Vasconi	Teacher, Elementary	0.500	SY	08/09/19
Dylan	Vaughan	Teacher, Middle	1.000	GR	08/09/19
Sydney	Venierakis	Teacher, Elementary	1.000	TC	08/09/19
Kimberly	Vowels	Teacher, Elementary	1.000	GL	08/09/19
Frederick	Wafula	Teacher, High	0.200	CH	08/13/19
Marc	Walker	Teacher, Elementary	0.032	CC	08/09/19
Stephen	Wallace	Teacher, High	0.200	SR	08/13/19
David	Wassom	Teacher, Middle	1.000	SV	08/09/19
David	Wassom	Teacher, Middle	0.167	SV	08/13/19
Sarah	Weeks	Teacher, Preschool	1.000	WD	08/09/19
Molly	West	Teacher, Elementary	1.000	TC	08/09/19
Andrew	Wigginton	Teacher, Middle	1.000	IH	08/09/19
Cary	Willson	Teacher, High	0.200	CH	08/13/19
Danielle	Wilson	Teacher, Elementary	1.000	BV	08/09/19
Simone	Yamshon	Teacher, Middle	1.000	PV	08/09/19
Oriana	Yanes	Teacher, Middle	0.166	DV	08/09/19
Libby	Yeung	Teacher, Elementary	0.400	CC	08/09/19
Sarah	Yorkey	Teacher, Elementary	1.000	GL	08/09/19

*Revision

CONSIDERATION OF APPROVAL OF CERTIFICATED PERSONNEL CHANGES - October 8, 2019

2019-20 Temporary Employment - Partial Year

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Dates</u>
Brian	Barr	Teacher, High	0.200	CH	08/13/19-12/20/19
Mary	Hazle	Counselor, Middle	1.000	SV	08/19/19-02/14/20
Anthony	Khoo	Teacher, High	0.200	CH	08/13/19-09/20/19
Deborah	Morcotte	Teacher, Middle	1.000	WR	08/16/19-12/20/19
Michelle	Mascote	Teacher, High	0.200	CH	08/13/19-09/13/19
Chandraprabh	Rajesh	Teacher, Elementary	1.000	MT	09/16/19-03/20/20

Temporary to Probationary

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Dylan	Crowe	Teacher, Resource	1.000	SE	08/08/19
Annemarie	McHugh	Teacher, Special Ed	1.000	BC	08/08/19

2019-20 Intern Employment

<u>First</u>	<u>Last</u>	<u>Assignment</u>	<u>FTE</u>	<u>Loc</u>	<u>Effective Date</u>
Haley	Graham	Teacher, Middle	1.000	IH	08/16/19
Marissa	Whiteley	Teacher, Special Ed	1.000	IH	08/09/19
Lori	Willis	Teacher, High	1.000	CH	08/08/19

Substitute Employment

<u>First</u>	<u>Last</u>	<u>Effective Date</u>
Shahanaz	Aboobacker	09/12/19
Edwin	Abramson	09/17/19
Jeffrey	Carter	09/05/19
Colin	Chang	09/18/19
Floyd	Coleman	09/17/19
Heidi	Corkern	09/23/19
Katharine	Deboer	09/18/19
Lucas	Dekker	09/20/19
Renee	Garcia	09/19/19
Heather	Haas	09/12/19
Chase	Hennings	09/18/19
Daniel	Holl	09/23/19
Chao-Hui	Wang	09/19/19
Lourdes	Mendell	09/11/19
John	Rhodes	09/19/19
Matthew	Wakerling	09/09/19
Paige	Wells	09/11/19
Alicia	Yang	09/05/19

*Revision

Coach Employment

<u>First</u>	<u>Last</u>	<u>Sport</u>	<u>Location</u>
Edward	Battilega	Head Varsity Baseball	SR

Coach Resignations/Separations

<u>EID</u>	<u>Loc</u>	<u>Effective Date</u>	<u>Reason</u>
9403	CH	09/13/19	Separation

*Revision

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, California 94526

DATE: **October 8, 2019**

TOPIC: **CONSIDERATION OF APPROVAL OF CLASSIFIED PERSONNEL
CHANGES**

DISCUSSION:


The attached personnel changes require Board approval.

RECOMMENDATION:

The Administration recommends approval of the Classified Personnel Changes.

BUDGET IMPLICATIONS:


All recommendations for changes are presently within approved budget categories or have received specific Board approval.



Nancy J. Gamache
Director, Human Resources



Keith Rogenski
Assistant Superintendent, Human Resources



Rick Schmitt
Superintendent

CONSIDERATION OF APPROVAL OF CLASSIFIED PERSONNEL CHANGES - **October 8, 2019**

Separation

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Action</u>	<u>Eff Date</u>
Roberta	Townsend	Child Nutrition Assistant	GR	Retire	
		and Crossing Guard	GV	Retire	10/01/19
Jasmita	Mistry	Classroom Para	LO	Resign	09/27/19
Joanna	Talbot	Classroom Para	GL	Resign	09/27/19
Alec	Brewster	Custodian	SR	Resign	09/27/19
Jordan	Sanchez	Custodian	GR	Resign	09/18/19
Cherie	Cahn	Director I, Fiscal Services	EC	Resign	10/31/19
Milica	Lafosse	Lead Child Nutrition Assistant	HH	Resign	09/04/19
Sarah	Moore	Library Media Coordinator	IH	Resign	09/24/19
Haritha	Pulimi	Noon Duty Supervisor	HH	Resign	09/13/19
Erin	James	Specialized Phy Health Care Asst/LVN	ES	Resign	12/20/19
Lisa	Medeiros-Leite	Specialized Phy Health Care Asst/LVN	ES	Resign	09/30/19
Joyce Anne	Rodriguez	Specialized Phy Health Care Asst/LVN	BC	Resign	08/15/19

Employment

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Vanessa	Dyson	Autism Specialist Para	BC	25.50	Cat.	09/23/19
Rosalyn	Sanchez	Autism Specialist Para	BC	29.50	Cat.	09/13/19
Bonnie	Sonderegger	Special Education Para	LO	17.50	Cat.	09/23/19
Judith	Addington	Autism Specialist Para	DH	29.50	Cat.	09/03/19
Tori	Witty	Behavior Specialist Para	TH	30.00	Cat.	09/20/19
Shahnaz	Babar	Campus Monitor	MV	30.00	Dist./Ext.	09/12/19
Richard	Henriquez	Campus Monitor	MV	19.00	Ext.	09/10/19
Emily	Clay	Classroom Para	VG	19.50	Ext.	09/03/19
Aldabella	Lee	Classroom Para	GL	19.00	Ext.	09/16/19
Teale	Stoller	College & Career Coordinator	CH	40.00	Dist./Ext.	09/19/19
Tania	Cruz	Custodian	GB	20.00	Dist.	
		and Custodian	DA	20.00	Dist.	09/10/19
Roy	Larios	Custodian	TH	30.00	Dist.	09/23/19
Rosetta	Martinez	Custodian	RR	30.00	Dist.	09/09/19
Travis	Watson	Custodian	JB	30.00	Dist.	09/10/19
Arturo	Mares-Lorenzo	Grounds Utility Worker	BG	40.00	Dist.	09/17/19
Nora	Chapman	High School Financial Analyst	DH	40.00	Dist.	09/16/19
Farzaneh	Abedi	Noon Duty Supervisor	GL	7.50	Dist.	09/18/19
Noilyn	Dagani	Noon Duty Supervisor	NA	5.00	Dist.	09/11/19
Swalpa	Sharma	Noon Duty Supervisor	CK	8.75	Dist.	09/09/19
Oliver	Solis	Noon Duty Supervisor	MO	10.00	Dist.	09/05/19
Deborah	Eusebio	Noon Duty Unit	GV	7.50	Dist.	09/05/19
Stacey	Fan	School Office Assistant, Elementary	TH	7.50	Ext.	09/18/19
Durajho	Frommoethelydo	Special Education Para	MV	29.50	Cat.	09/11/19
Sarmistha	Banerjee	Special Education Para	QR	29.00	Cat.	09/24/19
Margaret	Mccurdy	Special Education Para	SV	29.50	Cat.	09/10/19
Stephan	Moran	Special Education Para	AL	17.50	Cat.	09/11/19

Voluntary Transfer

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Farrah	Djaja	Autism Specialist Para	LO	17.50	Cat.	
		to Autism Specialist Para	GV	27.00	Cat.	09/30/19
Richa	Hussain	Autism Specialist Para	BC	29.50	Cat.	
		to Autism Specialist Para	TC	29.50	Cat.	09/20/19
Mario	Ayala	Custodian	CW	30.00	Dist.	
		to Custodian	DH	40.00	Dist.	09/17/19
Akram	Bitar	Custodian	JB	30.00	Dist.	
		to Custodian	GR	40.00	Dist.	08/07/19
Aaron	Hunter	Custodian	WD	40.00	Dist.	
		to Custodian	BV	40.00	Dist.	09/30/19
Matthew	Parra	Custodian	NA	30.00	Dist.	
		to Custodian	LO	40.00	Dist.	09/16/19

Voluntary Change in Classification

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Kathleen	Miller	Child Nutrition Assistant	MO	15.00		
		to Lead Child Nutrition Assistant	MO	17.50	Dist.	09/09/19
Kris	Tsuchimoto	Classroom Para	MO	15.00	Ext.	
		to Instructional Assistant	MO	19.90	Ext.	09/09/19
Laurence	Thompson	Child Nutrition Assistant	MV	18.75	Dist.	
		to Lead Child Nutrition Assistant	MT	18.75	Dist.	08/12/19
Leila	Deweese	Noon Duty Supervisor	PV	4.00	Dist.	
		to Classroom Para	SY	16.00	Ext.	09/23/19
Kelly	Cambra	Special Education Para	CR	29.00	Cat.	
		to Autism Specialist Para	CR	29.50	Cat.	09/09/19

Increase in FTE

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Emilia	Boyd	Autism Specialist Para	BC	25.50	Cat.	
		to Autism Specialist Para	BC	29.50	Cat.	08/13/19
Jill	Heshmati	Autism Specialist Para	GL	17.50	Cat.	
		to Autism Specialist Para	GL	29.50	Cat.	09/06/19
Richa	Hussain	Autism Specialist Para	BC	29.00	Cat.	
		to Autism Specialist Para	BC	29.50	Cat.	08/13/19
Sima	Mostaghimi	Autism Specialist Para	BC	15.00	Cat.	
		to Autism Specialist Para	BC	29.50	Cat.	09/23/19
Carrie	Carlton	Classroom Para	AL	9.50	Ext.	
		to Classroom Para	AL	16.00	Ext.	09/12/19
Elizabeth	Holroyd	Classroom Para	MT	12.00	Ext.	
		to Classroom Para	MT	14.00	Ext.	09/03/19
Stacy	Mendez	Classroom Para	VG	10.24	Ext.	
		to Classroom Para	VG	18.50	Ext.	07/01/19
Nia	Le	Instructional Assistant	HH	14.00	Ext.	
		to Instructional Assistant	HH	19.50	Ext.	09/16/19
Gretchen	Sullivan	Instructional Assistant	TC	15.00	Dist.	
		to Instructional Assistant	TC	16.50	Dist.	09/10/19

Increase in FTE (continued)

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Kathleen	Cordesius	Library Media Coordinator	HH	20.00	Dist.	
		to Library Media Coordinator (REVISED)	HH	25.00	Dist.	08/13/19
		to Library Media Coordinator	HH	25.00	Dist.	08/05/19
Shalini	Saxena	Noon Duty Supervisor	TC	6.25	Dist.	
		to Noon Duty Supervisor	TC	8.25	Dist.	09/30/19
Mohana	Kandasamy	Special Education Para	CK	25.50	Cat.	
		to Special Education Para	CK	29.00	Cat.	08/13/19

Decrease in FTE

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Crystal	McComb	Noon Duty Unit	NA	7.90	Dist.	
		to Noon Duty Unit	NA	5.00	Dist.	08/13/19

District Initiated Transfer

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Estefania	Evans	Autism Specialist Para	GL	29.50	Cat.	
		to Autism Specialist Para	WR	29.50	Cat.	08/13/19
Ian	Mitchell	Autism Specialist Para	GL	29.50	Cat.	
		to Autism Specialist Para	WR	29.50	Cat.	08/13/19
Estefania	Evans	Autism Specialist Para - Rider	GL	9.00	Cat.	
		to Autism Specialist Para - Rider	WR	9.00	Cat.	08/13/19
Chris	Dupree	Specialized Phy Health Care Asst/LVN	SV	40.00	Cat.	
		to Specialized Phy Health Care Asst/LVN	SR	40.00	Cat.	08/13/19

Voluntary Unpaid Leave of Absence

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Eff Date</u>	<u>End Date</u>
Angelo	Gutierrez	Specialized Phy Health Care Asst/LVN	LO	ext. to	09/15/19

Return from 39 Month Re-Employment

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Kathleen	Janettas	Classroom Para	RR	18.75	Ext.	09/03/19
Haritha	Pulimi	Noon Duty Supervisor	HH	Dist.	Dist.	09/13/19

District Initiated Reclassification

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Estefania	Evans	Special Education Para - Rider	GL	9.00	Cat.	
		to Autism Specialist Para - Rider	GL	9.00	Cat.	08/13/18

Reclassification - Change Rate of Pay

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Range</u>	<u>Fund</u>	<u>Eff Date</u>
Julie	Stuhlmacher	Attendance Technician to Attendance Technician	BU BU	R14 R16	Dist. Dist.	09/30/18
Stacy	Adam	Account Clerk III to Position Control Analyst	BU BU	R14 R16	Dist. Dist.	09/30/18
Emily	Chang	Budget Analyst to Budget Analyst	BU BU	R16 R18	Dist. Dist.	09/30/18
Julie	Bollenbach	Budget Analyst to Budget Analyst	BU BU	R16 R18	Dist. Dist.	09/30/18
Amy	Liao	Budget Analyst to Budget Analyst	BU BU	R16 R18	Dist. Dist.	09/30/18
Cherie	Charbonneau	Budget Analyst to Budget Analyst	FA FA	R16 R18	Dist. Dist.	09/30/18
Diane	Jin	Budget Analyst to Budget Analyst	FA FA	R16 R18	Dist. Dist.	09/30/18
Alma	Ordaz	Budget Analyst to Budget Analyst	SE SE	R16 R18	Dist. Dist.	09/30/18
Celia	Chung	Department Secretary II to Facilities Planning Analyst	FA FA	R13 R16	Dist. Dist.	09/30/18
Oudary	Khamphoumy	Department Secretary II to Department Secretary III	SC SC	R13 R14	Dist. Dist.	09/30/18
Rosanna	Santiago	Department Secretary II to Department Secretary III	SC SC	R13 R14	Dist. Dist.	09/30/18
Christina	Green	Department Secretary III to Technology Secretary	IT IT	R14 R16	Dist. Dist.	09/30/18
Cindy	Seip	Department Secretary III to Executive Secretary	SC SC	R14 R16	Dist. Dist.	09/30/18
Simone	Berwick	Human Resources Analyst to Human Resources Analyst	HR HR	R16 R17	Dist. Dist.	09/30/18
Angelina	Silva	Human Resources Analyst to Benefits/Workers Comp Analyst	HR HR	R16 R17	Dist. Dist.	09/30/18
Lina	Capuyan	Human Resources Specialist to Benefits Assistant	HR HR	R13 R15	Dist. Dist.	09/30/18
Kristi	Carmichael	Human Resources Technician to Human Resources Technician	HR HR	R12 R13	Dist. Dist.	09/30/18
Sharon	Gilbreth	Human Resources Technician to Human Resources Technician	HR HR	R12 R13	Dist. Dist.	09/30/18
Kenit	Golabi	Human Resources Technician to Human Resources Technician	HR HR	R12 R13	Dist. Dist.	09/30/18
Jennifer	Lee	Human Resources Technician to Human Resources Technician	HR HR	R12 R13	Dist. Dist.	09/30/18
Mona	Manghirmalani	Information Systems Technician/Trainer to Systems Analyst	IT IT	R17 R19	Dist. Dist.	09/30/18
Victor	Adame	Payroll Technician to Payroll Technician	BU BU	R14 R16	Dist. Dist.	09/30/18
Stacey	deJesus	Payroll Technician to Payroll Technician	BU BU	R14 R16	Dist. Dist.	09/30/18
Karyn	Hill	Payroll Technician to Payroll Technician	BU BU	R14 R16	Dist. Dist.	09/30/18
Rosa	Lopez	Payroll Technician to Payroll Technician	BU BU	R14 R16	Dist. Dist.	09/30/18
Gaylene	Vecchio	Payroll Technician to Payroll Technician	BU BU	R14 R16	Dist. Dist.	09/30/18
Robyn	McNaughton	Receptionist to District Office Assistant/Receptionist	HR HR	R10 R11	Dist. Dist.	09/30/18

Reclassification - Change Rate of Pay (continued)

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Range</u>	<u>Fund</u>	<u>Eff Date</u>
Beth	Beadle	Secretary I, Secondary School	CH	R12	Dist.	
		to Secretary I, Secondary School	CH	R13	Dist.	09/30/18
Peggy	Conklin	Secretary I, Secondary School	CH	R12	Dist.	
		to Secretary I, Secondary School	CH	R13	Dist.	09/30/18
Deanne	Helzer	Secretary I, Secondary School	CH	R12	Dist.	
		to Secretary I, Secondary School	CH	R13	Dist.	09/30/18
Marilyn	McCarty	Secretary I, Secondary School	CH	R12	Dist.	
		to Secretary I, Secondary School	CH	R13	Dist.	09/30/18
Gunilla	Norton	Secretary I, Secondary School	CH	R12	Dist.	
		to Secretary I, Secondary School	CH	R13	Dist.	09/30/18
Deborah	Gilfillan	Secretary I, Secondary School	CW	R12	Dist.	
		to Secretary I, Secondary School	CW	R13	Dist.	09/30/18
Kathleen	Litvinenko	Secretary I, Secondary School	CW	R12	Dist.	
		to Secretary I, Secondary School	CW	R13	Dist.	09/30/18
Laura	Hoover	Secretary I, Secondary School	DV	R12	Dist.	
		to Secretary I, Secondary School	DV	R13	Dist.	09/30/18
Judy	Jensen	Secretary I, Secondary School	DV	R12	Dist.	
		to Secretary I, Secondary School	DV	R13	Dist.	09/30/18
Elizabeth	Wilner	Secretary I, Secondary School	DV	R12	Dist.	
		to Secretary I, Secondary School	DV	R13	Dist.	09/30/18
Laurie	Bowen	Secretary I, Secondary School	DH	R12	Dist.	
		to Secretary I, Secondary School	DH	R13	Dist.	09/30/18
Jennifer	Lee	Secretary I, Secondary School	DH	R12	Dist.	
		to Secretary I, Secondary School	DH	R13	Dist.	09/30/18
Norma	Oslund	Secretary I, Secondary School	DH	R12	Dist.	
		to Secretary I, Secondary School	DH	R13	Dist.	09/30/18
Marypat	Prince	Secretary I, Secondary School	DH	R12	Dist.	
		to Secretary I, Secondary School	DH	R13	Dist.	09/30/18
Jane	Ramponi	Secretary I, Secondary School	DH	R12	Dist.	
		to Secretary I, Secondary School	DH	R13	Dist.	09/30/18
Tharsne	Supramaniam	Secretary I, Secondary School	DH	R12	Dist.	
		to Secretary I, Secondary School	DH	R13	Dist.	09/30/18
Heidi	Bindi	Secretary I, Secondary School	GR	R12	Dist.	
		to Secretary I, Secondary School	GR	R13	Dist.	09/30/18
Mary	Tagupa	Secretary I, Secondary School	GR	R12	Dist.	
		to Secretary I, Secondary School	GR	R13	Dist.	09/30/18
Catrina	Walker	Secretary I, Secondary School	GR	R12	Dist.	
		to Secretary I, Secondary School	GR	R13	Dist.	09/30/18
Victoria	Fettke	Secretary I, Secondary School	IH	R12	Dist.	
		to Secretary I, Secondary School	IH	R13	Dist.	09/30/18
Beverly	Sayson	Secretary I, Secondary School	IH	R12	Dist.	
		to Secretary I, Secondary School	IH	R13	Dist.	09/30/18
Veena	Virdee	Secretary I, Secondary School	IH	R12	Dist.	
		to Secretary I, Secondary School	IH	R13	Dist.	09/30/18
Catherine	Fleming	Secretary I, Secondary School	LC	R12	Dist.	
		to Secretary I, Secondary School	LC	R13	Dist.	09/30/18
Eva	Bruckner	Secretary I, Secondary School	MV	R12	Dist.	
		to Secretary I, Secondary School	MV	R13	Dist.	09/30/18
Nina	Gellerman	Secretary I, Secondary School	MV	R12	Dist.	
		to Secretary I, Secondary School	MV	R13	Dist.	09/30/18
Jennifer	Kindle	Secretary I, Secondary School	MV	R12	Dist.	
		to Secretary I, Secondary School	MV	R13	Dist.	09/30/18
Jennifer	Schikora	Secretary I, Secondary School	MV	R12	Dist.	
		to Secretary I, Secondary School	MV	R13	Dist.	09/30/18

Reclassification - Change Rate of Pay (continued)

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Range</u>	<u>Fund</u>	<u>Eff Date</u>
Christine	Watson	Secretary I, Secondary School	MV	R12	Dist.	
		to Secretary I, Secondary School	MV	R13	Dist.	09/30/18
Christine	Catura	Secretary I, Secondary School	PV	R12	Dist.	
		to Secretary I, Secondary School	PV	R13	Dist.	09/30/18
Silvia	Paniagua-Loney	Secretary I, Secondary School	PV	R12	Dist.	
		to Secretary I, Secondary School	PV	R13	Dist.	09/30/18
Krystin	Alcaraz	Secretary I, Secondary School	SR	R12	Dist.	
		to Secretary I, Secondary School	SR	R13	Dist.	09/30/18
Cathy Anne	Hatter	Secretary I, Secondary School	SR	R12	Dist.	
		to Secretary I, Secondary School	SR	R13	Dist.	09/30/18
Tess	Kendrick	Secretary I, Secondary School	SR	R12	Dist.	
		to Secretary I, Secondary School	SR	R13	Dist.	09/30/18
Patricia	Theobald	Secretary I, Secondary School	SR	R12	Dist.	
		to Secretary I, Secondary School	SR	R13	Dist.	09/30/18
Cheryl	Wurmitsch	Secretary I, Secondary School	SR	R12	Dist.	
		to Secretary I, Secondary School	SR	R13	Dist.	09/30/18
Cecilia	Barlett	Secretary I, Secondary School	SV	R12	Dist.	
		to Secretary I, Secondary School	SV	R13	Dist.	09/30/18
Kim	Cummings	Secretary I, Secondary School	WR	R12	Dist.	
		to Secretary I, Secondary School	WR	R13	Dist.	09/30/18
Marie	Rendon	Secretary I, Secondary School	WR	R12	Dist.	
		to Secretary I, Secondary School	WR	R13	Dist.	09/30/18
Janice	Hildreth	School Office Assistant, Elementary	AL	R12	Dist.	
		to School Office Assistant, Elementary	AL	R13	Dist.	09/30/18
Karen	Morelli	School Office Assistant, Elementary	BC	R12	Dist.	
		to School Office Assistant, Elementary	BC	R13	Dist.	09/30/18
Michelle	Byrne	School Office Assistant, Elementary	BV	R12	Dist.	
		to School Office Assistant, Elementary	BV	R13	Dist.	09/30/18
Jennifer	Pfothenauer	School Office Assistant, Elementary	CC	R12	Dist.	
		to School Office Assistant, Elementary	CC	R13	Dist.	09/30/18
Heidi	Boaz	School Office Assistant, Elementary	CK	R12	Dist.	
		to School Office Assistant, Elementary	CK	R13	Dist.	09/30/18
Harriet	Jaffin	School Office Assistant, Elementary	CK	R12	Dist.	
		to School Office Assistant, Elementary	CK	R13	Dist.	09/30/18
Karen	Tomasello	School Office Assistant, Elementary	CK	R12	Dist.	
		to School Office Assistant, Elementary	CK	R13	Dist.	09/30/18
Kathy	Ramsey	School Office Assistant, Elementary	CR	R12	Dist.	
		to School Office Assistant, Elementary	CR	R13	Dist.	09/30/18
Shirley	Pitts	School Office Assistant, Elementary	GL	R12	Dist.	
		to School Office Assistant, Elementary	GL	R13	Dist.	09/30/18
Meghan	Felardo	School Office Assistant, Elementary	GB	R12	Dist.	
		to School Office Assistant, Elementary	GB	R13	Dist.	09/30/18
Deborah	McCabe	School Office Assistant, Elementary	GV	R12	Dist.	
		to School Office Assistant, Elementary	GV	R13	Dist.	09/30/18
Susan	Simms	School Office Assistant, Elementary	HH	R12	Dist.	
		to School Office Assistant, Elementary	HH	R13	Dist.	09/30/18
Jayne	Stevenson	School Office Assistant, Elementary	HH	R12	Dist.	
		to School Office Assistant, Elementary	HH	R13	Dist.	09/30/18
Barbara	Batoog	School Office Assistant, Elementary	JB	R12	Dist.	
		to School Office Assistant, Elementary	JB	R13	Dist.	09/30/18
Rose	Hym	School Office Assistant, Elementary	LO	R12	Dist.	
		to School Office Assistant, Elementary	LO	R13	Dist.	09/30/18
Sandra	Moeller	School Office Assistant, Elementary	LO	R12	Dist.	
		to School Office Assistant, Elementary	LO	R13	Dist.	09/30/18

Reclassification - Change Rate of Pay (continued)

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Range</u>	<u>Fund</u>	<u>Eff Date</u>
Natalie	Gayler	School Office Assistant, Elementary	MO	R12	Dist.	
		to School Office Assistant, Elementary	MO	R13	Dist.	09/30/18
Eileen	Schultz	School Office Assistant, Elementary	MT	R12	Dist.	
		to School Office Assistant, Elementary	MT	R13	Dist.	09/30/18
Elizabeth	Starck	School Office Assistant, Elementary	NA	R12	Dist.	
		to School Office Assistant, Elementary	NA	R13	Dist.	09/30/18
Becky	Boekweg	School Office Assistant, Elementary	QR	R12	Dist.	
		to School Office Assistant, Elementary	QR	R13	Dist.	09/30/18
Suzanne	Burfield	School Office Assistant, Elementary	QR	R12	Dist.	
		to School Office Assistant, Elementary	QR	R13	Dist.	09/30/18
Nancy	Kantor	School Office Assistant, Elementary	QR	R12	Dist.	
		to School Office Assistant, Elementary	QR	R13	Dist.	09/30/18
Shannon	Maser	School Office Assistant, Elementary	QR	R12	Dist.	
		to School Office Assistant, Elementary	QR	R13	Dist.	09/30/18
Kathy	Kawabata	School Office Assistant, Elementary	RR	R12	Dist.	
		to School Office Assistant, Elementary	RR	R13	Dist.	09/30/18
Heidi	Barker	School Office Assistant, Elementary	SY	R12	Dist.	
		to School Office Assistant, Elementary	SY	R13	Dist.	09/30/18
Katy	Power	School Office Assistant, Elementary	SY	R12	Dist.	
		to School Office Assistant, Elementary	SY	R13	Dist.	09/30/18
Katy	Little	School Office Assistant, Elementary	TC	R12	Dist.	
		to School Office Assistant, Elementary	TC	R13	Dist.	09/30/18
Jani	Mulholland	School Office Assistant, Elementary	TC	R12	Dist.	
		to School Office Assistant, Elementary	TC	R13	Dist.	09/30/18
Stacey	Fan	School Office Assistant, Elementary	TH	R12	Dist.	
		to School Office Assistant, Elementary	TH	R13	Dist.	09/30/18
Mimi	Hui	School Office Assistant, Elementary	TH	R12	Dist.	
		to School Office Assistant, Elementary	TH	R13	Dist.	09/30/18
Vivian	Jeffrey	School Office Assistant, Elementary	VE	R12	Dist.	
		to School Office Assistant, Elementary	VE	R13	Dist.	09/30/18
Giuliana	Hunt	School Office Assistant, Elementary	VG	R12	Dist.	
		to School Office Assistant, Elementary	VG	R13	Dist.	09/30/18
Susan	Witbeck	School Office Assistant, Elementary	VG	R12	Dist.	
		to School Office Assistant, Elementary	VG	R13	Dist.	09/30/18
Athena	Tessman	School Office Assistant, Elementary	WD	R12	Dist.	
		to School Office Assistant, Elementary	WD	R13	Dist.	09/30/18
Joan	Accomazzo	Textbook Clerk	CH	R10	Dist.	
		to Textbook Coordinator	CH	R12	Dist.	09/30/18
Linda	Ficenec	Textbook Clerk	SR	R10	Dist.	
		to Textbook Coordinator	SR	R12	Dist.	09/30/18
Jackie	Phillips	Textbook Clerk	MV	R10	Dist.	
		to Textbook Coordinator	MV	R12	Dist.	09/30/18
Rizza Day	Sphicas	Textbook Coordinator	DH	R10	Dist.	
		to Textbook Coordinator	DH	R12	Dist.	09/30/18
Sonia	Freitas	Clerk Typist	SR	R10	Dist.	
		to Secretary I, Secondary School	SR	R13	Dist.	09/30/18

Classroom Para for Combo Class

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Loc</u>	<u>Wkly Hrs</u>	<u>Fund</u>	<u>Eff Date</u>
Harpreet	Kaur	Classroom Para	CK	10.00	Dist.	09/16/19 - 05/29/20
Jennifer	Thompson	Classroom Para	MO	15.00	Dist.	09/09/19 - 05/29/20

Classified Employment - Other

<u>First</u>	<u>Last</u>	<u>Classification</u>	<u>Action</u>	<u>Eff Date</u>
Saba	Parvizian	Lifeguard	Hire	09/11/19
Joyce Anne	Rodriquez	Substitute Special Phy Health Care Asst	Open	08/16/19
Lina	Jeong	Student Worker	Hire	09/16/19
Evan	Lacey	Student Worker	Hire	09/20/19
Maya	De Peralta	Student Worker	Hire	09/20/19
Austin	Roland	Student Worker	Hire	05/29/19
Aaron	Shires	Student Worker	Hire	09/19/19
Juliet	Shires	Student Worker	Hire	09/19/19
Sarah	Moore	Substitute Clerical		
		and Substitute Para	Resign	09/24/19
Raymond	Johnson	Substitute Custodian	Hire	09/13/19
Vicki	Gilbertson	Substitute Para	Resign	09/11/19
Lakshmi	Madhuaro	Substitute Para	Hire	09/19/19
Humaira	Saleem	Substitute Para	Hire	09/11/19

San Ramon Valley Unified School District
 699 Old Orchard Drive, Danville, California, 94526

10/8/19
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 Item 11.3

DATE: **October 8, 2019**

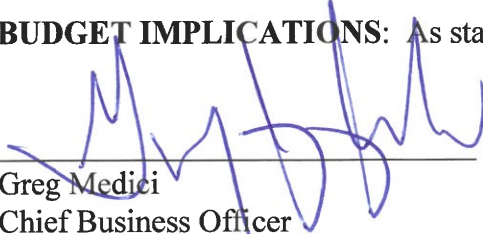
TOPIC: **CONSIDERATION OF APPROVAL OF CONTRACTS/PURCHASES
 OVER \$50,000**

DISCUSSION: Contracts and purchases over \$50,000 are routinely brought to the Board for approval. Copies of the contracts are available to the Board and public upon request.


Vendor	Item	Amount	Funding
Gilbert Inspections	Inspector of Record – SRVHS Classroom Building (July 1, 2019 – November 29, 2019)	\$77,700	Measure D
Sausal Corporation	Construction Management Adj. SVMS modernization	\$93,840	Measure D
Apodaca	District-wide roof repairs	\$102,300	RRM
Enterprise Roofing	District- wide roof repairs	\$55,000	RRM
Martinez Sheet Metal	District- wide HVAC repairs	\$77,000	RRM
Opening Technology	Install new key system Los Cerros School	\$85,933	RRM
Educational Management Solutions	Classified Benchmark Classification Study	\$61,995	Prof. services
COFY	NPA/NPS	>\$50,000	Sp. Ed.
CCCOE	Braillist / Braillist Asst. Services / ROP at Marchus School	\$227,289	Sp. Ed.
New Horizons	Outdoor Ed	\$56,564	Site Donatiopns
Newsela	Licenses for Technology	\$62,680	Technology

RECOMMENDATION: Authorize the District to execute the above agreements and purchases.

BUDGET IMPLICATIONS: As stated above.



 Greg Medici
 Chief Business Officer



 Rick Schmitt
 Superintendent

<p>11.3 Item Number</p>

San Ramon Valley Unified School District
699 Old Orchard Drive, Danville, California, 94526

DATE: OCTOBER 8, 2019


TOPIC: RATIFICATION OF FACILITIES AND OPERATIONS CONTRACT

DISCUSSION: This item covers previously board approved contracts that have gone over the initial approval amount. Increases to these type of contracts can be the result of various revisions including but not limited to unforeseen conditions, additional requested work, etc. This specific item was due to unforeseen conditions during trenching / excavation. A copy of the contract is available to the Board and public upon request.

Vendor	Project	Original Amount	Revised Amount	Funding
RK & Associates (dba Escon Builders)	Dougherty Valley High School shade structures	\$44,435	\$57,222	Measure D

RECOMMENDATION: Authorize the District to ratify the increase to Escon Builders for sitework and utilities work for the installation of shade structure at Dougherty Valley High School CTE classroom.

BUDGET IMPLICATIONS: \$12,787 – Fund 21 Measure D


Gary Black
Assistant Superintendent
Facilities & Operations


Rick Schmitt
Superintendent

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

DATE: October 8, 2019

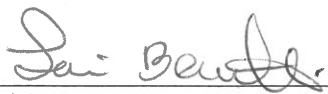
TOPIC: RATIFICATION OF WARRANTS

DISCUSSION: In accordance with Policy 3300, listed below is a summary of warrants issued for the following dates: September 3, 2019, through September 25, 2019. Detailed warrant registers are available in the District's Business Office for public inspection.


Fund Number	Fund Name	Vendor Warrants	Salary Warrants	Total
1	General Fund	3,420,761.10	306,582.20	3,727,343.30
5	Warrant Pass Through Fund	199,832.32		199,832.32
13	Child Nutrition Fund	217,231.23	7,900.51	225,131.74
21	Building Fund	6,783,124.32	3,731.56	6,786,855.88
25	Capital Facilities Fund	595,865.17		595,865.17
35	County School Facilities			-
40	Special Reserve- Capital Outlay	6,156.96	32,146.13	38,303.09
51	Bond Interest & Redemption			-
67	Self-Insurance Fund	229,697.15		229,697.15
71	Retiree Benefit Fund	3,500.00		3,500.00
76	Warrant Pass Through Fund	106,807.00		106,807.00
77	Payroll A/P Clearing			-
Total All Funds		\$11,562,975.25	\$350,360.40	\$11,913,335.65

RECOMMENDATION: The Administration recommends ratification of the warrants issued on the above dates.

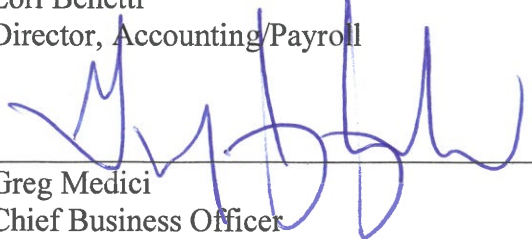
BUDGET IMPLICATIONS: As noted above.



Lori Benetti
Director, Accounting/Payroll



Rick Schmitt
Superintendent



Greg Medici
Chief Business Officer

11.5
Item Number

San Ramon Valley Unified School District
699 Old Orchard Drive, Danville, CA 94526

DATE: October 8, 2019


TOPIC: **DECLARATION OF SURPLUS PROPERTY**

DISCUSSION: As per Education Code section 17545-17555, the governing board may sell or dispose of personal property which is unusable, obsolete, or no longer needed by the district. Staff has determined that the item(s) listed below are surplus property and they have been verified as obsolete, unusable and/or cost prohibitive to repair or maintain. If the items do not exceed in value the sum of \$2,500, they may be sold at a private sale without advertising. If the property is of insufficient value to defray the costs of arranging a sale, the items may be donated to a charitable organization or may be disposed of in the local public dump. The items will be removed from the District's fixed asset inventory upon sale or disposal.

Quantity	Item	Quantity	Item
1	Craftsman-Blower/Vac	1	BextSpot-carpet spot remover
4	NSS Super suction vacuum	1	Tornado Vacuum
3	RX-Express-Floor Scrubbers	1	Clarke-Space Vac
1	Minuteman 200X-Floor Scrubber	1	Clarke Alto-Carpet Extractor
1	Eliminator-Propane Floor Burnisher	1	Advance-Wet/Dry Vac
3	Kent-carpet extractor		

RECOMMENDATION: Staff recommends approval of the items as surplus property.

BUDGET IMPLICATIONS: Any proceeds from the sale of items shall be placed to the credit of the fund from which the original expenditure for the purchase was made or in the general or reserve fund of the district.



Daniel Hillman
Executive Director, Business



Greg Medigi
Chief Business Officer



Rick Schmitt
Superintendent

DATE: October 8, 2019

TOPIC: For Consideration of Approval of New Members to SRVUSD Special Education Local Plan Area's (SELPA's) Community Advisory Committee (CAC)

DISCUSSION:

Every SELPA (Special Education Local Plan Area) is required to have a CAC (Community Advisory Committee). San Ramon Valley Unified School District, based upon its size, is a single district SELPA. All CAC meetings are open to parents of children with and without disabilities, educators, agency representatives and other community members. Voting members are appointed and approved by the school board of each district. The majority of voting membership must be comprised of parents of children with disabilities enrolled in public and private schools within the SRVUSD SELPA. We welcome everyone concerned with the education of children with special needs to attend.

The function of the CAC is to advise and support the District and its families on special education issues in accordance with the Local Plan for Special Education. Our Local Plan and By-Laws specify that the CAC should have at least seven (7) members and no more than twenty-one (21). To this end, we have received three CAC Member Applications for consideration for the 2019-20 school year.

RECOMMENDATION:

The CAC met on August 22, 2019, to consider three candidates for membership to the CAC, and have made a recommendation to the school board to approve and appoint three new members.

New Member:

- Gemma Callahan (Parent)
- Michelle Leavitt (Program Supervisor)
- Donna Grim (Principal)

BUDGET IMPLICATIONS:

-0-



MaryAnn Frates
SELPA Executive Director



Rick Schmitt
Superintendent

Item Number

11.7

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

10/8/19
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Item 11.8


DATE: OCTOBER 8, 2019

TOPIC: CONSIDERATION OF APPROVAL OF OUT-OF-STATE SCHOOL TRIP FOR CALIFORNIA HIGH SCHOOL THEATRE ARTS STUDENTS TO THEATRE LEARNING PROGRAM IN NEW YORK, NEW YORK – APRIL 2-6, 2020

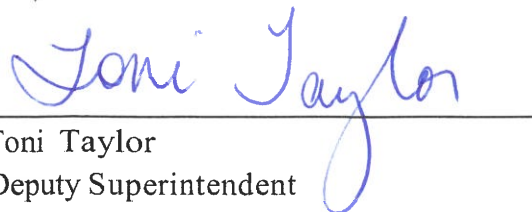
DISCUSSION: California High School is requesting an out-of-state school trip for the Theatre Arts students to see 3 Broadway shows, take a musical theatre class, meet a Broadway actor, tour Lincoln Center and Harlem, visit the Statue of Liberty and Ellis Island, visit neighborhoods in Manhattan as well as New York University and meet with California High Drama alumni working in the industry. Two instructional days will be missed. Details of the trip, including tentative itinerary and transportation, are attached.

RECOMMENDATION: Administration recommends approval of this out-of-state school trip. Approval of this trip will allow school personnel to move forward in their planning.


BUDGET IMPLICATIONS: The estimated donation per participant is \$2,500. All trip cost will be covered by fundraising. No student will be denied participation in this trip due to the lack of funds.



Jon Campopiano
Executive Director, Student Services



Toni Taylor
Deputy Superintendent



Rick Schmitt
Superintendent

11.8
Item Number



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
PRELIMINARY SCHOOL TRIP APPROVAL FOR CATEGORY 3 TRIPS

This preliminary approval form must be completed for trips that are out of state or for travel to a foreign country. The completed form must be submitted to the site Principal and Education Services for approval prior to any promotion of the trip or reservations being made, and before any other documentation is distributed, in accordance with AR6153 and AR3541.1. All trips must be arranged through the Transportation Department.

School: California High Club/Organization/Class Theatre Arts
Destination: New York City Responsible Person(s): Laura Woods
Date(s) of trip: 04/02/2020 04/06/2020 # of Instructional Days Missed: 2

- 1. Rationale: Complete a description of proposed trip and its relationship to instruction in the area provided below. This should include a tentative itinerary of the trip activities.

Students will travel to New York City and see 3 Broadway shows, take a musical theatre class, meet a Broadway actor, tour Lincoln Center and Harlem, visit the Statue of Liberty and Ellis Island, visit neighborhoods in Manhattan, see New York University and meet with Cal High Drama alumni working in the industry.
*NOTE: Chaperones do not pay for anything. Program used pays for chaperones/volunteers.

- 2. Transportation: Must begin and end at school. Exceptions due to unique circumstances must be approved by Education Services. Select two if more than one mode of transportation used. (Including to airport or BART if applicable)

To and From Destination: Charter Bus Plane If Other Please Specify:

At Destination: Charter Bus Subway If Other Please Specify:

- 3. Lodging: Type of Housing: Hotel Specify if Other: # of nights 4

- 4. Estimated number of student participants: 40

- 5. Funding:

Estimated total cost of the trip per person (students and chaperones) \$ 2500.00 Total of Trip \$ 100,000.00
Funding sources: (i.e. Fundraisers, Donations): fundraisers

- 6. Supervision: Volunteers/Drivers/Chaperones must be cleared through the Volunteer Management System.

Number of certificated staff 1 Number of Volunteers 3

Ratio of chaperones to students 10:1 (Mixed gender overnight trips require mixed gender chaperones at a ratio of 10:1).

Principal's Approval Megan Keefe Date 09/18/2019

Director's Approval Jon Campopiano Date 09/19/2019

After Board approval, submit the Final Documents to Ed Services:

- Roster Itinerary Volunteer/Driver/Chaperone List
I have verified that all Volunteers, Drivers and/or Chaperones have been cleared.
I have verified the trip meets the Chaperone supervision requirements for Certificated staff, ratio and gender.

Submitted by: Date:
(Name of person submitting documents)

California High School New York City Trip 2020

Day 1: Thursday, April 2nd, 2020

Students meet early in am at Cal High band room parking lot. Students travel to SFO.

Fly SFO to a NYC airport

Late afternoon arrival in New York City

Chartered bus to Manhattan with Passports course leader.

Arrive hotel to check in. Hotel will be in walking distance to Times Square

Dinner in Times Square

Theatre District Tour of Time Square:

THEATRE ARTS STATE STANDARD: 3.0 HISTORICAL AND CULTURAL CONTEXT

Students will:

-Learn about the history of Broadway and the origins of the most famous theaters in the world. (3.3)

- Discover how Times Square transformed from a horse trading district into the Entertainment Capital of the World. (3.3)

- See how some theaters evolved after the Great Depression to become Radio and Television studios. (3.1)

-Visit some of the most historic theaters on Broadway and hear the backstage stories of the famous people who performed there over the decades. Each step will follow in the footsteps of some of the greatest performers that have ever lived: George M Cohan, Ethel Barrymore, Judy Garland, Humphrey Bogart, Phillip Seymour Hoffman, Patty LuPone, Julie Andrews, etc. (3.3)

Return to hotel

10pm- Room checks and lights out

Day 2: Friday, April 3rd, 2020

Course Leader meets group at hotel; group walks to breakfast

8am: Breakfast

Theatre Workshop; drama group will participate in a Broadway rehearsal workshop with a Broadway actor.

THEATRE ARTS STATE STANDARD 1.0 ARTISTIC PERCEPTION, 2.0 CREATIVE EXPRESSION AND 5.0 CONNECTIONS, RELATIONSHIPS, APPLICATIONS

Students will:

-Learn about the history and business of Broadway, the training and audition process of an actor. (5.3)

-Engage in exercises that performing artist do to warm up and be creative. (2.1)

-Collaborate to create storylines, characters and scenes. Go through the creative process to produce something fun and memorable. (1.2)

Lunch in Mid-Town

Lincoln Center Tour:

THEATRE ARTS STATE STANDARD 1.0 ARTISTIC PERCEPTION, 3.0 HISTORICAL AND CULTURAL CONTEXT, 4.0 AESTHETIC VALUING AND 5.0 CONNECTIONS, RELATIONSHIPS, APPLICATIONS

This massive complex contains 23 theaters, as well as the Juilliard School, the New York City Ballet, the Film Center of Lincoln Center, and a branch of the New York Public Library, making it one of the most concentrated places for the performing arts in the nation.

Tours visit up to 3 venues where a spectacular range of artists have performed, including Luciano Pavarotti, Mikhail Baryshnikov, Leonard Bernstein, and Renée Fleming. These venues are also home to resident organizations, including the New York Philharmonic, New York City Ballet, Metropolitan Opera, Lincoln Center Theater, Chamber Music Society and more.

Students will:

- Visit 3 of the 23 theater spaces. (4.2, 5.3)

-Have access to backstage of one of the theaters to watch technical crew move in a set for a performance. (1.1, 3.3)

Central Park Walking Tour

THEATRE ARTS STATE STANDARD 3.0 HISTORICAL AND CULTURAL CONTEXT

This tour offers one-of-a-kind, private tour of the world's greatest urban park.

Students will

-Tour the landscape dominated by Belvedere Castle, including the Great Lawn, Turtle Pond, and the 3,500-year-old Obelisk, commonly known as Cleopatra's Needle. (3.3)

*New York coach picks group up for **Upper Manhattan Tour***

Upper Manhattan/Harlem Motorcoach Tour

THEATRE ARTS STATE STANDARD 3.0 HISTORICAL AND CULTURAL CONTEXT

Students will board private chartered bus with professional tour guide narrating them through upper Manhattan and into Harlem. They will learn about the Harlem Renaissance as they pass by historic attractions where Langston Hughes penned his poems, novels and plays. Students will pass sights pertaining to music, literature, visual art, religion, great migration and socio-political advocacy. They will pass by the Apollo Theatre, a music hall which is a noted venue for African-American performers. It was the home of Showtime at the Apollo, a nationally syndicated television variety show

Students will:

-Pass by Columbia University, Studio 54, the Good Morning America Studio, the Macolm X Mosque, Carnegie Hall, Lafayette Square and Morning Side Park. (3.3)

-Have a self-guided tour of Saint John the Divine and Grant's Tomb. (3.3)

-Learn about the history of the Apollo Theatre. (3.3)

New York coach drops group at dinner in Little Italy

Dinner

Broadway Show : Choices may include Hamilton, Matilda or The Curious Incident of the Dog in the Night

THEATRE ARTS STATE STANDARD 1.0 ARTISTIC PERCEPTION, 4.0 AESTHETIC VALUING AND 5.0 CONNECTIONS, RELATIONSHIPS, APPLICATIONS

Return to hotel

11pm: Room checks and lights out

Day 3: Saturday, April 4, 2020

Course Leader meets group at hotel; group subways to breakfast

8am Breakfast

The Drama Bookshop

THEATRE ARTS STATE STANDARD: 4.0 AESTHETIC VALUING AND 5.0 CONNECTIONS, RELATIONSHIPS, APPLICATIONS, 5.0 CONNECTIONS, RELATIONSHIPS, APPLICATIONS

This Theater District store has been a trusted resource for aspiring and professional theater folk since World War I. American and British scripts take center stage, with at least four shelf units and one display table devoted to Shakespeare—though there are also smaller selections of Greek and Roman, African, Asian, and French plays. Supporting players include books on stagecraft, costumes, makeup kits; a multimedia section includes instructional DVDs by well-known thespians and CDs for mastering foreign accents from around the globe.

Students will:

- Have time to immerse themselves in dramatic literature at this world famous book shop. (4.1)
- Read books about technical theatre and future careers in the arts (5.3)

Group subway to Financial District

Lunch

Group walk through Financial District to Statue of Liberty ferry

Tour at Statue of Liberty

Ellis Island guided tour

THEATRE ARTS STATE STANDARD 3.0 HISTORICAL AND CULTURAL CONTEXT

In its time, Ellis Island was the busiest federal immigration station in America. In 1907, Ellis Island processed 1,004,756 immigrants, a record number for the Immigration stations. April 17, 1907 was the Island's busiest day, when 11,747 immigrants were processed.

9/11 Memorial

THEATRE ARTS STATE STANDARD 3.0 HISTORICAL AND CULTURAL CONTEXT

The Museum displays artifacts associated with the events of 9/11, while presenting stories of loss and recovery.

Group subways to Dinner

Dinner

Broadway Show Choices may include Hamilton, Matilda or The Curious Incident of the Dog in the Night

THEATRE ARTS STATE STANDARD 1.0 ARTISTIC PERCEPTION, 4.0 AESTHETIC VALUING AND 5.0 CONNECTIONS, RELATIONSHIPS, APPLICATIONS

Return to hotel

11pm: room checks and lights out

Day 4: Sunday, April 5, 2020

Course Leader meets group at hotel; group walks to breakfast

Breakfast

Group subways to Greenwich Village for New York University tour and free time in Greenwich Village

New York University Tour (led by WorldStrides Course Leader)

THEATRE ARTS STATE STANDARD 5.0 CONNECTIONS, RELATIONSHIPS, APPLICATIONS

-Students will tour this esteemed University including classrooms, performance spaces and dorm rooms. (5.1)

-Post tour, students will meet with Cal High Drama Alumni for an informal meet and greet. Cal High Alumni are working actors and technicians in NYC. (5.1, 5.3)

Greenwich Village literary walking tour

THEATRE ARTS STATE STANDARD 3.0 HISTORICAL AND CULTURAL CONTEXT

The world famous Village was the cultural epicenter for America's artists, anarchists, poets and painters in the early 20th century – understand the neighborhood's progression from rural farmhouses to raucous performances. The Bohemians, the Beats and the Folkies all contributed to Greenwich Village and America's first literary and intellectual community.

Lunch

Broadway Show Matinee Performance Choices may include Hamilton, Matilda or The Curious Incident of the Dog in the Night

THEATRE ARTS STATE STANDARD 1.0 ARTISTIC PERCEPTION, 4.0 AESTHETIC VALUING AND 5.0 CONNECTIONS, RELATIONSHIPS, APPLICATIONS

Group subways to the Highline

The High Line is a public park built on a historic freight rail line elevated above the streets on Manhattan's West Side.

The High Line

Group subways to Dinner in Chinatown and Little Italy

Dinner

Free time in Chinatown and Little Italy

THEATRE ARTS STATE STANDARD 3.0 HISTORICAL AND CULTURAL CONTEXT

Home to the biggest enclave of Chinese people in the western hemisphere, students will have an opportunity to submerge themselves in Chinese culture. Later, they can walk to Little Italy, the historic Italian center of Manhattan to indulge in a cannoli!

Return to hotel

9:00pm: Pack, Room checks, lights out by 10pm

Day 5: Monday, April 6, 2020

Hotel check-out

Course Leader meets group at hotel; group walks to breakfast

8am Breakfast

Midtown Manhattan-Rockefeller Center

THEATRE ARTS STATE STANDARD 3.0 HISTORICAL AND CULTURAL CONTEXT

5th Avenue Walking Tour including:

Empire State Building, the Moma, The Met, The Guggenheim and the FlatIron building

Lunch

Top of the Rock

THEATRE ARTS STANDARD 4.0 AESTHETIC VALUING

Top of the Rockefeller Center- Often considered the best panoramic city view, students will say goodbye to New York City.

Group is picked up by New York coach and dropped off at the airport; WorldStrides personnel to assist with check-in

Dinner (at airport)

Fly home NYC airport to SFO

Return to Cal High

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, California 94526


DATE: OCTOBER 8, 2019

**TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 26/19-20,
NOTICE OF COMPLETION FOR AAA FENCE COMPANY, INC., FOR
FENCING AND GATING IMPROVEMENTS AT ALAMO ELEMENTARY
SCHOOL, MONTAIR ELEMENTARY SCHOOL, TASSAJARA HILLS
ELEMENTARY SCHOOL, TWIN CREEKS ELEMENTARY SCHOOL AND
IRON HORSE MIDDLE SCHOOL**


DISCUSSION: At the completion of a project, the California Public Contract Code allows a Notice of Completion (NOC) to be accepted and filed by the Board of Education. The filing of this NOC shortens the period that a claim can be filed against the District.

RECOMMENDATION: Staff recommends the Board adopt Resolution No. 26/19-20, Notice of Completion for AAA Fence Company, Inc., for fencing and gating improvements at Alamo Elementary School, Montair Elementary School, Tassajara Hills Elementary School, Twin Creeks Elementary School and Iron Horse Middle School.

BUDGET IMPLICATIONS: None



Gary Black
Assistant Superintendent
Facilities & Operations



Rick Schmitt
Superintendent

San Ramon Valley Unified School District
Attn: Renee Kanalakis, Facilities
3280 Crow Canyon Road
San Ramon, CA 94583

10/8/19
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Item 11.9

Resolution No. 26/19-20
Page 1 of 2

Recording Requested by
San Ramon Valley Unified School District

When Recorded Mail or
Deliver to:

Recorded

Gary Black
Assistant Superintendent Facilities & Operations
San Ramon Valley Unified School District
3280 Crow Canyon Road
San Ramon, CA 94583

at o'clock
Contra Costa County Records
Stephen L. Weir
County Recorder

**San Ramon Valley Unified School District
Contra Costa County, California**

In the matter of Accepting and Giving
Notice of Completion of Contract with
AAA Fence Company, Inc.

RESOLUTION OF ACCEPTANCE
and NOTICE OF COMPLETION

WHEREAS, the above entitled School District on March 12, 2019, contracted with AAA Fence Company, Inc., 2749 Scott Blvd., Santa Clara, CA 95050 with Developers Surety and Indemnity Company, California as surety for said Contractor for fencing and gating improvements at Alamo Elementary School, 100 Wilson Road, Alamo, CA 94507, Montair Elementary School, 300 Quinterra Lane, Danville, CA 94526, Tassajara Hills Elementary School, 4675 Camino Tassajara Road, Danville, CA 94506, Twin Creeks Elementary School, 2785 Marsh Drive, San Ramon, CA 94583 and Iron Horse Middle School, 12601 Alcosta Blvd., San Ramon, CA 94583; and

WHEREAS, the nature of the District's interest in the fencing and gating improvement project at various sites "real property" is Fee Interest; and

WHEREAS, it has been certified to this Board of Education that said Contractor has completed the work and same has been inspected and complies with the approved plans and specifications, and that said Contractor has completed said work as of September 30, 2019; and

NOW THEREFORE BE IT RESOLVED that said work is accepted as completed and the Secretary of this Board is directed to have filed for record, a copy of this Resolution as a Notice of Completion in connection with said contract.

Resolution No. 26/19-20
Page 2 of 3

PASSED AND ADOPTED at the regular meeting of the Board held on October 8, 2019 by the following called vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CERTIFICATION AND VERIFICATION

I hereby certify that the forgoing is a true and correct copy of a resolution and acceptance entered on the minutes of a meeting of said Board of Education held October 8, 2019 and I declare under penalty of perjury that the foregoing is true and correct.

Dated: October 8, 2019, Danville, California.

Rick Schmitt
Secretary of the Board of Education of the
San Ramon Valley Unified School District of
Contra Costa County, State of California

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, California 94526


DATE: OCTOBER 8, 2019

**TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 28/19-20,
NOTICE OF COMPLETION FOR SHADE STRUCTURES, INC., (DBA USA
SHADE & FABRIC STRUCTURES) FOR THE SHADE STRUCTURES AT
DOUGHERTY VALLEY HIGH SCHOOL CTE CLASSROOM**

DISCUSSION: At the completion of a project, the California Public Contract Code allows a Notice of Completion (NOC) to be accepted and filed by the Board of Education. The filing of this NOC shortens the period that a claim can be filed against the District.

RECOMMENDATION: Staff recommends the Board adopt Resolution No. 28/19-20, Notice of Completion for Shade Structures, Inc., (dba USA Shade & Fabric Structures) for the purchase and installation of the shade structures at Dougherty Valley High School CTE classroom.

BUDGET IMPLICATIONS: None



Gary Black
Assistant Superintendent
Facilities & Operations



Rick Schmitt
Superintendent

San Ramon Valley Unified School District
Attn: Renee Kanalakis, Facilities
3280 Crow Canyon Road
San Ramon, CA 94583

10/8/19
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Item 11.10

Resolution No. 28/19-20
Page 1 of 2

Recording Requested by
San Ramon Valley Unified School District

When Recorded Mail or
Deliver to:

Recorded

Gary Black
Assistant Superintendent Facilities & Operations
San Ramon Valley Unified School District
3280 Crow Canyon Road
San Ramon, CA 94583

at o'clock
Contra Costa County Records
Stephen L. Weir
County Recorder

**San Ramon Valley Unified School District
Contra Costa County, California**

In the matter of Accepting and Giving
Notice of Completion of Contract with
Shade Structures, Inc.
dba USA Shade & Fabric Structures

RESOLUTION OF ACCEPTANCE
and NOTICE OF COMPLETION

WHEREAS, the above entitled School District on May 1, 2019, contracted with Shade Structures, Inc., (dba USA Shade & Fabric Structures), 2580 Esters Blvd., Suite 100, DFW Airport, TX, Travelers Casualty and Surety Company of America, Connecticut as surety for said Contractor for; and

WHEREAS, the nature of the District's interest in the shade structure project at Dougherty Valley High School "real property" is Fee Interest; and

WHEREAS, it has been certified to this Board of Education that said Contractor has completed the work and same has been inspected and complies with the approved plans and specifications, and that said Contractor has completed said work as of September 30, 2019; and

NOW THEREFORE BE IT RESOLVED that said work is accepted as completed and the Secretary of this Board is directed to have filed for record, a copy of this Resolution as a Notice of Completion in connection with said contract.

PASSED AND ADOPTED at the regular meeting of the Board held on October 8, 2019 by the following called vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CERTIFICATION AND VERIFICATION

I hereby certify that the forgoing is a true and correct copy of a resolution and acceptance entered on the minutes of a meeting of said Board of Education held October 8, 2019 and I declare under penalty of perjury that the foregoing is true and correct.

Dated: October 8, 2019, Danville, California.

Rick Schmitt
Secretary of the Board of Education of the
San Ramon Valley Unified School District of
Contra Costa County, State of California

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, California 94526

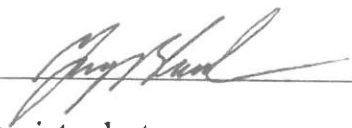
DATE: OCTOBER 8, 2019

**TOPIC: CONSIDERATION OF ADOPTION OF RESOLUTION NO. 29/19-20,
NOTICE OF COMPLETION FOR RT & ASSOCIATES (DBA ESCON
BUILDERS) FOR THE INSTALLATION OF SHADE STRUCTURES AT
DOUGHERTY VALLEY HIGH SCHOOL CTE CLASSROOM**

DISCUSSION: At the completion of a project, the California Public Contract Code allows a Notice of Completion (NOC) to be accepted and filed by the Board of Education. The filing of this NOC shortens the period that a claim can be filed against the District.

RECOMMENDATION: Staff recommends the Board adopt Resolution No. 29/19-20, Notice of Completion for RT & Associates (dba Escon Builders) for utilities and sitework for the installation of shade structures at Dougherty Valley High School CTE classroom.

BUDGET IMPLICATIONS: None



Gary Black
Assistant Superintendent
Facilities & Operations



Rick Schmitt
Superintendent

San Ramon Valley Unified School District
Attn: Renee Kanalakis, Facilities
3280 Crow Canyon Road
San Ramon, CA 94583

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Item 11.11

Resolution No. 29/19-20
Page 1 of 2

Recording Requested by
San Ramon Valley Unified School District

When Recorded Mail or
Deliver to:

Recorded

Gary Black
Assistant Superintendent Facilities & Operations
San Ramon Valley Unified School District
3280 Crow Canyon Road.
San Ramon, CA 94583

at _____ o'clock
Contra Costa County Records
Stephen L. Weir
County Recorder

**San Ramon Valley Unified School District
Contra Costa County, California**

In the matter of Accepting and Giving
Notice of Completion of Contract with
RK & Associates (dba Escon Builders)

RESOLUTION OF ACCEPTANCE
and NOTICE OF COMPLETION

WHEREAS, the above entitled School District on May 23, 2019, contracted with RK & Associates (dba Escon Builder) 29516 Union City Blvd., Union City, CA 94587 said Contractor for utilities and sitework for the installation of shade structures at Dougherty Valley High School, 501 Danville Blvd., Danville, CA 94526; and

WHEREAS, the nature of the District's interest in the shade structure project at Dougherty Valley High School "real property" is Fee Interest; and

WHEREAS, it has been certified to this Board of Education that said Contractor has completed the work and same has been inspected and complies with the approved plans and specifications, and that said Contractor has completed said work as of September 30, 2019; and

NOW THEREFORE BE IT RESOLVED that said work is accepted as completed and the Secretary of this Board is directed to have filed for record, a copy of this Resolution as a Notice of Completion in connection with said contract.

Resolution No. 29/19-20
Page 2 of 3

PASSED AND ADOPTED at the regular meeting of the Board held on October 8, 2019 by the following called vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CERTIFICATION AND VERIFICATION

I hereby certify that the forgoing is a true and correct copy of a resolution and acceptance entered on the minutes of a meeting of said Board of Education held October 8, 2019 and I declare under penalty of perjury that the foregoing is true and correct.

Dated: October 8, 2019, Danville, California.

Rick Schmitt
Secretary of the Board of Education of the
San Ramon Valley Unified School District of
Contra Costa County, State of California

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

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Item 11.12

DATE: **October 8, 2019**

TOPIC: **CONSIDERATION OF APPROVAL OF THE WILLIAMS UNIFORM
COMPLAINT QUARTERLY REPORT**

DISCUSSION:

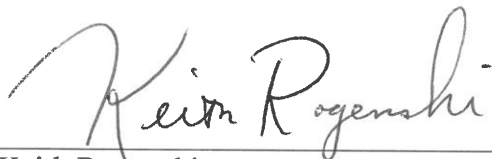
Under the Williams Uniform Complaint Policy, the District is required to report to the Contra Costa County Office of Education the number of complaints made under this policy. The report is sent to the County Office on a quarterly basis and must be presented to the Board at a public meeting.

RECOMMENDATION:

Approval.

BUDGET IMPLICATIONS:

There are no budget implications.



Keith Rogenski
Assistant Superintendent
Human Resources



Rick Schmitt
Superintendent

11.12

Item Number

Quarterly Uniform Complaint Form

[Education Code 35186]

District: San Ramon Valley Unified School District

Person completing this form: Adrienne Herrera

Title: Administrative Assistant

Quarterly Report Submission Date: *(check one)*

- | | |
|-------------------------------------|---------------------------------|
| <input type="checkbox"/> | April 30, 2019 (Jan-Mar 2019) |
| <input type="checkbox"/> | July 31, 2019 (Apr-Jun 2019) |
| <input checked="" type="checkbox"/> | October 31, 2019 (Jul-Sep 2019) |
| <input type="checkbox"/> | January 31, 2020 (Oct-Dec 2019) |

Date for information to be reported publicly at governing board meeting: October 8, 2019

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

Area of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS	0	0	0

Rick Schmitt
Print Name of District Superintendent

Signature of District Superintendent

Date

Please return completed form to Danielle Low, Williams Settlement Administrative Assistant
CCCOE – 77 Santa Barbara Road, Pleasant Hill, CA 94523
FAX: (925) 942-3356 • E-MAIL: dlow@cccoe.k12.ca.us

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

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Item 11.13

DATE: October 8, 2019

TOPIC: CONSIDERATION OF APPROVAL OF REVISIONS TO JOB DESCRIPTIONS AS A RESULT OF THE 2018-19 CLASSIFIED RECLASSIFICATION PROCESS

DISCUSSION:

The District has identified a need to revise multiple job descriptions as a result of the classified reclassification process in 2018-19. The revised job descriptions attached hereto accurately reflect the current duties and responsibilities of each position. This will ensure that the positions are competitive in the market and commensurate with the knowledge, skills, and responsibilities required of the assigned incumbent.


The job descriptions presented include duties and responsibilities which represent and accurately reflect the District's needs and are comparable to similar positions in other California school districts. Moreover, they have been negotiated with and ratified by the California School Employees Association (CSEA), Chapter #65, and are being presented for Board consideration and approval.

RECOMMENDATION:

Approve the revised job descriptions.

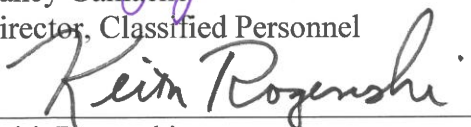
BUDGET IMPLICATIONS:

The revision of the job descriptions and the requested Board approval has no direct financial implications to the District.



Nancy Gamache

Director, Classified Personnel



Keith Rogenski

Assistant Superintendent
Human Resources



Rick Schmitt

Superintendent

11.13

Item Number

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Attendance Technician	REPORTS TO:	Controller <u>Assigned Supervisor</u>
DEPARTMENT:	Business Division	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	February 3, 1998	SALARY:	Range 44 <u>16</u> ; Unit II CSEA Clerical Salary Schedule

REVISED:

Summary: ~~Perform advanced and highly complex duties to prepare and maintain records related to student attendance accounting, prepare and submit reports for local, County, State, and other ADA purposes; and train District personnel as needed. Under general supervision and guidance of a certificated employee~~ the assigned supervisor, this position performs advanced and highly complex duties to prepare and maintain records related to student attendance accounting, prepare and submit reports for local, County, State, and other ADA purposes; and train District personnel as needed.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. ~~Duties may vary from site to site.~~ This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Compile student enrollment and attendance (~~ADA~~) information, prepare and submit reports for local, State and other ADA purposes; ~~type from verbal instructions and rough draft documents~~; compose and prepare correspondence to District staff concerning student attendance and records as appropriate. **E**

Organize District-wide student attendance accounting policies, processes and procedures. **E**

Compile and balance the Average Daily Attendance (ADA) Report District-wide; make corrections as needed and monitor all reporting information. **E**

Receive and process student attendance accumulation corrections according to established procedures and time lines. **E**

Operate a computer and related attendance software ~~such as SASI~~ to input data, troubleshoot and correct errors, and train others in the proper use of software systems. **E**

Receive and respond to phone calls regarding student attendance accounting. **E**

Calculate and verify school-by-school adherence to the State's instructional minutes requirement. **E**

Perform a variety of related technical duties including maintaining student attendance accounting records, preparing reports and providing other materials for District administrators and others. **E**

Provide technical expertise for student attendance accounting functions; train employees in processes and procedures related to attendance accounting; assist in formulating District-wide policies and procedures. **E**

Maintain knowledge of laws, legislation and trends related to student attendance accounting. **E**

Assist in developing and implementing long and short-range plans and activities for student attendance accounting. **E**

Make mathematical calculations. **E**

~~Maintains a positive, helpful, constructive attitude and working relationship with the supervisor, team members, other District employees, the Board of Education, students, parents and the general public at all times in all circumstances. E~~

~~Maintains or seeks current information on resources relevant to the position. E~~

Monitor K-3 Class Size Average. E

Perform internal audits of attendance record keeping. E

Performs related duties as assigned. E

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of training, experience and/or education equivalent to: graduation from high school and four years of experience relating to school attendance accounting; or four years of experience in an advanced and complex position involving accounting or record keeping; college-level course work preferred.

LICENSES AND OTHER REQUIREMENTS:

~~Ability to type 50 correct words per minute on a computer keyboard.~~

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: ~~Proficient ability to use a personal computer and use Microsoft Office XP or higher, databases specific to the District, Internet, and Microsoft Outlook. Proficiency in applicable computer software programs used by the District. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment.~~ **Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.**

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE OF:

- Basic record keeping practices, procedures and methods.
- Computer equipment, care and use.
- Office practices and procedures including basic functions of computer operations.
- ~~Correct English usage, grammar, spelling, punctuation, and vocabulary.~~
- Oral and written English communication skills.
- District student attendance policies, procedures and terminology.
- Methods, techniques and terminologies involved in student attendance accounting.
- Basic accounting procedures.
- Applicable sections of the State Education Code and other applicable laws.
- State, federal and local regulations related to attendance.
- Principles and practices of effective training techniques.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Report writing methods and techniques.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills.
- ~~Interpersonal skills using tact, patience, and courtesy; telephone techniques and etiquette.~~
- ~~Advanced oral and written communication skills.~~

~~Operations, procedures, specific rules and precedents of the office.~~

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Perform advanced and highly complex tasks.

Plan, organize and administer attendance accounting activities of the District.

~~Initiate and evaluate new programs.~~

Interpret, apply and explain rules, regulations, policies, and procedures.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with minimal direction.

Plan and organize work.

Prepare accurate, comprehensive narrative and statistical reports.

Maintain current knowledge of laws and trends related to student attendance accounting.

Make mathematical computations with speed and accuracy.

~~Operate office machines and computer hardware and software programs.~~

~~Understand and follow oral and written instructions in English.~~

Communicate effectively with District employees and the general public.

Make effective presentations and provide training to all levels of staff.

~~Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.~~

Determine appropriate action within clearly defined guidelines.

~~Work independently with little direction.~~

~~Meet schedules and time lines including personal attendance.~~

~~Maintain records and prepare reports.~~

Prepare written communications independently and accurately.

LANGUAGE SKILLS:

Ability to read, write, hear, and speak in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

~~Office environment; constant interruptions.~~ Generally works in an office environment with constant interruptions.

PHYSICAL ABILITIES:

~~Sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reaching overhead, above the shoulders and horizontally, bending at the waist and kneeling or crouching to retrieve files from cabinets and shelves; hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned activities; lifting light objects.~~ Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; may lift and move objects ~~or persons.~~

HAZARDS:

None known.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

APPROVALS:

~~Roberta J. Silberstein~~ **Keith Rogenski**, Assistant Superintendent- Human Resources Date

~~Steven Enoch~~ **Rick Schmitt**, Superintendent Date

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Human Resource Specialist Benefits Assistant	REPORTS TO:	Director of Human Resources Assigned Supervisor
DEPARTMENT:	Human Resources	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 months
BOARD APPROVAL:	March 4, 2008	SALARY:	Range 1315 ; CSEA Unit II, Clerical Salary Structure
REVISED:			

SUMMARY DEFINITION: ~~Under general supervision this position provides human resource services in one or more of the following areas: consultation and training in human resource subjects, application review and candidate testing, recruitment, job fairs, employment program administration; benefits; and/or related work. This is the second level of a four level structure. At this level, it is essential for incumbents to have a good understanding of human resource administration and related responsibilities to accomplish a variety of tasks.~~ Under the direction of the assigned supervisor, performs a variety of technical duties in support of the benefits program for active employees, retirees and Consolidated Omnibus Budget Reconciliation Act (COBRA) participants; acts as a liaison between employees and vendors; serves as the District representative for unemployment claims and as a technical resource and liaison concerning employee benefits.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

~~Consultation and Customer Service: Consults with and advises management and employees on human resource processes, issues and problems; conducts and coordinates human resource and benefits training; researches information, reports findings and makes recommendations to HR management; coordinates meetings with managers and employees as needed.~~ Consults and advises employees and applicants regarding benefit processes and policies; provides calculations of benefit costs and plans. E

Compiles information and maintains a variety of records and files related to benefit programs, forms, billing adjustments, claims and assigned duties. E

Independently generates correspondence to employees regarding benefits coverage; ensures timely processing and accuracy of benefit information in accordance with the district's benefit policies and collective bargaining agreements. E

Monitors monthly COBRA payments. E

Coordinates and complies with Medical Support Notice from the Department of Child Support Services. E

Provides information and assistance to employees regarding Supplemental Retirement Savings Plans. E

~~Human Resource Services: counsels applicants and the public on career opportunities in District employment and explains application and hiring procedures and/or benefits applications procedures and processes; conducts or assists with employee orientation; advises others regarding benefits or recruitment and selection practices and requirements; reviews personnel actions and employment activities for compliance with federal, state and District rules, policies and procedures; recommends personnel procedures; performs or oversees preparation and submittal of personnel, payroll or benefits documents; establishes and maintains employee record systems; responds orally and in writing to requests for~~

Benefits Assistant

~~information. Assists with employee orientation; oversees and performs preparation and submittal of personnel, payroll and benefits documents; establishes and maintains benefit related record systems.~~ **E**

Participates in new employee orientation. **E**

~~Examination Processes: analyzes job application materials to determine whether candidates meet minimum and required qualifications; schedules and administers oral and written examinations.~~ **E**

~~Recruitment: develops recruitment announcements; makes presentations on District employment at job fairs and before groups; performs Affirmative Action outreach recruiting efforts; coordinates and facilitates recruitment and hiring process.~~ **E**

~~Benefits: organize, distribute, and maintain~~ **Organizes, distributes, and maintains** benefits documents, records and data pertaining to District employees, new hires, and retirees; Coordinates and oversees District employee Flexible Spending Account activities and related reports in coordination with the Flex plan **providers.** **E**

Performs internal audits of employee benefits data. **E**

Prepares and disseminates information related to benefits programs. **E**

Coordinates Wellness plans and activities. **E**

Provides assistance and support to HR management and all areas related to benefits administration. **E**

~~Provides information and maintains communication with employees; performs internal audits of employee benefits data; coordinates COBRA and CalPERS documents and disseminates information regarding these programs to new hires and active and separated employees; coordinates Wellness activities and plans and prepares meetings; provides assistance and support to HR management in all areas related to benefits administration.~~ **E**

Perform related duties as assigned.

Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of training, experience and/or education equivalent to graduation from high school and three years of experience as a Human Resource Technician or Specialist or equivalent in an educational or public setting; or three years experience at the level of Department Secretary II within the District. Experience interpreting rules, policies, laws, and regulations; experience working with employees and employment applicants in human resource matters.

Preferred: prior work experience in Human Resources and college-level coursework in human resource management.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: ~~Proficient ability to use a personal computer and use Microsoft Office XP or higher, databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, data storage and calculations.~~

Benefits Assistant

~~Ability to type 45 correct words per minute on a computer keyboard. A computer keyboard skills test will be given to verify that applicants meet minimum qualifications.~~ **Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.**

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required as minimum requirements for this position.

KNOWLEDGE OF:

District policies, procedures and terminology.
Human resource practices.
~~Equal employment opportunity/affirmative action concepts and legal requirements.~~
~~Employee recruitment methods;~~
Employee benefits program administration.
~~Job analysis concepts;~~
~~Training methods;~~
Applicable sections of the State Education Code and other applicable laws.
Modern office practices, procedures and equipment.
Record-keeping techniques, filing systems and information management.
Correct English usage, grammar, spelling, punctuation and vocabulary.
~~Oral and written communication skills.~~
Interpersonal skills using tact, patience, and courtesy.
Telephone techniques and etiquette.
Benefits and coverage for medical, dental, vision, FSA, and PERS.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
Perform advanced, complex specialist and secretarial duties of complex detail.
~~Prepare, maintain, and distribute testing and evaluation materials and data.~~
~~Record test results and complex testing information in appropriate testing data program.~~
~~Assist with analysis, manipulation and verification of testing data.~~
~~Communicate effectively in English both orally and in writing. Maintain records and prepare reports.~~
Read, interpret, apply and explain rules, regulations, policies and procedures.
Complete work with many interruptions.
Prioritize and complete work in an efficient and timely manner.
Respond to inquiries in a timely manner.
Understand and work within scope of authority.
Work independently with little direction.
Meet schedules and timelines.
~~Work confidently and with discretion.~~
Maintain confidentiality.
Compose correspondence and written materials independently.

LANGUAGE SKILLS:

Ability to read, write, hear, and speak in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

Benefits Assistant

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Generally works in a moderately quiet office environment with constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; may lift and move boxes of testing materials in the receiving, storing, sorting and distribution process.

HAZARDS:

None.

OTHER QUALIFICATIONS:

~~Must successfully pass the District's pre-employment fingerprinting and TB testing.~~

APPROVALS:

~~Roberta Silverstein~~ **Keith Rogenski**
Assistant Superintendent, Human Resources

Date

~~Robert Kessler~~ **Rick Schmitt**, Superintendent

Date

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

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Item 11.13

TITLE:	Human Resources Analyst- Benefits/Workers Compensation Analyst	REPORTS TO:	District- Administrator <u>Assigned Supervisor</u>
DEPARTMENT:	Human Resources	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL: REVISED:	March 19, 2013	SALARY:	Range 4617 /Unit II; CSEA Clerical Salary Schedule

SUMMARY DEFINITION:

~~Under general supervision this position performs complex and comprehensive confidential technical and analytical duties related to all aspects of department functions and responsibilities as assigned; monitors state and federal requirements as they relate to human resources functions; organizes assigned office activities and coordinates flow of communications; performs a variety of technical work for major personnel functions including computer report preparation and special project assignments.~~ Under supervision of the assigned supervisor, independently perform complex duties related to workers compensation; ensure compliance with Cal-OSHA, District Health and Welfare Benefits Programs and the American with Disabilities Act.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. ~~Duties may vary from site to site.~~ This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Serve as a liaison and coordinate communications and information between applicable District staff, administrators, brokers, insurance carriers, adjusters, attorneys, investigative personnel, and other outside agencies concerning workers compensation. E

Plan, organize, and administer the District's workers compensation program to assure compliance with established standards, regulations, laws, codes, policies and procedures; maintain current knowledge of workers compensation laws and regulations. E

Serve as a member of the District's Occupational Health and Safety Committee, Benefits Study Committee, and as the District's representative for CCCSIG's Health and Safety Committee; attend workers compensation claims processing file review meetings. E

Support the District's compliance with American with Disabilities Act (ADA) as it relates to workers compensation; administer the early return-to-work program and procedures, including alternative work assignments. E

Assist in the administration of employee health and welfare benefits. E

Communicate with staff, district administrators and various outside agencies to exchange information and resolve issues and concerns related to workers compensation program and activities. E

Track, monitor, process and provide education and guidance to retirees upon their enrollment into Medicare. E

Assist departments and school sites with accident reporting and accident prevention; recommend corrective action where appropriate. E

Interpret and explain benefits and workers compensation policies and procedures. E

Coordinate and attend interactive process meetings as directed; collaborate with school sites/work sites on determining and implementing reasonable accommodations for employees with work-related injuries. E

Support the District's safety and risk management programs. E

Report injuries/illnesses and organize/coordinate responses to Cal-OSHA as required. E

Prepare documentation and evidence for hearings, lawsuits and insurance investigations related to Workers Compensation; appear at depositions, mediations and court hearings as directed. E

~~Performs complex and comprehensive confidential technical and analytical duties; organizes assigned office activities and coordinates flow of communications; **pPerforms** a variety of technical work for major personnel functions including computer report preparation and special project assignments. E~~

~~Interpret and provide detailed and technical information regarding District policies and procedures for a broad spectrum of departmental activities including **pertainig to** worker's compensation, benefit and **health and welfare benefits** employment plans, and recruitment and hiring procedures following established guidelines, rules, regulations and laws. E~~

~~As assigned, prepares resolutions, personnel reports and other items for approval. Initiates required follow up actions in a timely manner. E~~

~~Maintains on-going communication with and responds to inquiries from employees and the public regarding District employment and/or benefit programs. E~~

~~Research, organize, calculate, maintain and control information and data required by agencies and the District **related to Workers Compensation benefits** in accordance with District guidelines and State and Federal laws. **reviews and processes human resources forms to assure accuracy, appropriateness and effectiveness within budget requirements. E**~~

~~Performs and oversees all recruitment activities for the District including **Participate in** new employee **orientation**, shiring, on boarding, and orientation. Evaluates the education, experience and other qualifications of job applicants to determine if they meet established requirements. E~~

~~Monitors accuracy of employee salary schedule placement including annual increments. E~~

~~Communicates effectively with District personnel community members, the public, parents, and others regarding confidential or sensitive issues according to established guidelines and procedures. E~~

~~Assist with the administration of the District health and welfare **programs**, workers' compensation, COBRA, Section 125, Medicare, retirement and other assigned programs, including notifications to employees and eligible participants. E~~

~~Organizes and prepares clear, concise and accurate complex, technical and general written communications, memos, reports, or other correspondence independently, from rough draft or original; prepares Board and Cabinet agenda items from oral or written instructions. E~~

~~Reviews and analyzes position descriptions; maintains and updates District job descriptions, recruitment materials and brochures, job postings, Web page advertisements, various forms, mandated cost reimbursement information, and other items as directed. E~~

~~Research and compile complex information, compute statistical data and complete reports for District, Federal, State or other agencies as required. E~~

~~Assists with layoff procedures and follows layoff and recall processes in accordance with District policy, bargaining unit agreements, and Education Code. E~~

~~Maintains knowledge of current status of District policies and procedures, State and Federal laws and regulations, and bargaining unit agreements that relate to assigned duties and takes appropriate action to acquire knowledge of changes in State and Federal requirements. Uses this knowledge to identify and resolve problems. E~~

~~Exercises independent judgment and personal initiative in administering assigned responsibilities and in coordination of related work between District departments, within the scope of delegated authority. E~~

~~Maintains a positive, helpful, constructive attitude and working relationship with the supervisor, team members, other District~~

~~employees, the Board of Education, students, parents and the general public at all times in all circumstances. E~~

~~Attends a variety of meetings; prepare and mail notices; collect and compile information; record proceedings; prepare and distribute minutes or reports. E~~

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: graduation from high school and four years of progressively responsible clerical experience, personnel analyst or similar position. Prefer knowledge of California laws and procedures as related to K-12 education, knowledge of or experience working in public education, and knowledge of practices and procedures for human resources in the public sector. One year experience in human resources and/or benefits administration, accounting, finance or equivalent combination of education and/or experience. College level coursework in human resources, public/business administration or closely related field, and/or ACSA certification desirable. Any combination of training, experience, and/or education equivalent to graduation from high school and four (4) years of experience in human resources, benefits administration, workers compensation or related field.~~

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS:

~~Proficient ability using a personal computer, the Internet for research and Microsoft Outlook. Proficiency in applicable computer software programs used by the District. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations. Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.~~

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the essential duties of the position.

Knowledge of:

- Health and welfare benefits administration.
- Record keeping and report preparation techniques.
- Federal, state and local laws, rules and regulations pertaining to Workers Compensation and industrial injury, Cal-OSHA regulations and district insurance plans.
- Employee retirement systems, Medicare and retirement savings plans.
- Current office methods and practices including filing systems, word processing, data entry, letter and report writing.
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Computers, computer software and data entry techniques.
- Laws, rules and regulations related to assigned activities.
- Interpersonal skills using tact, patience and courtesy.
- Accurate record keeping techniques.
- Advanced oral and written communication skills.
- ~~Pertinent Federal & State laws, rules and regulations pertaining to human resources and labor relations.~~
- ~~General principles and practices of human resource management.~~
- ~~Human Resource policy and procedure development and implementation techniques~~
- ~~Principles of classification, compensation, benefits, recruitment & selection, integrated disability management, training & organizational development.~~
- Integrated disability management.
- Safety issues and principles of risk management.
- Labor & employee relations in both unionized and at-will environments.
- Principles of effective labor negotiations.

~~Worker's compensation reporting and administration requirements.~~

~~Benefit and leave administration programs.~~

~~Clerical, financial and record keeping practices.~~

Ability to:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Read, write, hear, and speak in English.

~~Work in a responsible, independent manner with minimal supervision.~~

Work cooperatively and communicate effectively with those contacted in the course of work.

Understand and carry out complex oral and written instructions.

~~Operate common office machines, including a computer and related equipment.~~

Perform mathematical computations with speed and accuracy.

Think critically including identifying problems, analyzing causes, and recommending solutions.

Perform effectively in busy and distracting environment.

~~Perform advanced, highly complex to relieve the manager of routine detail~~

~~Organize, coordinate and oversee office activities.~~

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Work confidentially with discretion.

~~Complete work with many interruptions.~~

Determine appropriate action within clearly defined guidelines.

Work independently with little direction.

Meet schedules and time lines including personal attendance.

~~Prepare written communications independently and accurately.~~

~~Effectively, efficiently and accurately research and provide information as related to the duties of the position.~~

Present information, both written and verbal, in a clear concise, professional and confidential manner.

Maintain a variety of complex and confidential files and records.

Demonstrate sound judgement and decision making.

Skills in:-

~~Reading and interpreting documents such as safety rules, operating instructions, and procedure manuals including policies and procedures, equipment manuals, and collective bargaining agreements;~~

~~Writing routine and complex original draft instructions, reports and correspondence;~~

~~Speaking effectively one on one and/or before internal and/or external groups as needed.~~

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment with moderate noise and constant interruptions.

Drive a vehicle to schools or have reliable transportation as assigned.

Physical Abilities:

Hearing and speaking ~~in English~~ to exchange information in person and on the telephone; seeing to read, prepare, proofread, interpret documents in English; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies, lifting light objects; ~~walking over rough or uneven surfaces to conduct job duties at locations throughout the District.~~

OTHER QUALIFICATIONS:-

~~Must successfully pass the District's pre-employment fingerprinting and TB testing.~~

APPROVALS:

~~Jessica R. Romeo~~ Keith Rogenski, Assistant Superintendent, Human Resources _____ Date

~~Mary C. Shelton~~ Rick Schmitt, Superintendent _____ Date

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TITLE:	Budget Analyst	REPORTS TO:	Director <u>Assigned Supervisor</u>
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 23, 1998	SALARY:	Range 1618 / Unit II; CSEA Clerical Salary Schedule
REVISED:			

SUMMARY DEFINITION:

Under the supervision of the Assigned Supervisor, perform independent, analytical, advanced technical, and highly complex budget analyst duties in support of the budget functions of the Business Services **and various district departments** to contribute to the efficiency of the ~~division-District~~ and relieve the budget administrator of the basic analytical and reconciliation functions. ~~District-wide responsibility.~~

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E= Essential Functions

~~Provide~~ Serve as a resource for sites and departments ~~district-wide~~ to support ~~their~~ the performance of finance functions, including training, ~~on budget functions and procedures~~, system functionality, and account code structure and application. E

Compile and analyze highly complex statistical data from numerous sources for the District's budget. Perform specialized and technical work in the development, maintenance and analysis of assigned District budgets to assure District financial activity complies with state and federal regulations. E

Prepare estimates of income, expenditure, and other financial reports. Maintain fund and account balances of assigned programs/grants and related financial activity for the purpose of ensuring that allocations are accurate, related revenues and expenses are accurately reconciled and reported, and that fiscal practices are followed. E

~~Provide technical and analytical support to school sites/~~ departments and assist in resolution of site/department budget problems. E

Analyze budget reports, attend meetings; work with appropriate department heads managers/directors administrators in the development of budgets. E

~~Develop format and time schedules and coordinate the preparation of back-up material. E~~

Present budget information with narrative analysis and recommendations to management. E

Conduct budget management studies. E

Analyze complex problems with budgets and take appropriate action to correct problems. E

Prepare and balance reports, forms and documents required by District, County, State, and Federal organizations. E

Apply and explain provisions of the Governor's budget and other Education Codes related to budgeting issues. E

~~Make presentations and conduct in-service training. Train other personnel for the purpose of providing guidance and direction as it applies to budget and accounting activities.~~ E

~~Participate in the daily management of budget preparation and revision. Generate financial and statistical data into an assigned computer system; establish and maintain automated records and files, initiate queries, develop spreadsheets and generate various computerized reports for budget analysis; assure accuracy of input and output data.~~ E

~~Monitor~~ Initiate, review and submit budget revisions and transfers and ~~inform authorities of~~ resolve discrepancies. E

~~Prepare various analytical, advanced technical and highly complex reports and documents.~~ E

~~Coordinate the budget control function with the accounting department as directed.~~ E

~~Prepare and maintain complex financial reports accurately for the various funds of the District as directed for the purpose of providing an up to date reference and audit trail for compliance.~~ E

Forecast and project future period revenues and expenses with accuracy using techniques that will validate projections methodology as directed. E

Maintain a working knowledge of applicable facilities agreements and State law concerning developer fees; receive and document funds from developers in accordance with agreements and State law. E

~~Maintain a broadan ongoing knowledge of systems used for district financial transactions to provide a resource for sites and departments to resolve issues, extract data, generate reports, and perform budget and financial analysis.~~ E

~~Act as a liaison for outside funding groups including administration of grants and donations, coding of funds for deposit, and reporting of results.~~ E

~~Be a point of contact for other financial departments to m~~ Manage and validate account coding to ensure adherence tofor sites and departments. E

~~Maintain and track district-wide staffing (i.e., ratios, leaves of absence, vacancies).~~ E

~~Communicate with various internal department and external consultants, contractors and vendors to provide and gather necessary information for completing transactions, taking appropriate action and/or complying with established fiscal guidelines.~~ E

~~Interpret rules, guidelines, account codes, regulations and procedures as defined in California School Accounting Manual and adhere to established board policies.~~ E

~~Develop processes to improve efficiency and manage data volume.~~ E

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: graduation from high school and six years of experience in the preparation or analysis of budgets, preferably in a California public school district; advanced training in finance and/or business administration required; B.S. in accounting or related field preferred.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

California Education Code and District ~~departmental directives and policies~~ **procedures and practices.**

~~Principals~~ **Principles** and procedures of public agency fiscal management and budget issues.

Advanced accounting practices and procedures.

Methods and practices of financial record-keeping.

~~Office practices and procedures including basic functions of computer operations.~~

Accounting, budgeting and fiscal management methods and terminology.

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

Oral and written communication skills.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Plan, organize and coordinate a variety of fiscal operations.

Analyze, generate, evaluate, and implement financial procedures for effectiveness and efficiency.

Prepare clear, concise and comprehensive reports and recommendations verbally and in writing.

Demonstrate proficiency in the use of micro computers including electronic spreadsheets and database programs.

Establish and maintain cooperative professional working relationships with District personnel.

Understand and follow oral and written instructions in English.

Communicate effectively with District employees and the general public.

Perform independent, analytical, advanced technical, and highly complex budget and accounting work.

Make mathematical computations with speed and accuracy.

Prepare accurate financial reports.

LANGUAGE SKILLS:

Ability to read, write, and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting ~~light~~ **and moving** objects.

APPROVALS:

Keith Rogenski
Assistant Superintendent, Human Resources

Date

Rick Schmitt
Superintendent

Date

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TITLE:	Receptionist/Clerk <u>District Office Assistant/Receptionist</u>	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	<u>Assigned Department Human Resources</u>	CLASSIFICATION:	Classified
FLSA:	Non-exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 23, 1998	SALARY:	Range 4011 /Unit II; CSEA Clerical Salary Schedule
ADMINISTRATIVE REVIEW:	November 4, 2005		
REVISED:			

SUMMARY DEFINITION:

Under the direction of the Assigned Supervisor, Pperform routine, diversified~~varied~~ clerical duties using independent judgement to assist in the smooth and efficient operation of the District Office; receive and direct visitors and phone calls.~~Under the direction of the assigned supervisor, serve as the District receptionist, answering and directing telephone calls to appropriate personnel; greet and assist visitors; perform a variety of clerical duties in support of District operations.~~

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E= Essential Functions

~~Perform routine, diversified clerical duties to assist in the smooth and efficient operation of the District Office; receive and direct visitors and phone calls.~~ Perform routine, diversified clerical duties, while using independent judgement, to assist in the smooth and efficient operation of the District Office; receive and direct visitors and phone calls. E

~~Maintain a variety of cards, logs, records, and files as directed; enter data into computer and check for completeness and accuracy.~~ Maintains a variety of written spreadsheets, logs, paper and electronic records as directed, databases, and files for various departments within the District Office, as directed; enter data and scan documents; check for completeness and accuracy. E

Input, access and maintain information from a variety of software systems. E

~~Distribute various forms, schedules, minutes or agendas and provide information and assistance to staff members and the public regarding their completion in an accurate and timely manner.~~ Distribute and coordinate all District incoming and outgoing mail. E

~~Respond to inquiries and Pprovide general information and assistance to callers and visitors, as needed;~~ respond to inquiries and provide general information. E

~~Answer telephones; take and relay messages; greet visitors and provide routine information; direct inquiries to the appropriate person or office; make phone calls to request, provide or verify information as needed.~~ Assist Human Resources in scheduling interviews. E

~~Operate various office equipment.~~ E

~~Access and retrieve information from a variety of filing systems and media, including the internet.~~ E

~~Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies as directed. E~~

~~Operate a variety of office machines; assist the District Office with providing badges for all employees, including all new hires. E~~

~~Meet with and verify name changes with employees as needed; update accordingly. Process name and address changes of employees. E~~

~~Manage supply orders for the Department. Order supplies for the department. E~~

Performs other **related** duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

~~Any combination of training, experience, and/or education equivalent to: graduation from high school and one year of responsible clerical experience. **Any combination of training, experience, and/or education equivalent to: graduation from high school and one (1) year of responsible clerical experience.**~~

LICENSES AND OTHER REQUIREMENTS:

~~Ability to type 45 correct words per minute on a computer keyboard. A computer keyboard skills test will be given to verify that applicants meet minimum qualifications.~~

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

~~Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations. **Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.**~~

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

- District policies, procedures and terminology.
- ~~Receptionist and telephone techniques and etiquette.~~
- Customer service techniques and etiquette.**
- ~~Record-keeping techniques, filing systems and information management.~~
- ~~Operation of various office machines including computers.~~
- ~~Word processing and other computer software programs.~~
- ~~Methods of information access and retrieval, including various filing systems and internet use.~~
- Interpersonal skills using tact, patience and courtesy.
- ~~Interpersonal skills using tact, patience and courtesy.~~
- ~~Modern office practices, procedures and equipment.~~
- Oral and written communications skills.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Prepare and maintain records, files and other materials as directed.

Perform routine, diversified clerical work involving independent judgment and requiring speed and accuracy.

Interpret, apply and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

~~Operate a variety of office equipment including a computer.~~

~~Access and retrieve information from a variety of filing systems and media, including the internet.~~

Perform numerical calculations.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions in English.

Work effectively with constant interruptions.

LANGUAGE SKILLS:

Ability to read, write, ~~hear~~ and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting ~~light~~ **and moving light** objects.

APPROVALS:

Keith Rogenski
Assistant Superintendent, Human Resources

Date

Rick Schmitt
Superintendent

Date

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TITLE:	Payroll Technician	REPORTS TO:	Director <u>Assigned Supervisor</u>
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 23, 1998	SALARY:	Range 4416 /Unit II CSEA Clerical Salary Schedule
ADMINISTRATIVE REVIEW:	May 9, 2006		
REVISED:			

SUMMARY DEFINITION:

~~Perform advanced technical and highly complex duties related to payroll functions for both certificated and classified District personnel and assure prompt and accurate handling of all payroll matters. Under the direction of the assigned supervisor, perform independent, technical and highly complex duties to plan, organize, coordinate and participate in the timely preparation of the District payrolls. Assure maintenance and accuracy of comprehensive payroll records for certificated and classified payroll district-wide.~~

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

~~Perform advanced technical and highly complex duties related to payroll functions for both certificated and classified District personnel. Perform independent, technical, confidential and highly complex duties to plan, organize, coordinate and participate in the timely preparation of certificated and classified District payrolls. E~~

~~Establish master employee payroll record file for information entry into payroll warrant system. Develop, format and coordinate the preparation and maintenance of master employee payroll records. E~~

~~Receive financial documents, screen for accuracy and adherence to legal procedural requirements. E~~

~~Receive and compute all payrolls, make appropriate deductions for taxes, retirement, health and medical insurance, and other authorized deductions. Receive and compute District payrolls; analyze, calculate and process all deductions and maintain deduction records in compliance with all federal, state and local regulations. E~~

~~Reconcile payroll data processing records with District encumbrance system for budget monitoring. E~~

~~Complete data entry for health and welfare benefits; reconcile payment records with insurance vendor invoices and initiate payments to insurance vendors. Analyze and audit health and welfare benefits for existing and retired employees; reconcile and process invoices for vendors and employees. E~~

~~Work closely with Human Resources to ensure proper payment to all new and continuing employees. Monitor and process all documents from Human Resources to ensure proper payments and accuracy for all new and continuing employees. E~~

~~Reconcile payroll errors generated by data programming changes initiated by payroll system. Reconcile and audit payroll in areas of service credit, salary overpayments, retroactive pay, and collection and refunding of mandatory contributions; notify effected/affected District employees and office personnel as needed. E~~

~~Type reports and correspondence as necessary. Provide guidance, technical, analytical and problem solving support to school employees, sites and departments related to payroll functions. E~~

~~Audit and reconcile retirement reports. Analyze and audit retirement and payroll reports by verifying source documents and performing necessary calculations; research discrepancies and correct as necessary. E~~

Complete and respond to employment verifications for employees. E

Act as a major source of information for management and District employees regarding payroll and retirement procedures, operations and records. E

Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, union agreements, contracts and other documents governing District payroll. E

Communicate with District departments and personnel to obtain and provide information, resolve budget coding errors and other discrepancies. E

Develop and update District-wide payroll procedures and record keeping methods. E

Create and maintain customized billing back-up for health and welfare vendors. E

Communicate with various District personnel for coordination of payroll and employee benefits; resolve negative paychecks by creating accounts receivable and invoicing employees. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: graduation from high school and four years of technical/advanced clerical experience including bookkeeping and/or accounting functions. Experience with automated payroll systems and college-level course work preferred.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

SKILLS:

Ability to type 35 correct words per minute on a computer keyboard. A computer skills test will be given to verify that applicants meet minimum qualifications.

Ability to perform numeric data entry utilizing a 10-key at a sufficient rate to perform the job is required. A 10-key skills test will be administered to determine speed and accuracy; results will be considered in the selection process.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Policies and procedures involved in preparation, verification, maintenance and processing of District payrolls.
- Principles of accounting, bookkeeping and financial record-keeping.
- District organization, operations, policies and objectives.
- District and County payroll procedures.
- Applicable sections of State Education Code and other applicable laws.
- Financial and statistical record-keeping techniques.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
- Interpret, apply, and explain laws, procedures and regulations pertaining to payroll procedures and policies.
- Maintain accurate and interrelated financial, payroll and related records.
- Make arithmetical calculations quickly and accurately.
- Work independently with little direction.
- ~~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.
- Plan and organize work.
- Train other payroll or District personnel.

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Work confidentially with discretion.
Communicate effectively in English both orally and in writing.
~~Operate computer terminals and other office equipment.~~

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting ~~light~~ **and moving** objects.

ADMINISTRATIVE REVIEW:

~~Roberta J. Silverstein~~Keith Rogenski
Assistant Superintendent, Human Resources

Date

~~Robert Kessler~~Rick Schmitt
Superintendent

Date

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TITLE:	Account Clerk III <u>Position</u> <u>Control Analyst</u>	REPORTS TO:	Director <u>Assigned Supervisor</u>
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 23, 1998	SALARY:	Range 44 <u>16</u> ; Unit II CSEA Clerical Salary Schedule
REVISED:			

SUMMARY DEFINITION: ~~Performs advanced, highly complex accounting clerical work in support of complicated accounts requiring independent judgment and knowledge of District operations.~~ **Performs essential analysis and reconciliation of staffing allocation requiring independent judgment and knowledge of District operations.**

The Account Clerk I classification performs routine, diversified accounting clerical work involving basic numeric calculations and performs other clerical work as assigned. The Account Clerk II classification performs complex, specialized accounting clerical work in support of assigned programs. The Account Clerk III classification performs advanced, highly complex accounting clerical work in support of more complex accounts requiring independent judgment and knowledge of District operations. The incumbents may provide work direction and guidance to others as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. ~~Duties may vary from site to site.~~ This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

~~Receives direction and authorization from the Director of Fiscal Services or designee on position control issues.~~ **E**

Prepares and provides reporting information from position control. E

Collaborates with staff to reconcile staffing and troubleshoot position control issues. E

Develops salary projections and reconciles positions. E

Review Personnel Requests and changes to positions; updates system as needed. E

Uploads and extracts data from various systems and builds tracking systems/spreadsheets to analyze data. E

~~Processes a variety of complex financial information including accounts payable, accounts receivable, and other assigned accounts.~~ **E**

~~Assists in compiling and processing data for District budget and/or financial transactions on a timely basis.~~ **Prepares documents required by District, County, State and Federal organizations; reconciles and reports staffing levels; reports discrepancies to implement needed corrections. E**

~~Delegates assignments, audits and directs the work of designated support personnel.~~ **E**

Ensures that preparation of all accounts payable warrants and/or accounts receivable invoices are accurate and completed on a timely basis. **E**

Monitors complex procedures related to year-end closing and ensure accurate transition to new year. **E**

Responds to queries from County and State agencies concerning applicable accounts. **E**

~~Checks daily audit reports for accuracy and enters correcting information into the computer. **E**~~

~~Assists in preparing various technical and complex journal entries and transfers documents accurately. **E**~~

Provides support to specialized financial and budget functions on a timely basis. **E**

~~Follows up to ensure full documentation necessary for timely payments or receipts.~~

~~Assists in preparation of estimates of income, expenditure and other financial reports.~~

~~Assists sites/departments in budget development as directed.~~ **Provides budget development information to sites and departments related to resolution of site budget problems as it pertains to position control functions. **E****

Assists in conducting budget management studies. **E**

~~Identifies potential problems with budget/financial accounts and takes appropriate action. **E**~~

~~Assists in preparing and balancing various reports, forms and documents required by District, County, State, and/or Federal organizations. **E**~~

Assists in presentations and/or conduct in-service training as directed. **E**

Completes budget revisions and transfers as directed and inform supervisor of discrepancies. **E**

Assists in preparing various technical and complex journal entries and transfer documents accurately. **E**

Assists in the collection of fees or payments. **E**

~~Assists with forecasting and projections of future period revenues and expenses as directed.~~ **Performs forecasting and projections of future budgets costs. **E****

Monitors and verifies staffing allocations. **E**

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: graduation from high school and four years of clerical experience involving financial or statistical data; college-level course work preferred.

SKILLS:

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~~Ability to type 35 words per minute on a computer keyboard. A computer keyboard skills test will be given to verify that applicants meet minimum qualifications. Ability to perform numeric data entry utilizing a 10 key at a sufficient rate to perform the job is required. A 10 key skills test will be administered to determine speed and accuracy; results will be considered in the selection process.~~

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE OF:

- Basic accounting practices and procedures.
- Methods and practices of financial record-keeping.
- ~~Data entry devices, care and use.~~
- ~~Start up techniques for data entry devices to perform specific functions.~~
- Office practices and procedures including basic functions of computer operations.
- Bookkeeping methods and terminology.
- California Education Code and District directives and policies.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- ~~Oral and written communication skills.~~
- ~~Correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills.~~

ABILITY TO:

- Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
- Perform advanced, highly complex accounting clerical work.
- Make mathematical computations with speed and accuracy.
- Prepare accurate financial reports.
- ~~Operate office machines.~~
- Understand and follow oral and written instructions in English.
- Communicate effectively with District employees and the general public.

WORKING CONDITIONS:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light and moving objects.

APPROVALS:

~~Roberta J. Silverstein~~ Keith Rogenski, Assistant Superintendent- Human Resources Date

~~Steven Enoch~~ Rick Schmitt, Superintendent Date

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Position Description

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TITLE:	School Office Assistant Elementary School	REPORTS TO:	Principal <u>Assigned Supervisor</u>
DEPARTMENT:	Assigned School	CLASSIFICATION:	Classified
FLSA:	Non-exempt	WORK YEAR:	10.5 Months
BOARD APPROVAL:	June 23, 1998	SALARY:	Range 1213 / Unit II; CSEA Clerical Salary Schedule
REVISED:			

SUMMARY DEFINITION:

~~Perform complex, specialized clerical duties in support of an assigned elementary school office; prepare and maintain logs, files and records; review and verify the accuracy and completeness of various documents.~~Under the direction of the assigned supervisor, performs specialized clerical and administrative assistant duties in support of the school office; utilize specialized knowledge and independent judgment involving frequent public contact; analyze and interpret data; plan, and organize office activities and communications to support the site administrator; provide for accurate and timely entry of a variety of data into computer software programs.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. Duties may vary by site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the ~~principal-principle~~ job elements.

E= Essential Functions

~~Collect attendance, scan attendance sheets, enter into SASI, make calls to confirm absences, and perform associated attendance reporting duties.~~Compile information and prepare and maintain a variety of records, logs, correspondence and reports related to student enrollment and attendance in accordance with District policy and state law. Contact households to verify absences. Generate SARB letters for qualifying students and suppress exceptions. E

~~May assist with bookkeeping and accounting functions for Student Body accounts, teacher accounts, petty cash, SIP, and other accounts; make bank deposits as required.~~Assist with accounting functions for incoming monies and receipts for Student Body and other various accounts; make bank deposits as required and Reconcile monthly bank statements, and transactions; Aassist with site budgeting. E

~~Operate computers and peripheral equipment to enter, revise and update information; generate narrative, financial and statistical records, reports, lists, and summaries as needed; operate duplicating and other office equipment to perform assigned duties.~~Operate a variety of office equipment including computers, printers, copiers, scanners, and other equipment as required. Utilize various district software programs for the preparation and maintenance of a variety of documents, correspondences, reports, related to attendance/counseling services E

~~Assist with enrolling students; training student aides and parent volunteers; health related activities; field trips; preparing bulletins and newsletters; attendance and lunch counting; independent study contracts; or other specialized duties as assigned to the position.~~Assist with registering and enrolling new students as assigned; process and verify related records, forms and documents; establish and maintain permanent student records and files as required; process student transfers and withdrawals. E

~~Perform diversified clerical duties in support of the assigned school office; receive, screen and route mail; prepare, format, type, proofread, and duplicate a variety of records and materials including newsletters and bulletins.~~Perform a variety of clerical duties in support of the school office; from oral instructions, notes or rough drafts, eCompose a variety of materials such as including inter-office communications, forms, lists,

~~letters, bulletins, newsletters, flyers, announcements, agenda items and other material. Assist with school website articles, event calendar, and links. Receive, sort and distribute incoming mail, packages and materials; prepare outgoing mail and materials for distribution. E~~

~~Provide information concerning policies and procedures of assigned school; communicate with parents and with others to provide or obtain a wide variety of information. Provide information concerning policies and procedures of school and the District; communicate with parents and with others to provide or obtain a wide variety of information. E~~

~~Compile information and prepare and maintain logs, files and records; review and verify the accuracy and completeness of various documents; maintain confidentiality of materials and information. E~~

~~Receive and screen phone calls and visitors; take and transmit messages; provide information and direct inquiries and visitors to the proper person or office. E~~

~~Coordinate schedules and communicate with others regarding meetings, appointments and other activities. E~~

~~Requisition school supplies and materials to maintain inventory levels. Requisition general school/office/custodial supplies and materials from District warehouse or approved vendors to maintain inventory level. E~~

~~Administer first aid and dispense medications in accordance with District policies and procedures. Under the general direction of a credentialed school nurse, administer basic first aid; provide authorized medication to students as required and appropriate. Screen Respond to ill or injured students in accordance with State Laws and District regulations, and may triage students based on the severity of injury or illness, and communicate with Administration and parents as needed. Assist with standardized health care procedures, prepare and maintain health related records, files and reports, adhering to established procedures. E~~

~~Assist with generating daily substitute report and entering staff substitute jobs into district software. E~~

~~Administer and track Independent Study Contracts by following District protocol as needed. E~~

~~Prepare, process and manage information and materials for permanent official student records. Periodically run reports to audit accuracy of enrollment, disability service codes and flags. E~~

~~Manage Coordinate parent and community volunteers using the District's software database. E~~

~~Maintain, and coordinate, inventory and requisition textbooks and instructional materials; inventory and track inventory of materials through software; requisition additional inventory as needed. E~~

~~Administer field trip processes and protocols for staff and students. E~~

~~Prepare and maintain appointment schedules and site calendars. E~~

~~Prepare and process purchase requisitions/purchase orders in the District's software system. E~~

~~Initiate online work orders for maintenance and technical issues. E~~

~~Support and assist with emergency procedures, and protocols during a crisis and drills. Participate in various monthly drills to ensure familiarity of role and to ensure safety of students. E~~

~~Assist in providing orientation and train new staff with site and District practices and policies as necessary. E~~

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

~~Any combination of training, experience, and/or education equivalent to: graduation from high school and two years of responsible clerical experience preferably in a school setting; college level course work preferred.~~ **Any combination of training, experience, and/or education equivalent to: graduation from high school and two (2) years of clerical experience preferably in a school setting; college level course work preferred.**

LICENSES AND OTHER REQUIREMENTS:

~~Valid First Aid/CPR Certificate; or successful completion of the District's First Aid/CPR class.~~ **Valid First Aid/CPR Certificate; or successful completion of the District's First Aid/CPR and AED training.**

SKILL/TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

~~Ability to type 45 correct words per minute on a computer keyboard. A computer keyboard test will be given to verify that applicants meet minimum qualifications.~~ **Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.**

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

District attendance and registration policies, procedures and terminology.

Methods, techniques and terminologies involved in the maintenance of permanent student records.

Applicable sections of State Education Code and other applicable laws.

Record-keeping techniques, filing systems and information management.

Operation of various office machines including a computer terminal.

Operation of a computer terminal and various office machines.

~~Word processing and spreadsheet computer software programs.~~

Word processing and spreadsheets using Microsoft Office and Google apps.

Receptionist and telephone techniques and etiquette.

Telephone and email techniques and etiquette.

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

Interpersonal skills using tact, patience and courtesy.

Good interpersonal skills using tact, patience and courtesy in interacting with others.

~~SASI database program for student records.~~

District database program for student records, attendance, batch and ad hoc reports.

~~Report writing methods and techniques.~~

Report writing methods, analytics, and techniques.

Modern office practices, procedures and equipment.

Oral and written communication skills.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Prepare and maintain official permanent student records of students.

~~Perform complex, specialized clerical work involving independent judgment and requiring speed and accuracy.~~

~~**Perform complex, clerical work involving independent judgement and requiring speed, accuracy, and attention to detail.**~~

~~Interpret, apply and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a computer terminal.
Make mathematical computations with speed and accuracy.~~

Perform mathematical computations with speed and accuracy.

Meet schedules and time lines.
Communicate effectively both orally and in writing.

Communicate clearly and concisely both orally and in writing.

Compose correspondence independently and professionally.

Understand and follow oral and written directions in English.
Work effectively with constant interruptions.

Perform with frequent interruptions and/or distractions.

Exercise discretion when dealing with sensitive/confidential topics.

Recognize an emergency situation and take appropriate action.

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

School office environment; constant interruptions; excessive intermittent noise.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting and standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

APPROVALS:

Keith Rogenski
Assistant Superintendent, Human Resources

Date

Rick Schmitt
Superintendent

Date

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Position Description

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TITLE:	Information Systems- Technician/Trainer Systems Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Technology Department	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 23, 1998	SALARY:	Range 1719 / Unit II
ADMINISTRATIVE REVIEW:	September 20, 2011		Clerical Salary Schedule

SUMMARY DEFINITION:

~~Under general supervision this position performs independent, analytical, highly complex and advanced technical work to operate and support computer software programs/systems; generates, collects and analyzes data for reports; provides input regarding data collection procedures and computer software utilization; analyzes the output of data collection; acts as liaison among software users; supports and trains software users throughout the District.~~
Under general supervision of the Assigned Supervisor, maintain and improve the District's data and assigned systems and programs. Serve as a technical resource for complex technical projects, including evaluating, testing and recommending new software and technology-related procedures and policies.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

E = Essential Functions

~~Coordinate the development/implementation of assigned projects under the general guidance and direction of the Director of Technology.~~ **E**

Develop and implement applications and new systems. **E**

Administer a variety of database systems; manage data integrity; manage bulk import and export of data to multiple systems and servers. **E**

Provide third-level support and troubleshooting for data entry by District and site personnel. **E**

Work with vendors to design and implement database adaptations and reporting procedures. **E**

Work closely with vendors, technical and administrative personnel, acting as technical lead in assigned Information Technology related projects, including evaluating, testing and recommending new software and technology-related procedures and policies. **E**

Develop data visualizations and reports using data from multiple sources. **E**

May manage user account security access and roles for applications such as student information systems, financial management system, email system, and various curriculum systems as needed. **E**

Operate computer systems and peripheral equipment for students, HR/Fiscal and /or MIS information systems functions. **E**

Maintains ~~file~~ and data backup systems; corrects and logs system malfunctions, errors and causes. **E**

Plan and implement installation of software upgrades. E

~~Facilitate the exchange of information from one database system to another. E~~

Establish database rules, inspect data and take action to maintain the integrity of data in large multi-user database systems. E

~~Generate data necessary to operate and analyze assigned projects, programs or services using a variety of software packages. E~~

~~Prepare and maintain a variety of District, County, State and Federal records and reports based on District databases and systems. E~~

~~Facilitate the computerized collection, management, manipulation and distribution of data and reports used in the daily operation of schools and departments. E~~

Produce statistical information used in CBEDS and other **for written reports as necessary**; provide verbal or ~~written~~ reports as required. E

~~Understand and participate in~~ **Create and update data governance plan that documents** the development and maintenance of database fields, descriptors and dictionaries for school and District databases. E

~~Provide training and technical support to staff members and users throughout the District in existing and new software/hardware systems.~~ **Provide training to staff and users and prepare and instruct in-service sessions regarding assigned programs as necessary. E**

~~Provide a positive climate for interaction and communication among District Office and site personnel.~~**Provide and maintain a positive climate for employee users to assure implementation and maintenance of technology systems. E**

~~Plan, install, develop, modify, implement, test and maintain database programs and software for efficient use in District computer systems.~~**Evaluate user needs and perform feasibility studies to determine appropriate resolution; develop programs and procedures interactive with purchased software. E**

~~Assist with writing comprehensive, objective reports and making presentations of information to a wide variety of audiences. E~~

~~Attend workshops and meetings related to database management and computer software programs.~~**Attend professional development activities to maintain the necessary knowledge base. E**

Collaborate with internal personnel and external partners to implement new features and upgrades of district content management system (CMS). E

Maintain access control and permissions and perform routine maintenance on CMS. E

Collaborate with Communications Department to develop procedures and processes for successful website management and support. E

Provide technical support for web design and development for District communication systems. E

May assist with providing information for Requests for Proposal (RFP's) for the implementation of new District technology information systems. E

Install, configure, and maintain a secure document repository. E

Systems Analyst

Respond to technical questions and requests from staff to maximize overall efficiency of District information systems. E

Coordinate with sites, departments, administrators and vendors to set up software access for students and staff; respond to technical questions from users regarding accounts and application access issues. E

Evaluate software usage and resolve user issues. Provide recommendations and feedback to vendors and staff to improve system usage and successful implementation. E

May respond to technical questions from staff regarding QSS in the absence of the system admin as needed. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of education and current work experience equivalent to graduation from high school and ~~two~~ **three** years of software administration, systems operations and database experience in a Windows environment. Prefer experience in an educational setting with advanced training in student, HR/Fiscal and/or MIS **management information systems** software applications. Prefer B.S. in ~~Computer~~ **Data** Science or related field.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

LICENSES AND OTHER REQUIREMENTS:

Maintain a valid California Driver's License ~~and the ability to transport self to any district location.~~

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

- District curriculum, programs, course numbers and master schedule requirements as needed for student data management.
- Testing and registration procedures.
- Data mining and SQL commands/procedures.
- Spreadsheet and word processing programs.
- Desktop and network operating systems, including those from Microsoft, Apple, **Google** and Linux (desirable).
- Computers, multimedia and networks for education and/or business computer applications.
- Technology Division's function and responsibilities within the District.
- Verbal and written communication skills.
- Student, HR/Fiscal (preferably QSS) and/or MIS software programs/systems.
- Data collection and analytical methods and procedures.
- Installation procedures for computer software programs.
- Report writing and record-keeping techniques.
- Methods of restoring files and directions.
- ~~HP 3000 and MPE/IX OS (desirable).~~
- Experience supervising client level support structure including the ability to plan and schedule.
- **Google Apps and Active Directory.**

Systems Analyst**ABILITY TO:**

- Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
- Understand, evaluate and implement a variety of computer software programs.
- Plan, organize and coordinate software support projects and specifications.
- Perform research, analyze data and produce a variety of reports.
- Review, maintain and enhance existing and new hardware and system software programs.
- Research, identify and resolve software procedures and problems.
- Respond to system users and answer questions regarding software application use.
- Read, understand, explain and implement technical material from manuals and journals.
- Conceptualize and work at detail level.
- Assist with developing procedures and data collection methods that comply with the State Education Code requirements.
- Use appropriate judgment in diverse and emergency situations.
- Assist with training District users on existing and new software programs.
- Work cooperatively and communicate effectively with users of varying degrees of skill.
- Assist with preparing and presenting complete and accurate written and verbal reports.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with minimum direct supervision.
- Prioritize, schedule and execute work to meet timelines.
- Give and receive oral and written instructions using proper English.
- **Learn and use new program language and operating systems.**
- **Obtain feedback, develop systems, test techniques and test computer programs and systems.**
- **Use a variety of methods of training and provide work direction and guidance.**
- **Work independently with minimal direction.**
- **Communicate effectively in English, both orally and writing.**
- **Troubleshoot and solve problems quickly and accurately.**

LANGUAGE SKILLS:

- ~~Ability to read, write, hear and speak in English.~~
- ~~Ability to read and interpret documents, such as safety rules, operating and maintenance instructions and procedure manuals including policies and procedures and equipment manuals.~~
- ~~Skill in writing routine draft instructions, reports and correspondence.~~
- ~~Skill in speaking effectively one-on-one and/or before internal and/or external groups.~~

Ability to read, write, and speak in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals including policies and procedures and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-on-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Generally works in an indoor environment. Some travel from worksite to worksite.

Systems Analyst

PHYSICAL ABILITIES:

Standing or sitting for extended period of time; hearing and seeing to observe and respond to computer functions, hearing and speaking to exchange information and make presentations; lifting moderately heavy objects; reaching overhead and above the shoulders to retrieve materials and supplies; kneeling or crouching to install computer software or peripheral equipment; bending at the waist; dexterity of hands and fingers to operate a computer keyboard and mouse-type devices.

HAZARDS:

None known.

OTHER QUALIFICATIONS:

~~Must successfully pass the District's pre-employment fingerprinting and TB testing.~~

~~Jessica Romeo~~ **Keith Rogenski**
Assistant Superintendent, Human Resources

Date

~~Steven Enoch~~ **Rick Schmitt**
Superintendent

Date

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

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TITLE:	Department Secretary III <u>Technology Secretary</u>	REPORTS TO:	District Administrator <u>Assigned Supervisor</u>
DEPARTMENT:	Assigned Department <u>Technology Department</u>	CLASSIFICATION:	Classified
FLSA:	Non-exempt	WORK YEAR:	11 Months — 12 Months
BOARD APPROVAL:	June 23, 1998	SALARY:	Range 416 / Unit II; CSEA Clerical Salary Schedule
REVISED:			

BASIC FUNCTIONS SUMMARY DEFINITION:

Under the direction of the Assigned Supervisor, perform advanced, highly complex secretarial and administrative duties requiring independent judgment and analysis; plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative duties. Under the direction of the Assigned Supervisor, provide limited technical support to users, related to various District systems, hardware and software applications;

DISTINGUISHING CHARACTERISTICS:

~~Department Secretary III incumbents perform advanced, highly complex secretarial and administrative assistant duties for a District administrator. Department Secretary II incumbents perform advanced, complex secretarial duties in support of a District administrator. Department Secretary I incumbents perform complex, specialized secretarial duties in support of a District administrator.~~

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E= Essential Functions

~~Perform advanced, highly complex secretarial duties requiring independent judgment and analysis, plan, organize and coordinate office activities and communications to relieve the administrator of routine administrative duties.~~
E

May assist with Coordinate problem solving needs for school site personnel; Collect and analyze data for technical support; provide input and assistance regarding the District's applications; prepare and disseminate information regarding the use of district systems. E

~~Interpret and apply rules and regulations as appropriate; coordinate communications; obtain and provide information; coordinate activities and resolve issues.~~Create, publish, and distribute Technology Department information via to District staff using various platforms. to district staff. E

Research, review, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures. **E**

Assist in collecting feedback on implementation of District systems. E

Schedule meetings, conferences and appointments; maintain calendar; arrange travel accommodations. **E**

Coordinate, compile and prepare Board or Cabinet agenda items; type a variety of materials. **E**

~~Respond~~Assist with response in responding to requests for information regarding District programs, policies, procedures and regulations; receive complaints and respond according to established procedures and guidelines. **E**

Open, sort, read and route mail; process purchase orders, reconcile receipt of merchandise and initiate payment; communicate with vendors and others to resolve discrepancies in orders; collect funds related to department and maintain records and invoices; independently compose correspondence; process administrative details not requiring immediate attention of the administrator. **E**

~~May~~ Assist in preparing and analyzing budget reports, making corrections to budget reports and preparing budget transfers; attend meetings and prepare minutes and summaries of action taken; maintain confidential records and files. **E**

Research and compile information and computer statistical data for federal, state and district reports and special projects as assigned; operate a variety of office equipment. **E**

Prepare and maintain a variety of records, logs and files, including information of a confidential nature; maintain confidentiality of information and records; ~~direct the work of other clerical employees as required.~~ **E**

Maintain and monitor department supply equipment inventory of equipment for the department. **E**

Document department solutions to be distributed to site technicians for staff support. **E**

Attend seminars, training classes, webinars and programs, and demonstrations as directed. **E**

Act as liaison with the warehouse department to coordinate purchases, sales and receipt of materials;
E Assist in maintaining inventory control of devices and workflows of procuring and selling devices. **E**

Maintain technology department website. **E**

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: graduation from high school and four years of ~~administrative~~ secretarial experience including one year in an educational environment; college-level course work preferred.

LICENSES AND OTHER REQUIREMENTS:

~~Ability to type 50 correct words per minute on a computer keyboard. A computer keyboard skills test will be given to verify that applicants meet minimum qualifications.~~

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

~~Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.~~ Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Operation of a computer terminal and data entry techniques.

Oral and written English communication skills.

Laws, rules and regulations related to assigned activities.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Record-keeping techniques.

~~Correct business English, grammar and composition.~~

Telephone techniques and etiquette.

Various district approved operating systems and software.

Diagnostic techniques.

Google applications and Microsoft Office.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Perform advanced, highly complex secretarial duties ~~of~~ **to** relieve the manager ~~or~~ **of** routine detail.

Organize, coordinate and oversee office activities.

Communicate effectively in English both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Compile and verify data and prepare reports.

Operate a computer terminal to enter data, maintain records and generate reports.

Prioritize and schedule work.

~~Assign and review the work of others.~~

Understand and work within the scope of authority.

Work independently with little direction.

Work confidentially with discretion.

Complete work with many interruptions.

Compose correspondence and written materials independently.

Take notes or minutes and transcribe accurately.

Diagnose and solve user access and software issues.

Troubleshoot problems.

Communicate with vendors and support personnel regarding software questions and/or concerns.

Provide guidance and resolution to identified issues.

LANGUAGE SKILLS:

~~Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.~~ **Ability to read, write, hear and speak in English.**

Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; constant interruptions.

PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light to moderately heavy objects.

APPROVALS:

Keith Rogenski
Assistant Superintendent, Human Resources

Date

Rick Schmitt
Superintendent

Date

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Textbook Clerk <u>Textbook Coordinator</u>	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned High School	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	11 Months
BOARD APPROVAL:	March 30, 1999	SALARY:	Range 40 12 / CSEA Unit II
REVISED:			Clerical Salary Schedule

SUMMARY DEFINITION:

~~Perform routine diversified clerical duties to assure the smooth and efficient operation of the textbook function to provide for effective support of the educational process. Under the direction of the assigned supervisor, distribute, collect, inventory, organize and collaborate with staff members to effectively manage the inventory of textbooks and novels. Act in accordance with the Williams Act. Work with administration and site staff members to project inventory needed and place orders in a timely manner. Recover and assess damages; maintain and organized textbook storage room. Work closely with administration, teachers and staff to assure the smooth and efficient operation of the exchange of textbooks and novels in order to provide for effective in support of the educational process.~~

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

E = Essential Functions

~~Perform routine, diversified clerical duties in the processing of textbooks for students including identification, stamping and numbering; enter book assignments into the computer. **Inventory, track, check out and recover textbooks from students and faculty using the district software programs. E**~~

~~Maintain files and book lists for faculty use; track books and resource materials checked out by staff. **E**~~

~~Process new books; e.g. stamp, number, enter into computer, create cards and inventory sheets. **Barcode, stamp, and process inventory new books. E**~~

~~**Assess books for damage, effectively communicate with students and parents regarding fines for lost and damaged books, and manage monies collected in coordination with school financial analyst. E**~~

~~Repair textbooks and prepare texts for the bindery; sell books no longer in use; arrange for warehouse pick-up of discarded books. **Repair books, prepare books for bindery and ship out discarded books. E**~~

Coordinate with certificated staff to plan and conduct the check out and return process. E

~~Work closely with certificated staff to schedule the use of textbooks for maximum efficiency; provide data for ordering replacement or new books; research availability of used or discounted books, or books available from other school sites.~~ **Analyze data and inventory to project textbook needs for the coming year; order and trade materials as needed. E**

~~Maintain lists of all texts with prices appropriate to the condition of the books.~~ **Maintain current textbook pricing and condition in the inventory system. E**

Maintain an organized textbook storage room. E

Coordinate the assessment of charges for damaged or lost textbooks with the school bookkeeper; notify parents of charges assessed; keep track by department of monies collected; **correspond in a timely manner as needed with parents, students and staff. E**

Train and direct activities of student aides and parent volunteers. E

~~Prepare and type~~ correspondence and reports. E

Train and direct activities of student aides and parent volunteers.
E

Organize and distribute College Connect books in a timely manner and collect them at end of semester. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: graduation from high school and one year of clerical experience preferably in a school setting.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient ability to use a personal computer; software and databases specific to the District, Internet, and email. Knowledge of and ability to proficiently use general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

SKILLS: ~~Ability to type 45 correct words per minute on a computer keyboard. A computer keyboard skills test will be given to verify that applicants meet minimum qualifications.~~

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies, procedures and terminology.

Methods, techniques and terminologies involved in the processing of textbooks and novels.

Record-keeping techniques and filing systems.

Operation of various office machines including a computer terminal.

Word processing and other computer software programs ~~including SASI~~.

Computer programs offered to high school students.

Receptionist techniques and etiquette.

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

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Oral and written communications skills.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees

Prepare and maintain textbooks and related materials.

Maintain current and accurate inventory of textbooks.

Analyze inventory and enrollment to project future textbook needs.

Create, edit and analyze spreadsheets.

Use complex software to inventory textbooks, enter and edit data.

Perform routine, diversified clerical work involving independent judgment and requiring speed and accuracy.

Interpret, apply and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of office equipment including a computer terminal.

Make arithmetical calculations quickly and accurately.

~~Meet schedules and time lines.~~

Work independently to manage deadlines and projects.

Train others on current practices and processes related to textbook inventory and maintenance.

Respond to phone calls and emails as relate to textbooks.

~~Communicate effectively both orally and in writing.~~

~~Understand and follow oral and written directions.~~

Work effectively with constant interruptions.

WORKING CONDITIONS:

ENVIRONMENT:

School environment; constant interruptions. **May flex work hours/days during peak times with administrator's approval.**

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to

operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting and moving heavy objects. ~~using up to 30 — 50 pounds of effort with or without assistance of moderate weight and size without assistance.~~

APPROVALS:

Keith Rogenski _____ Date
Assistant Superintendent, Human Resources

Rick Schmitt _____ Date
Superintendent

San Ramon Valley Unified School District
699 Old Orchard Drive, Danville, California, 94526

10/8/19
Page 104 of 113
Item 11.14

DATE: **October 8, 2019**

TOPIC: **CONSIDERATION OF APPROVAL OF REVISED RESOLUTION NO.
25/19-20, ESTABLISHMENT OF THE 2018-19 AND 2019-20 GANN
APPROPRIATION LIMITS AND FORMS A & ECMOE**

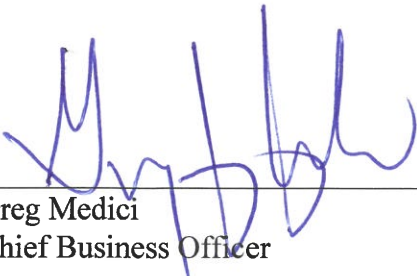
DISCUSSION: Staff originally brought the GANN Appropriation Limits for board approval at the meeting on September 17, 2019. Since then we were notified by the Contra Costa County Office of Education (CCCOE) of revisions to the County attendance data they provided to us after our resolution was approved.

Although not required, the GANN form driving this agenda item and two supplemental forms A and ECMOE are being brought forward for a second time for approval out of abundance of caution to gain official board approval.

The district's GANN Limit meets all requirements and does not exceed the limitations.

RECOMMENDATION: It is recommended that the Board approve this revised resolution, which fulfills all legal requirements.

BUDGET IMPLICATIONS: n/a



Greg Medici
Chief Business Officer



Rick Schmitt
Superintendent

11.14
Item Number

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 25/19-20

ESTABLISHMENT OF THE 2018-19 AND 2019-20 GANN APPROPRIATION LIMITS

WHEREAS, in November 1979 the California electorate did adopt Proposition 4, commonly called the GANN Amendment, which added Article XIII B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "GANN Limits," for public agencies, including school districts; and;

WHEREAS, the District must establish a revised GANN limit for the 2018-19 fiscal year and a projected GANN Limit for the 2019-20 fiscal year in accordance with the provisions of Article XIII B and applicable statutory law.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the San Ramon Valley Unified School District does hereby provide public notice that the attached calculations and documentation of the GANN Limits for the 2018-19 and 2019-20 fiscal years are made in accord with applicable constitutional and statutory law; and,

BE IT FURTHER RESOLVED that the Governing Board of the San Ramon Valley Unified School District does hereby declare that the appropriations in the Budget for the 2018-19 and 2019-20 fiscal years do not exceed the limitations imposed by Proposition 4; and,

BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with appropriate attachments to interested citizens of this district.

APPROVED, PASSED and ADOPTED by the Governing Board of the San Ramon Valley Unified School District this 8th day of October 2019, by the following vote:

AYES:

NAYS:

ABSENT:

Rick Schmitt
Secretary of the Board of Education of the
San Ramon Valley Unified School District of
Contra Costa County, State of California

	2018-19 Calculations			2018-19 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2017-18 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2017-18 Actual			2018-19 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	204,796,779.67		204,796,779.67			210,019,843.01
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	31,483.91		31,483.91			31,143.58
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2017-18			Adjustments to 2018-19		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2018-19 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2018-19 P2 Report			2019-20 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	31,143.58		31,143.58	30,763.00		30,763.00
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			31,143.58			30,763.00
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2018-19 Actual			2019-20 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	1,027,480.17		1,027,480.17	1,014,020.00		1,014,020.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	46.00		46.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	6,418.00		6,418.00
4. Secured Roll Taxes (Object 8041)	155,139,817.78		155,139,817.78	155,095,718.00		155,095,718.00
5. Unsecured Roll Taxes (Object 8042)	4,409,511.70		4,409,511.70	4,497,566.00		4,497,566.00
6. Prior Years' Taxes (Object 8043)	0.00		0.00	0.00		0.00
7. Supplemental Taxes (Object 8044)	3,840,813.19		3,840,813.19	3,716,232.00		3,716,232.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	14,816,986.87		14,816,986.87	13,255,527.00		13,255,527.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	1,230,140.40		1,230,140.40	650,343.00		650,343.00
12. Parcel Taxes (Object 8621)	6,833,844.70		6,833,844.70	6,750,000.00		6,750,000.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	187,298,594.81	0.00	187,298,594.81	184,985,870.00	0.00	184,985,870.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	187,298,594.81	0.00	187,298,594.81	184,985,870.00	0.00	184,985,870.00

	2018-19 Calculations			2019-20 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			3,695,778.28			3,639,056.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			3,695,778.28			3,639,056.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	89,059,760.89		89,059,760.89	97,581,920.00		97,581,920.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	0.00		0.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	89,059,760.89	0.00	89,059,760.89	97,581,920.00	0.00	97,581,920.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	360,515,254.93		360,515,254.93	352,798,503.00		352,798,503.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	1,480,358.04		1,480,358.04	1,000,000.00		1,000,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS						
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			204,796,779.67			210,019,843.01
2. Inflation Adjustment			1.0367			1.0385
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9892			0.9878
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			210,019,843.01			215,444,718.56
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			187,298,594.81			184,985,870.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			3,737,229.60			3,691,560.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			26,417,026.48			34,097,904.56
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			26,417,026.48			34,097,904.56
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			881,183.53			622,753.57
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			188,179,778.34			185,608,623.57
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			25,535,842.95			33,475,150.99
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			188,179,778.34			
b. State Subventions (Line D8)			25,535,842.95			
c. Less: Excluded Appropriations (Line C23)			3,695,778.28			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			210,019,843.01			

Description	2018-19 Unaudited Actuals			2019-20 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	31,126.01	31,055.22	31,457.34	30,763.00	30,763.00	31,126.01
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	31,126.01	31,055.22	31,457.34	30,763.00	30,763.00	31,126.01
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class	16.05	16.63	16.05			
c. Special Education-NPS/LCI						
d. Special Education Extended Year	1.52	1.52	1.52			
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	17.57	18.15	17.57	0.00	0.00	0.00
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	31,143.58	31,073.37	31,474.91	30,763.00	30,763.00	31,126.01
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Section I - Expenditures	Funds 01, 09, and 62			2018-19 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	383,185,785.10
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	6,413,299.01
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	1,093,149.93
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	5,855,323.08
3. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	72,863.09
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	31,297,193.33
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	1,936,514.65
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			0.00
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				40,255,044.08
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	491,241.94
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			0.00
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				337,008,683.95

		2018-19 Annual ADA/ Exps. Per ADA
Section II - Expenditures Per ADA		
A. Average Daily Attendance (Form A, Annual ADA column, sum of lines A6 and C9)		31,073.37
B. Expenditures per ADA (Line I.E divided by Line II.A)		10,845.58
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	326,160,078.18	10,371.50
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	326,160,078.18	10,371.50
B. Required effort (Line A.2 times 90%)	293,544,070.36	9,334.35
C. Current year expenditures (Line I.E and Line II.B)	337,008,683.95	10,845.58
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2020-21 may be reduced by the lower of the two percentages)	0.00%	0.00%

San Ramon Valley Unified
Contra Costa County

Unaudited Actuals
2018-19 Unaudited Actuals
Every Student Succeeds Act Maintenance of Effort Expenditures

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)

Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

DATE: OCTOBER 8, 2019

TOPIC: PREVIEW OF TEXTBOOK

DISCUSSION: It is requested that the following textbooks be adopted for use beginning immediately following adoption.

<i>Un Papillon dans la cite</i>	Sepia Editions Gisèle Pineau Copyright 2010	All High Schools French 4 Honors/French 5AP	\$27.00
---------------------------------	---	--	---------

Un Papillon dans la cité (translation: A butterfly in the city) will be used as a supplemental text for the French 4 Honors/French 5AP Language and Culture course. This novel will serve as a second-semester literacy work that students can study and discuss the book as a class.

District Policy 6161.1, requires that textbooks be placed on display prior to adoption. This board item is to serve as notice that these textbooks will be on display in the Educational Services Department from October 8, 2019 through October 29, 2019. This textbook will be presented to the School Board on October 29, 2019 for adoption.

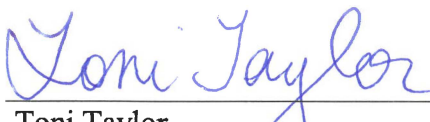
RECOMMENDATION: The administration recommends adoption of this textbook after the required preview period. Such adoption is to include approval of use of ancillary materials such as workbooks, resource binders, tests, audiotapes, and other materials designed to supplement this book.

This novel have not been reviewed by Common Sense Media.

BUDGET IMPLICATIONS: District Instructional Material funds and/or site donations will be used to purchase this book.



Debra Petish
Director of Curriculum & Instruction



Toni Taylor
Deputy Superintendent
Educational Services



Rick Schmitt
Superintendent